

# PROJECT MANUAL

INCLUDING SPECIFICATIONS FOR THE CONSTRUCTION OF

## BEAUFORT COUNTY GOVERNMENT COMPLEX A. HORNE BUILDING SELECTIVE DEMOLITION

BEAUFORT COUNTY

BEAUFORT, SOUTH CAROLINA



Prepared by  
**BEAUFORT DESIGN BUILD**

Date of Issue:  
**November 01, 2018**

**Beaufort County IFB Number 112918**



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## NOTICE TO BIDDERS

Sealed proposals will be received until **2:00 PM, on November 29, 2018, by the Beaufort County Purchasing Department, Beaufort Industrial Village, 106 Industrial Village Road, Building 2, Beaufort, South Carolina 29906-4291**, for the construction of the **A. Horne Building Partial Demolition** project at which time and place Bids will be opened and read aloud. Single-Prime, Lump Sum Bids will be taken for construction as indicated in the Bidding Documents. Proposals must be made on standard forms furnished in the Project Manual. The project is located at **104 Ribaut Road, Beaufort, South Carolina 29902**.

The Project includes partial demolition of an existing single story load bearing masonry building and mechanical, electrical and plumbing work required to maintain occupancy of the remaining portion. The Project does not include hazardous materials removal or abatement.

Bidding is open to all qualified and appropriately licensed General Contractors.

All Bidders must be registered with the Beaufort County Purchasing Department. To register, go to [www.bcgov.net](http://www.bcgov.net).

Bidders can obtain the Bid Documents digitally at **no cost** through the Beaufort County Purchasing Department at [www.bcgov.net](http://www.bcgov.net). Addendum will also be issued through the Beaufort County Purchasing website. It is the responsibility of each bidder to check the website ([www.bcgov.net](http://www.bcgov.net)) for addendum.

### **Bids must be submitted in electronic format through the Beaufort County Purchasing website.**

A Bid Bond, certified check or cashier's check, in the amount of five percent (5%) of the Total Bid, is required.

Performance, and Payment & Material bonds are required for this project.

The laws of South Carolina and applicable regulations of various Licensing Boards and M/W/SBE provisions will be observed in receiving bids and awarding contracts.

A **mandatory** pre-bid meeting will be held at **2:00 PM on Tuesday, November 15, 2018**, at the Project Site; **the A. Horne Building, 104 Ribaut Road, Beaufort, South Carolina 29902**. Attendees are to meet in the first floor conference room of the adjacent Administration Building at 100 Ribaut Road, Beaufort, South Carolina 29902. Visitor parking is available in the parking lot north of the Administration Building (entered from Marsh Road, off of Boundary Street).

Beaufort County reserves the right to hold a second mandatory pre-bid meeting.

Beaufort County reserves the right to reject any or all proposals and to waive informalities or technicalities, as it may deem to be in its best interest.

## END OF NOTICE TO BIDDERS



# INSTRUCTIONS TO BIDDERS

**Note: Additional bidding requirements and conditions are outlined in the Beaufort County Conditions / Provisions document that follows this section. The Bidder is responsible for reading, understanding and complying with all bidding and contracting conditions, provisions and requirements included in the Project Manual.**

- 1. FAMILIARITY WITH WORK AND CONDITIONS:** Before preparing Bids, Bidders are urged to visit the site to inform and familiarize themselves with all conditions involved and under which the project is to be constructed or apparatus erected or installed. The Owner will not be responsible to the Contractor for payments other than as set out in the Construction Contract should construction conditions be different from those assumed or contemplated by the Contractor. The Contractor is required to satisfy himself, before bidding, as to the correctness of the site as indicated by the Contract Documents.
  
- 2. FAMILIARITY WITH LAWS, ETC.:** The Bidder shall be familiar with all Federal, State and Local Laws, ordinance and regulations, which may in any manner affect those engaged or employed in Work, or the materials or equipment in or upon the Work, or in any way affect the conduct of the Work, and no pleas of misunderstanding will be considered on account of the ignorance thereof. If the Bidder or Contractor shall discover any provisions in the plans, specifications or Construction Contract (hereinafter sometimes referred to as "Contract") which are contrary to or inconsistent with any such law, ordinance, or regulation, he shall immediately report it to the Consultant in writing before the bid opening.
  
- 3. INTERPRETATIONS OF PLANS AND SPECIFICATIONS:** If any prospective Bidder is in doubt as to the true meaning of any part of the Contract Documents, he shall submit to the Consultant no later than five (5) calendar days prior to the bid opening, a written request for an interpretation thereof.  

Any interpretation of the proposed documents will be made only by Addenda to the Contract Documents, which will be sent to all persons to whom Contract Documents have been issued. Interpretations, corrections and changes in Contract Documents made in any other manner will not be binding.

All such addenda shall become part of the Contract Documents. The Consultant and the Owner will not be responsible for any other explanations or interpretations.

The Bid Proposal shall be based upon the materials and equipment described in the Contract Documents or on substitutions that have been approved for use on this project. The proposal shall include any fees associated with the Beaufort County permits & plan review and City of Beaufort plan review & permits.
  
- 4. INSURANCE, PERFORMANCE & PAYMENT AND MATERIAL BOND:** See Beaufort County Standard Conditions / Provisions, included in the Project Manual.
  
- 5. SINGLE PRIME CONTRACT FOR GENERAL CONSTRUCTION PROPOSAL FORM:** All forms included in the bidding documents shall be completed in ink or be typewritten. Both words and figures shall be indicated on the bid proposal form. If there is a discrepancy between the

wording and the figures, the wording shall govern. With each bid, the Bidder shall include;

- Bid bond, cashier's check or certified check on the amount of five percent (5%) of the Total Bid.
- Small and Minority Business Self-Performance Affidavit.  
or
- Small and Minority Business Good Faith Effort Checklist.
- Exhibit 1 Non-Discrimination Statement.
- Certificate of Compliance with Americans with Disabilities.

If there are any omissions, lines left blank on the bid form, or alterations, qualifiers of the bid form; the bid proposal shall be deemed as non-responsive unless such omission, alteration or qualifier is waived by the Owner as an informality or technicality in the Owner's sole discretion. If an Alternate does not change the "Base Bid" then the Contractor shall enter "No Change" in the blank. A person that is legally authorized to bind the Contractor to a contract with the Owner shall sign the proposal. The signer of the bid proposal shall initial any corrections.

The Contract Period is noted on the Bid Form.

- 6. QUALIFICATIONS:** If applicable, bidders will find special information in the Supplementary Conditions for this project regarding the Contractor's Qualification Statement. The Owner reserves the right to disqualify a bid if the bidder does not possess the minimum stipulated qualifications for the Work, or has not provided the requested information.
- 7. BID BOND OR BID DEPOSIT:** Each proposal must be accompanied by a Bid Bond executed by a corporate surety licensed under the laws of South Carolina to execute such bonds, conditioned that the surety will, upon demand forthwith make payment to the Owner if the bidder fails to execute the Contract. The Bid Bond shall be in the amount of five (5%) percent of the total bid plus (if applicable) all of the alternates. The Bid Bond shall be valid for a minimum of one hundred and twenty (120) calendar days. In lieu of a Bid Bond, a deposit equal to five (5%) percent of the total bid plus all of the alternates in the form of a Cashier's Check or Certified Check on some bank or trust company insured by the Federal Deposit Insurance Corporation and payable to Beaufort County. The purpose of the Bid Deposit or Bid Bond is to ensure that the bidder will enter into a Contract with the Owner with the terms stipulated in the Bid Proposal and the bidder guarantees that a Performance, Labor & Material Bond will be executed. If the Contractor fails to execute a Contract, the Bid Bond or Bid Deposit shall be seized. Bid security shall be submitted separately for each project and bid.
- 8. DIRECTING BIDS:** Each bid must be complete and independent including bid proposal forms, bid security, etc. Each bid must be submitted in electronic PDF format through Vendor Registry by going to the County Website at [www.bcgov.net](http://www.bcgov.net). Bidders must be registered as a vendor before their proposal can be submitted. There is no cost for registration.
- 9. OPENING OF BIDS:** Properly submitted bids will be opened publicly and read promptly at the time, date, and place set forth in the "Notice to Bidders". Bidders or their authorized agents and other interested parties are invited to be present.
- 10. BID ERROR:** After the bid opening, if the low bidder finds he has made an error that is clerical in nature and he can support his claim with evidence as defined by law he may request to

withdraw the bid. This written request shall be submitted within a period of 72 hours after the opening of bids. Following such event, if the Owner approves the bid withdrawal request in accordance with South Carolina law, action on the remaining bids shall be as if the withdrawn bid had not been received. The Contract shall be awarded to the next responsible, responsive low bidder.

**11. BID VALIDITY:** The Bid Proposal shall be deemed valid for a period of one hundred and twenty (120) calendar days after the opening thereof, for purposes of execution of the Contract.

**12. AWARDING OF CONTRACT:** The Owner will award a Contract conditioned on the availability of funds. If applicable, the Owner shall have the right to accept Alternates in any order or combination. The Owner shall award the Contract to the lowest responsible, responsive bidder taking into considerations quality, performance, and the time specified in the Bid Proposal for the performance of the Contract. The Owner reserves the right to negotiate with the apparent lowest responsible, responsive bidder to reduce the scope of the Work to be within budget. The Owner also reserves the right to reject any or all proposals and to waive informalities or technicalities. After the project has been awarded to the Contractor by the Owner, the Owner shall prepare a Contract for the Contractor to execute. Notice to Proceed shall be issued after all parties have executed the Contract.

**13. EXECUTION OF CONTRACT:** The successful bidder shall execute the Contract within ten (10) calendar days of receipt of the Contract. Failure to execute the Contract can result in the forfeit of the Bid Bond or Bid Deposit.

**14. NON-DISCRIMINATION IN EMPLOYMENT:** During the performance of the Contract, the Contractors must agree as follows:

The Contractors will not discriminate against any employee or applicant for employment because of race, color, or religion, sex, disability or national origin. The Contractors will take affirmative action to ensure that applicants are employed and that employees are treated equal during employment without regard to race, color, religion and handicap. Such action will include, but not limited to, the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising, layoff or termination: rates of pay or other forms of compensation: and selection of training, including apprenticeship. The Contractors agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Local Public Agency setting forth the provisions of this non-discrimination clause.

Bidders must submit with their initial bid a signed statement certifying compliance with requirements of this proposal regarding non-discriminatory employment practices.

**15. SMALL AND MINORITY BUSINESS PARTICIPATION:** It is the policy of the Owner to provide minorities and small business enterprises equal opportunity for participating in all aspects of the County's contracting and procurement programs, including but not limited to employment, construction development projects, materials/services contracts and/or lease agreements, consistent with the laws of the State of South Carolina. It is further the policy of The Owner to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap or veteran's status. It is further the policy of the Owner to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

- 16. AMERICANS WITH DISABILITIES ACT REQUIREMENTS:** The Owner will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of a disability. The Owner will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. The Owner's programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify County Staff. Bidders must also submit a signed statement as provided herein, certifying compliance with the requirements of the Americans with Disabilities Act regarding non-discriminatory employment practices.
- 17. SUBSTITUTIONS:** All Requests for approval of substitutions for specified products will be considered only upon submission of samples and manufacturers' data, in triplicate, of the product intended for substitution. The Consultant, no later than ten (10) calendar days prior to the bid opening, must receive all written requests for proposed substitutions for consideration. If the Consultant accepts any proposed substitutions, such acceptance will be set forth in an addendum.

END OF INSTRUCTIONS TO BIDDERS

## **BEAUFORT COUNTY STANDARD CONDITIONS/PROVISIONS**

### **CORRECTION OF ERRORS ON BID FORM**

All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified for opening.

### **AMENDMENTS**

All amendments to and interpretations of this solicitation shall be in writing. The County shall not be legally bound by an amendment or interpretation that is not in writing.

### **ADDITIONAL INFORMATION**

Bidders requiring additional information may submit their question(s) in writing to the Purchasing Department. Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have received the original Invitation for Bid.

### **DISCUSSIONS/NEGOTIATIONS**

By submission of a bid, vendor agrees that during the period following issuance of a bid and prior to final award of contract, vendor shall not discuss this procurement with any party, except members of the Purchasing Department or other parties designated in this solicitation. Vendor shall not attempt to discuss with or attempt to negotiate with the using Department any aspects of the procurement, without prior approval of the Buyer responsible for the procurement.

### **INSTRUCTIONS TO BIDDERS**

1. Bids must be submitted on the Single Prime Contract General Construction Bid Proposal Form provided in the Project Manual.
2. Bids, amendments thereto, or withdrawal requests received after the time advertised for bid opening will be void, regardless of when they were mailed.
3. Bids must be submitted in electronic PDF format through the Beaufort County Website; [www.bcgov.net](http://www.bcgov.net).

### **CONDITIONS**

1. All bids must be submitted on the forms furnished. Forms must be completed in their entirety with all parts filled in. Altered or incomplete Bid Invitations or use of substitute forms may render the bid non-responsive.
2. Unit prices will govern over extended prices, unless otherwise stated in notice.
3. In case of default by Contractor, the County reserves the right to purchase any or all items in default in open market, charging Contractor with any additional costs. **SHOULD EACH CHARGE BE ASSESSED, NO SUBSEQUENT BIDS OF THE DEFAULTING CONTRACTOR WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.**
4. Tie bids will be resolved, as outlined in the County's Procurement Ordinance.
5. The right is reserved to reject any bid in which the delivery time indicated is

- considered sufficient to delay the operation for which the commodity is intended.
6. Unless otherwise indicated in the bid notice, prices must be firm.
  7. The successful bidder shall indemnify and save harmless Beaufort County and all County Officers, agents, and employees from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.
  8. Beaufort County, its officers, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the use of any materials furnished by the Contractor, provided that such liability is not attributable to negligence on the part of the using agency.
  9. Ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded.
  10. Any contract entered into by the County or its departments, institutions, agencies, political subdivisions, or other entities resulting from this bid notice shall be subject to cancellation without penalty, at the end of any fiscal or appropriated year, unless otherwise provided by law.

## **GENERAL PROVISIONS**

1. **PROHIBITIONS OF GRATUITIES:** It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, commendation, or preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore.
  - 1.1 **Kickbacks:** It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or higher tier subcontractor under a contract to the prime contractor, or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontractor order.
2. **ORDER OF PRECEDENCE:** In the event of inconsistency between provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (A) The Bidding Schedule, (B) General Provisions, (C) Instructions to Bidders, and Conditions, (D) Other Provisions of the Contract, whether incorporated by reference or otherwise, and (E) The Specifications.
3. **COMPETITION:** There are no Federal or State laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government Contract price without any liability, because the County is exempt from the provisions of the Robinson-Patman Act and other related laws.
4. **TERMINATION:** Subject to the Provisions below, the contract may be terminated by the Purchasing Department.
  - 4.1 **Termination for Convenience:** The County may, without cause, terminate this contract in whole or in part at any time for its convenience. In such instance, an adjustment shall be made to the Contractor, for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits,



consequential damages, delay damages, unabsorbed or under absorbed overhead of the Contractor or its subcontractors, and/or failure of Contractor to include termination for convenience clause into its subcontracts and material purchase orders shall not expose the County to liability for lost profits in conjunction with a termination for convenience settlement or equitable adjustment. Contractor expressly waives any damages, delay damages, or indirect costs which may arise from County's election to terminate this contract in whole or in part for its convenience.

- 4.2 Termination for Cause: Termination by the County for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions. Termination costs, if any, shall not apply. The ten (10) days advance notice requirement is waived, and the default provision in this bid shall apply. (See Bid Condition 4.)
5. EXCUSABLE DELAY: The Contractor shall not be liable for any excess costs, if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine, restrictions, strikes, freight, embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and is such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
6. BID SCHEDULE: Enter the manufacturer, brand, and catalog number bid and prices quoted for each item in the spaces provided on the Bid Schedule sheet. Additional pages may be attached, when applicable, for quantity prices. Quote prices in units of standard pack, pricing each item separately, unless indicated otherwise in bid instructions.
7. BIDDERS QUALIFICATION: Bidders must, upon request of the County, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Purchasing Department reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.
8. BIDDERS RESPONSIBILITY: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract.
9. AWARD CRITERIA: Award will be made to the responsible and responsive bidder(s) whose bid is the most economical for the purpose intended, according to the criteria designated in the Invitation for Bid and other Bid Documents.
10. REJECTION: This solicitation does not commit Beaufort County to award a contract, to pay any costs incurred in the preparation of a bid, or to procure or contract for the articles of goods or services. The County reserves the right to waive minor informalities and irregularities, to accept or reject any or all bids received as a result of this request, or to cancel in part in or its entirety this bid, if it is in the best interest of the County to do so. In addition, the County reserves the right to reject any bid that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other bids, if such action would be in the best interest of the County.

11. ASSIGNMENT: The Contractor shall not sublet, assign, nor by means of a stock transfer or sale of its business, assign or transfer this contract without the written consent of the Purchasing Director.
12. CONTRACT ADMINISTRATION: Questions or problems arising after award of this contract shall be directed to the Purchasing Department.
13. AFFIRMATIVE ACTION: The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, religion, sex, age, national origin, or physical handicap.
14. WAIVER: The County reserves the right to reject any or all bids, to waive any General Provisions, Special Provisions, or minor specification deviation when considered to be in the best interest of this County.
15. RESTRICTIONS/LIMITATIONS: No purchases are to be made from this Contract of any item that is not listed, nor of any item that is currently authorized under any contract awarded prior to this Contract.
16. PURCHASES FROM OTHER SOURCES: The Purchasing Department reserves the right to bid separately any unusual requirements or large quantities of the items specified in this proposed contract.
18. ISSUANCE OF PURCHASE ORDERS: Beaufort County shall not be responsible for invoices of \$500 or more that do not have a purchase order covering them.
19. ITEM SUBSTITUTIONS: No substitutes will be allowed on purchase orders received from agencies, without permission from the Purchasing Department.
20. DISCREPANCIES: A bidder who discovers a discrepancy or omission in the specification, or is in doubt of the interpretation of any part of the Invitation for Bid or considers that the Specification or Invitation for Bid is restrictive or discriminatory shall notify the Purchasing Director, in writing not later than ten (10) days prior to the scheduled bid opening, or at a pre-bid conference should one be scheduled. Exceptions taken do not obligate Beaufort County to change or alter specifications. Nothing will change the Invitation for Bid, unless written amendment is provided by the Purchasing Director at least three (3) working days before the Bid Opening.
21. BRAND NAMES: The name of any manufacturer, trade name, or manufacturer's or vendor's catalog or model number set forth in the specification is for the purpose of describing the minimum standard of quality, type, or performance. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality or performance specified.
22. NONRESIDENT TAXPAYERS: If the bidder is a South Carolina nonresident taxpayer and the contract amount is \$10,000.00 or more, the bidder acknowledges and understands that in the event he is awarded a contract, bidder shall submit a Nonresident Taxpayer Registration Affidavit (State Form #1-312-6/94) to the Beaufort County Purchasing Department before a contract can be signed. Affidavit must certify that the nonresident taxpayer is registered with the S.C. Department of Revenue or the S.C. Secretary of State's Office, in accordance with Section 12-9-310(A)(2)(3) of S.C. Code of Laws (1976) as amended.
23. BUSINESS LICENSE: In accordance with the *Beaufort County Business License Ordinance*,  
*99-36, Article III*, as enacted November 22, 1999, any business or individual generating income in the unincorporated area of Beaufort County is required to pay an annual license fee

- and obtain a business license. The ordinance referenced is available on the Beaufort County website at [www.bcgov.net](http://www.bcgov.net) or by calling the Business License Administrator at (843) 255-2270 for a list of schedules.
24. **BID GUARANTY AND BOND**: Bidder agrees to forfeit Bidder's Bond, **when required on the Bid Schedule**, in the event of failure to contract with County Council within ten (10) days after award of Bid. Checks or Bid Bond of the unsuccessful bidders will be returned once bid is awarded. Check or Bid Bond of the successful bidder will be returned after delivery and acceptance of item.
  25. **REQUIREMENTS CONTRACT QUANTITIES OR USAGE**: Whenever a bid is sought seeking a source of supply for a requirements contract for products or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by Beaufort County as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for Bidder's information only and will be used for tabulation and presentation of bid.
  26. **CHOICE OF VENUE**: Any disputes under this contract that cannot be resolved between the County of Beaufort and the vendor must be resolved in a circuit court of Beaufort County, Beaufort, SC, and the Fourteenth Judicial Circuit.
  27. **LICENSES, PERMIT AND FEES**: All Bids submitted must include the price of any business and professional licenses, permits or fees as required by Federal, State or Local Government Agencies.
  28. **ADDITIONAL ELIGIBILITY**: Other Beaufort County Public Procurement units shall, at their option, be eligible for use of any contracts awarded pursuant to this Invitation.
  29. **INSURANCE REQUIREMENTS**: Prior to commencing work/delivery hereunder, contractor/vendor, at his expense, shall furnish insurance certification showing the certificate holder as Beaufort County, P. O. Drawer 1228, Beaufort, S.C. 29901, Attention: Purchasing Director and with a special notation  naming Beaufort County as an additional insured on the liability coverages. Minimum coverage shall be as follows:
    - 29.1 **Worker's Compensation Insurance** – Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws.
    - 29.2 **Commercial General Liability Insurance** – Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following minimum limits: BODILY INJURY of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$1,000,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE of at least \$2,000,000 COMBINED SINGLE LIMIT.
    - 29.3 **Comprehensive Automobile Liability Insurance** - The Contractor shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$1,000,000 PER OCCURRENCE, or BODILY INJURY/PROPERTY DAMAGE of at least \$2,000,000 COMBINED SINGLE LIMIT.

- 29.4 **Builders Risk Insurance** – A Builder’s Risk and Boiler and Machinery Coverage will be obtained by OWNER to cover the project. Any payment under Builder’s Risk or Boiler and Machinery Coverages will be made jointly to OWNER and CONTRACTOR. Further, OWNER and CONTRACTOR agree that any payment under Builder’s Risk or Boiler and Machinery Coverages will be placed into a joint account until such funds are reinvested in the construction project.
- 29.5 **Subcontractors** - CONTRACTOR shall be required to verify that all subcontractors maintain general liability insurance, worker’s compensation insurance and automobile liability insurance. Furthermore CONTRACTOR agrees to indemnify and defend Morris Trust for any claim or cause of action, whatsoever which was caused by the negligence, or other actionable fault of an uninsured subcontractor.
- 29.6 The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
- 29.5 The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- 29.6 The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the Contractor’s liability.
30. **RIGHT TO PROTEST**
- 30.1 Any actual or prospective bidder, offeror, or contractor who is aggrieved, in connection with the solicitation or award of a contract, may protest to the Purchasing Director. The protest shall be submitted in writing fourteen (14) days after such aggrieved person knows or should have known of the facts giving rise thereto. The protest must be accompanied by a detailed statement, indicating the reasons for such protest.
- 30.2 Authority to Resolve Protest. The Purchasing Director shall have authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved bidder, offeror, or contractor, actual or prospective, concerning the solicitation or award of a contract.
- 30.3 Decision. If the protest is not resolved by mutual agreement, the Purchasing Director shall issue a decision, in writing within ten (10) days. The decision shall,
- 30.3.1 State the reasons for the action taken; and
- 30.3.2 Inform the protestant of its right to administrative review as provided in this Section.
- 30.4 Notice of Decision. A decision under Subsection (3) of this Section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
- 30.5 Finality of Decision. A decision under Subsection (3) of this Section shall be final and conclusive, unless fraudulent, or
- 30.5.1 Any person adversely affected by the decision appeals administratively,

within ten (10) days after receipt of decision under Subsection (3) to the County Council in accordance with this Section.

30.5.2 Any protest taken to the County Council or court shall be subject to the protestant paying all administrative costs, attorney fees, and court costs, when it is determined that the protest is without standing.

31. Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion: The contractor certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency. It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/bid.

**State whether or not your company has been involved in any litigation within the past five (5) years, arising out of your performance by circling YES OR NO. If you circled "YES", explain fully in a separate attachment.**

32. **Contractor is responsible for all permits, licenses and fees for all projects.**

### **CONTRACTUAL REQUIREMENTS**

- 1.0 **EXCUSABLE DELAY:** The Contractor shall not be liable for any excess costs, if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
- 2.0 **S.C. LAW CLAUSE:** Upon award of a contract under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with local and State laws which require such person or entity to be authorized and/or licensed to do business in Beaufort County. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in Beaufort County, by submission of this signed proposal the offeror agrees to subject itself to the jurisdiction and process of the Fourteenth Judicial Circuit Court of Beaufort County, as to all matters and disputes arising or to arise under the contract and the performance thereof including any questions as to the liability for taxes, licenses, or fees levied by State or local government.
- 3.0 **OFFEROR'S QUALIFICATIONS:** Offeror must, upon request of the County, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of this proposal. The Purchasing Department reserves the right to make the final determination as to the offeror's ability to provide the services requested herein, before entering into any contract.
- 4.0 **OFFEROR RESPONSIBILITY:** Each offeror shall fully acquaint himself with conditions relating

to the scope and restrictions attending the execution of the work under the conditions of this proposal. It is expected that this will sometimes require on-site observation. The failure or omission of an offeror to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this proposal or to the contract.

- 5.0 **AFFIRMATIVE ACTION:** The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, religion, sex, national origin, or physical handicap.
- 6.0 **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor will be required to assume sole responsibility for the complete effort, as required by this RFP. The County will consider the Contractor to be the sole point of contact with regard to contractual matters.
- 7.0 **SUBCONTRACTING:** If any part of the work covered by this RFP is to be subcontracted, the Contractor shall identify the subcontracting organization and the contractual arrangements made with same. All subcontractors must be approved, in writing by the County, or when applicable a political subdivision within the County with the County's concurrence. The successful offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the vendor. The County reserves the right to reject any or all subcontractors and require substitution of a firm qualified to participate in the work as specified herein.
- 8.0 **OWNERSHIP OF MATERIAL:** Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
- 9.0 **PAYMENT AND PERFORMANCE BOND:** The successful Contractor shall furnish, within ten (10) days after written notice of acceptance of proposal, a Payment and Performance Bond. Contractor shall provide and pay the cost of a Payment and Performance Bond. The Bond shall be in the amount of one-hundred percent (100%) the annual contract cost, issued by a Surety Company licensed in South Carolina with an "A" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, Property Liability" which shall show a financial strength rating of at least five (5) times the Contract Price. The Bond shall be accompanied by a "Power of Attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond.
- 10.0 **NONRESIDENT TAXPAYERS:** If the offeror is a South Carolina nonresident taxpayer and the contract amount is \$10,000.00 or more, the offeror acknowledges and understands that in the event he is awarded a contract offeror shall submit a Nonresident Taxpayer Registration Affidavit (State form #1-312-6/94), before a contract can be signed. Affidavit must certify that the nonresident taxpayer is registered with the S.C. Department of Revenue or the S.C. Secretary of State's Office, in accordance with Section 12-9-310(A)(2)(3) of S.C. Code of Laws (1976) as amended.
- 11.0 **BUSINESS LICENSE:** In accordance with the *Beaufort County Business License Ordinance, 99-36, Article III*, as enacted November 22, 1999, any business or individual generating income in the unincorporated area of Beaufort County is required to pay an annual license fee and obtain a business license. The ordinance referenced is available on the Beaufort County website at [www.bcgov.net](http://www.bcgov.net) or by calling the Business License Administrator at (843) 255-2270 for a list of schedules.
- 12.0 **ADDITIONAL ELIGIBILITY:** Other Beaufort County Public Procurement units shall, at their option, be eligible for use of any contracts awarded pursuant to this Invitation.
- 13.0 **INSURANCE REQUIREMENTS:** Prior to commencing work hereunder, Contractor, at his expense, shall furnish insurance certificate showing the certificate holder as Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901-1228, Attention: Purchasing Director and with a special notation  naming Beaufort County as an Additional Insured on the liability coverages. If not

otherwise specified, the minimum coverage shall be as follows:

- 13.1 Worker's Compensation Insurance - Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws.
  - 13.2 Commercial General Liability Insurance - Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following minimum limits: BODILY INJURY of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$1,000,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE of at least \$2,000,000 COMBINED SINGLE LIMIT.
  - 13.3 Comprehensive Automobile Liability Insurance - The Contractor shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$1,000,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$1,000,000 PER OCCURRENCE, or BODILY INJURY/PROPERTY DAMAGE of at least \$2,000,000 COMBINED SINGLE LIMIT.
  - 13.4 The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
  - 13.5 The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
  - 13.6 The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the Contractor's liability.
- 14.0 **INDEMNITY**: The Contractor hereby agrees to indemnify and save harmless the County, its officers, agents, and employees from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for trial and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement, whether by act of omissions of the Contractor, its agents, servants, employees or others, or because of or due to the mere existence of the Agreement between the parties.
- 15.0 **TERMINATION FOR DEFAULT**:
- 15.1 The performance of Work under the Agreement may be terminated by the Purchasing Director, in accordance with this clause, in whole or in part, in writing, whenever the Director of Purchasing shall determine that the Contractor has failed to meet the performance requirements of this Agreement.
  - 15.2 The Purchasing Director has the right to terminate for default, if the Contractor fails to make delivery of the supplies or perform the Work, or if the Contractor fails to perform the Work within the time specified in the Agreement, or if the Contractor fails to perform any other provisions of the Agreement.
- 16.0 **TERMINATION FOR CONVENIENCE**: The County may without cause terminate this contract in whole or in part at any time for its convenience. In such instance, an adjustment shall be made

to the Contractor, for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under absorbed overhead of the Contractor or its subcontractors, and/or failure to include termination for convenience clause into its subcontracts and material purchase orders shall not expose the County to liability for lost profits in conjunction with a termination for convenience settlement or equitable adjustment. Contractor expressly waives any claims for lost profit or consequential damages, delay damages, or indirect costs which may arise from the County's election to terminate this contract in whole or in part for its convenience.

**Go to [www.bcgov.net](http://www.bcgov.net) to download a copy from the bid opportunities section.**



# Program Provisions and Good Faith Outreach Effort Requirements for Small and Minority Business Participation

Beaufort County Government Complex Arthur Horne Building Selective Demolition  
IFB # 112918

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**FAILURE TO COMPLETE ALL GOOD FAITH OUTREACH EFFORT REQUIREMENTS MAY RESULT IN BID REJECTION. SPECIFIED DOCUMENTS WITHIN THESE PROGRAM PROVISIONS MUST BE RETURNED WITH THE BID PACKAGE. FALSIFICATION OF ANY REQUESTED DOCUMENTS WILL BE CONSIDERED A BREACH OF PUBLIC TRUST.**

Direct questions regarding these provisions in writing via email to [compliance@bcgov.net](mailto:compliance@bcgov.net) or fax to 843.255.9802.

## Important Actions and Notes for Bidders

- **These program provisions affect bid responsiveness.**
- These program provisions are required for all prime bidders, regardless of whether the prime bidder is a small or minority business (SMB).
- If not self-performing one hundred percent (100%) of the project with your company's workforce, bid packages should include the following items to be in compliance with these program provisions:
  1. Good Faith Efforts Checklist form.
  2. Non-Discrimination Statement form (Exhibit 1).
  3. Proof of requesting Beaufort County's listing of local SMBs at least 10 business days in advance of the bid due date, by sending a request to [bcvendors@bcgov.net](mailto:bcvendors@bcgov.net).
  4. Outreach Documentation Log (Exhibit 2) and Proposed Utilization Plan (Exhibit 3). **Note:** Both of these forms will be provided electronically when requesting Beaufort County's current listing of local SMBs per item #3 above.
  5. Proof of sending written notice to SMBs notifying them of any bid opportunities. Notices only need to be sent to those subcontractors and suppliers offering the services which the bidder intends to subcontract and purchase. Notices can be e-mailed or faxed.
  6. Proof of sending written notice to Good Faith Agencies listed herein, at least 10 business days in advance of the bid due date, requesting their assistance notifying their business contacts of bidding opportunities with your company for this project. Notices can be e-mailed or faxed. If emailed, the notice can be sent to all agencies with one email.

### **Good Faith Agencies Distribution List**

Beaufort County Black Chamber of Commerce  
Post Office Box 754, Beaufort, SC 29901  
Email: [president@bcbcc.org](mailto:president@bcbcc.org)

Beaufort Regional Chamber of Commerce  
Post Office Box 910, Beaufort, SC 29901  
Email: [info@BeaufortSC.org](mailto:info@BeaufortSC.org)

HHI-Bluffton Chamber of Commerce  
Post Office Box 5647  
Email: [info@Hiltonheadisland.org](mailto:info@Hiltonheadisland.org)

### **Other Resources\***

SC Office of Small and Minority Business Assistance  
1205 Pendleton Street, Suite 453C, Columbia, SC  
29201

Telephone: 803.734.5010

[www.osmba.sc.gov](http://www.osmba.sc.gov)

SC Department Of Transportation  
Business Development and Special Programs  
Post Office Box 191, Columbia, SC 29202

Telephone: 803.737.2314

[www.scdot.org](http://www.scdot.org)

*\* You do not need to send a notification to these agencies; however, they can assist you in identifying certified minority and disadvantaged businesses.*

## Program Overview

Beaufort County recognizes that the South Carolina General Assembly, in South Carolina Code of Laws Section 11-35-5210\*, has declared that businesses owned and operated by minority persons have been historically restricted from full participation in our free enterprise system to a degree disproportionate to other businesses; and that it is in the state's best interest to assist minority-owned businesses to develop fully as part of the state's policies and programs which are designed to promote balanced economic and community growth throughout the state. Therefore, Beaufort County wishes to ensure that those businesses owned and operated by minorities are afforded the opportunity to fully participate in its overall procurement process for goods and services. Further, Beaufort County seeks to ensure that small businesses are likewise afforded the same participation opportunity as minority businesses. Consequently, attention of all bidders is called to contract provisions contained herein pertaining to Beaufort County's "Small and Minority Business Participation Program", as described in the Beaufort County Code of Ordinances, Section 2-537.2\*\*.

### **Pre-Award and Post-Award Requirements**

Beaufort County requires all bidders for this project to fulfill specific good faith outreach efforts. The successful bidder (contractor) is required to fulfill any commitments made to the best of their ability in conjunction with pre-award good faith outreach efforts, unless good cause is demonstrated for any failure to fulfill such commitment. Beaufort County shall have the right to inspect the contractor's records related to the activity and expenditures to SMBs utilized on County projects, to include related contracts and purchase orders and payment records, such as cancelled check copies. Further, Beaufort County personnel are permitted access to County project sites with the purpose of confirming workers on the project. Beaufort County may require the contractor to provide monthly reports regarding its utilization and expenditures to small and minority businesses on Beaufort County projects.

### **Definitions**

**Minority Business** means a concern at least fifty-one percent (51%) owned by a person determined to be socially and economically disadvantaged. *Socially disadvantaged* means those persons who have been subject to racial or ethnic prejudice or cultural bias because of their identification as members of a certain group without regard to their individual qualities. Such groups include, but are not limited to, Black Americans, Hispanic Americans, Native Americans (including American Indians, Eskimos, Aleuts and Native Hawaiians), Asian Pacific Americans, women, and other minorities to be designated by the state or Beaufort County. *Economically disadvantaged* means those socially disadvantaged persons whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area that are not socially disadvantaged.

**Small Business** means a for-profit concern that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in the Code of Federal Regulations, Title 13, Part 121\*\*\*, as amended.

\* South Carolina Code of Laws, Chapter 35 "South Carolina Consolidated Procurement Code", Article 21 "Assistance to Minority Businesses".

\*\* Beaufort County Code of Ordinances, Article 7 "Finance, Division 4 "Purchasing", Section 2-537.2 "Small and Minority-owned Business Program".

\*\*\* Code of Federal Regulations, Title 13 "Business Credit and Assistance", Chapter 1 "Small Business Administration", Part 121 "Small Business Size Standards".

## Self-Performance Affidavit

***If self-performing the entire project with your own workforce/staff on your payroll, complete and return this form with your bid package. If self-performing all work, you do not need to solicit SMBs.***

I hereby certify my company's intent to self-perform 100% of the work required for the referenced project:

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

Project Number: \_\_\_\_\_

By signing this affidavit, I further certify that my company has the capability to perform and will perform all elements of the work on the project referenced above with my company's employees.

I further agree to provide additional information or documentation requested by Beaufort County in support of the above statement.

If a need to subcontract all or some of my company's work on this project arises, I will notify Beaufort County in writing within three (3) business days via email at [compliance@bcgov.net](mailto:compliance@bcgov.net) or fax at 843.255.9802.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Owner or Authorized Representative Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

Small and Minority Business Participation

## Good Faith Efforts Checklist

**This form and supporting documents are due with the bid package, if not self-performing 100% of the work.**

- Divide and/or combine scope of work packages into economically feasible units, **if possible**.
- Request a list of potential SMBs from Beaufort County at least 10 business days prior to the bid due date, by emailing a request to [bcvendors@bcgov.net](mailto:bcvendors@bcgov.net).
- Send written notice to Good Faith Agencies and SMBs of your intent to bid the project and express an interest in receiving quotes from SMBs. Notices should be sent at least 10 business days prior to the bid due date and can be e-mailed or faxed. The notice should contain the following:
  - Bidder's name and contact information
  - Project name and number
  - Scope of work/bid packages available for subcontracting
  - Information on availability of plans and specifications
  - Bidder's insurance, bonding, and financial requirements
- Include copies of the written notice to SMBs notifying them of bid opportunities. Notices only need to be sent to those subcontractors and suppliers offering the services which the bidder intends to subcontract and purchase. Notices can be e-mailed or faxed. If emailed, the notice may be sent to all applicable subcontractors with one email. If faxed, include a copy of the fax transmittal confirmation slip. If the notice is mailed, include a copy of the stamped or metered envelope.
- Include copies of the written notice to Good Faith Agencies requesting their assistance notifying their local business contacts of bidding opportunities with your company for this project. The request should be sent at least 10 business days prior to the bid due date and can be e-mailed or faxed. If emailed, the notice may be sent to all agencies with one email. If faxed, include a copy of the fax transmittal confirmation slip. If the notice is mailed, include a copy of the stamped or metered envelope.
- Include Exhibits 1, 2 and 3, with all requested supporting documentation, where applicable. Exhibits 2 and 3 must be requested by sending an email to [bcvendors@bcgov.net](mailto:bcvendors@bcgov.net) (see page 2, item #4 of these provisions).

The undersigned acknowledges making a good faith effort to comply with the above areas checked.

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Name of Company

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Owner or Authorized Representative Name

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Signature

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Title

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Date

Small and Minority Business Participation

**Exhibit 1**  
**Non-Discrimination Statement**

*This form is due with the bid package.*

The bidder certifies the following:

- No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to Beaufort County or the performance of any contract resulting thereof;
- That it is and shall be the policy of the bidder to provide equal opportunity to all businesses or persons seeking to contract or otherwise interested in contracting with the bidder for Beaufort County contracts, including those businesses owned and controlled by socio-economic and racial minorities;
- In connection herewith, we acknowledge and warrant that this bidder has been made aware of, understands, and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this bidder;
- That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption throughout the life of the referenced contract with Beaufort County;
- That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and included by reference into any contract or portion thereof which this bidder may hereafter obtain and;
- That the failure of this bidder to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling Beaufort County to declare the contract in default and to exercise any and all applicable right and remedies including, but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

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Name of Company

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Owner or Authorized Representative Name

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Signature

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Title

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Date

Small and Minority Business Participation

## **SECTION 01 10 00 SUMMARY**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS and REQUIREMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 WORK COVERED BY CONTRACT DOCUMENTS**

- A. Project Identification: Beaufort County Government Complex, A. Horne Building Selective Demolition.
- B. Consultant Identification: The Contract Documents, dated August 27, 2018, were prepared for the Project by Beaufort Design Build, LLC and its consultants.
  - 1. Civil Engineering: Andrews Engineering Co.
  - 2. Structural Engineering: Laurene, Rickher & Sorrell, PC
  - 3. Mechanical, Electrical, Plumbing and Fire Protection Engineering, Optima PA
- C. The work consists of:
  - 1. Demolition of the north portion of the existing single story load bearing masonry A. Horne Building located at 104 Ribaut Road in Beaufort, South Carolina.
  - 2. The existing building was constructed in two phases which are separated from each other by a  $\pm 1/2$ " expansion joint. The two sections are only connected by a wood framed parapet and interior joint covers.
  - 3. Whether or not the existing footings are connected is not known so, at the portion of the building that is being demolished, the foundation immediately adjacent to and parallel to the portion of the building which will remain, is to be left in place.
  - 4. The portion of the existing building north of the existing building expansion joint is to be demolished in its entirety – including footings (except as noted above), foundations and all subsurface conduit, piping, etc. The Project Area is to be left free and clear of all building materials and ready for construction of a new three-story office building which will be bid and constructed separately.
  - 5. The existing building shell consists of reinforced concrete footings and floor slab, load bearing concrete masonry unit (CMU) walls, steel bar joists and a gypsum concrete roof deck.
  - 6. The existing building does not contain a fire sprinkler system.
  - 7. Mechanical Systems: All HVAC equipment, piping and controls shall be removed from the demolished portion of the existing building. The existing two-pipe system's supply and return lines enter through the boiler room, and branch out in two directions upon entering the building. As indicated in the mechanical demolition plans, the supply and return piping serving the demolished portion of the building will be cut and capped just short of what will become the new exterior wall. All HVAC equipment in the remaining portion of the building will remain connected to the existing chilled water and boiler supply and return lines. No further work should be needed to continue operation of the existing system.

8. Electrical Systems: Existing lighting, switches and receptacles shall be removed in the area of the building to be demolished in their entirety with associated conduit, boxes, supports and conductors. The existing panelboards serving the equipment and devices are located in the remaining portion of the building. Circuit breakers supplying the equipment and devices to be removed shall be turned off and labeled as spare. Existing circuits supplying lighting and devices on the maintained side of the demising demolition wall shall be reworked to allow equipment in remaining areas to remain operational. Existing service, service panel, distribution panels, lighting panels and controllers shall remain. All equipment taken out of service in the remaining portion of the building shall be labeled as "out of service" or not in use. At no time shall the existing electrical supply to the remaining building be compromised. Interruptions in power supply to remaining systems shall be coordinated with owner in advance of any shutdowns.

Special systems such as fire alarm, telephone, data, security with associated equipment shall be removed from the areas of the building to be demolished. Systems shall be modified as necessary to maintain operation in the remaining portions of the building. Interruptions to fire alarm, telephone, data and security systems shall be coordinated with owner in advance of any interruptions.

Contractor shall survey the building in advance of removal of electrical equipment to fully understand the limits of demolition and shall not move forward with demolition until existing systems to remain have been fully separated and protected from the systems which are to be demolished.

9. Plumbing: Remove all plumbing fixtures, piping and equipment (water heater) from the portion of the Horne Building to be demolished. Cold water supply originates in the existing mechanical room (to remain). As indicated in the plumbing demolition plans, cut and remove the water supply piping serving the demolished portion of the building and cap in the mechanical room. Cut, cap and abandon drainage piping below slab. Plumbing fixtures and equipment located in the remaining portion of the building will remain active, and no further work should be needed to maintain them in operation.
  10. The north end of the remaining portion of the building is to be enclosed with metal studs, gypsum board, plywood, vapor barrier and stucco finish. This work is to be coordinated with demolition work so that the occupied portion of the building remains fully operational at all times, during normal business hours.
  11. The roof edge at the north end of the portion of the building which is not demolished, shall be made water tight.
  12. Low voltage systems, including telephone, data and security systems, will be modified by Owner. Systems will be modified so that the portion of the existing building not being demolished can continue to remain occupied and operational. Associated devices, conduit, wire and equipment, left in the place in the portion of the existing building being demolished, are to be removed by the contractor.
- D. Contractor shall furnish all material, labor, tools, supplies, equipment, transportation, superintendence, temporary construction of every nature, insurance, taxes, contributions and all services and facilities, unless specifically excepted, and install all materials, items and equipment required to complete demolition and construction of the Project, as set forth in the Contract Documents and as required to provide complete and operational systems.
  - E. The Contractor shall act as the Project Expediter and be responsible for coordinating the work and schedules of others hired by him.



- F. The Owner has obtained an Asbestos Analysis Report for the existing building. Lab results (dated 09/06/2017), indicating that no asbestos is present, are provided on drawing sheet G-104, Supporting Documents. It is not anticipated that asbestos removal or abatement are required for the Project however, it is the contractor's responsibility to notify the Architect if concealed materials encountered during demolition are suspected of containing asbestos. If such materials are encountered, the contractor shall immediately stop work and notify the architect. Work may not resume until such materials have been tested and either shown to not contain asbestos or are removed and abated in accordance with the applicable requirements of the South Carolina Department of Health and Environmental Control.
- G. There are existing 115Kv power lines running along the west edge of the existing building. South Carolina Electric & Gas (SCE&G) requires a 20'-0" radial setback from each individual line. NOTHING shall come within 20'-0" of these power lines. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THIS SETBACK PRIOR TO BEGINNING ANY WORK AND IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) SETBACK REQUIREMENTS FOR HIGH VOLTAGE POWER LINES BEFORE BEGINNING ANY WORK.
- H. The portion of the existing building designated to remain, will remain occupied, during normal business hours, throughout the project.

### **1.3 CONTRACT**

- A. Project will be conducted under a single prime contract.

### **1.4 WORK SEQUENCE**

- A. Work shall be carried out in the following sequence;
  - 1. Prior to beginning demolition work, the contractor shall disconnect all mechanical, electrical and plumbing systems so that the portion of the existing building which will be demolished and the portion which will remain occupied are independent of each other.
  - 2. The portion of the building which will remain occupied is to be made self-sufficient so that it is fully operational (mechanical systems, electrical systems and plumbing) before beginning demolition.
  - 3. The Owner, Architect and Engineers will visit the portion of the building which will remain occupied to verify that the existing building systems are operational.
  - 4. The contractor will be released to demolish that portion of the building which is north of the existing building expansion joint.

### **1.5 WORK UNDER OTHER CONTRACTS**

- A. Separate Contract: Owner reserves the right to award a separate contract for performance of certain construction operations at Project site. Those operations may be conducted simultaneously with Work under this Contract.
- B. Contractor shall cooperate fully with separate contractors so work on other contracts may be carried out smoothly, without interfering with or delaying Work under this Contract.

### **1.6 SPECIFICATION FORMATS AND CONVENTIONS**

- A. Technical Specifications Format: The Specifications are organized into Divisions and Sections using the 48-division format and Construction Specifications Institute / Construction Specifications Canada (CSI/CSC's) 2004 "Master Format" numbering system.
  - 1. Section Identification: The Technical 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. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of sections in the Contract Documents.
- B. Technical Specifications Content: The Technical 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 Technical 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 Technical 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**

### **2.1 PRODUCTS ORDERED IN ADVANCE**

- A. Unless otherwise stated in the Contract Documents, Costs for receiving, handling, storage if required, and installation of material and equipment shall be included in the Contract Sum.

### **2.2 OWNER-FURNISHED PRODUCTS**

- A. Not used.

## **PART 3 - EXECUTION (Not Used)**

END OF SECTION 01 11 00

## **SECTION 01 14 00 WORK RESTRICTIONS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 USE OF PREMISES**

- A. Use of Site: Limit use of premises to work in areas indicated on the drawings. Do not disturb portions of site beyond areas in which the Work is indicated.
  - 1. Construction Limits: Confine constructions operations to those areas shown on the drawings.
    - a. Construction Limits shown on the drawings represent the limits of the area which will be made available to the contractor for demolition and new construction work, laydown and storage of materials and equipment, and other construction activities. Construction fencing may be placed anywhere within the Construction Limits.
  - 2. Access to the Project Area will not be permitted directly off of Ribaut Road.
  - 3. Owner Occupancy: The portion of the existing building which will not be demolished will remain occupied and fully operational during normal business hours for the duration of the Project.
    - a. Shutdown of the existing boiler and chiller must occur after hours. This work may be scheduled to take place at night and/or over a weekend. The contractor shall provide the Owner and Architect with written notice of when such work will occur.
  - 4. Other buildings located in the Government Complex will remain occupied and fully operational, during normal business hours, for the duration of the Project. Pedestrian and vehicle access between buildings must be maintained.
  - 5. Maintain emergency egress routes out of the north and south ends of the existing building at all times.
  - 6. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Except as shown on the drawings, do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
    - c. The contractor shall document the condition of all driveways, sidewalks, curb and gutter and planting areas before starting work. Damage to existing conditions, caused by demolition and construction activities, will be repaired at the contractor's expense. Repairs shall of the same materials, craftsmanship and design as the existing conditions.

7. Construction hours shall be as follows: **between 8:30 AM and 5:00 PM, Monday through Friday.**
  - a. All work delineated within the contract documents is to take place outside of normal business hours shall be provided as such.
    - 1) The contractor shall include all aspects of related work that will be required to complete work delineated to take place outside of normal business hours.
  - b. The Contractor shall advise the Architect, before submitting a bid, if there are any portions of the work indicated to take place during normal business hours that cannot be accomplished while maintaining an occupied facility. Failure to do so, will result in claims for additional time or money (made after submission of a bid) for performing such work after normal work hours, being rejected.
- B. Use of Existing Building: Maintain existing building in a weather tight condition throughout demolition and construction activities. Repair damage caused by construction operations. Provide a dust barrier between the occupied portion of the existing building and the portion of the building being demolished.
  1. Dust barrier(s) shall be in place before demolition work begins.
- C. Protect building and its occupants during demolition and construction activities. If the Work requires that the Contractor make any modifications to an existing fire alarm and/or fire protection system while the building is occupied, the contractor shall be responsible for Fire Watches.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION 01 14 00

## **SECTION 01 21 00 ALLOWANCES**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements governing allowances.
- B. Related Sections include the following;
  - 1. Section 01 25 00, Contract Modification Procedures specifies methods for adjusting the contract value and time. Requirements of section 01 25 00 apply to the use of Allowances and adjustment of the Contingency Allowance.
- C. Types of allowances include the following:
  - 1. Contingency Allowance:
    - a. 5% Contingency Allowance to be used for unspecified/unforeseen labor, materials, products and systems as may be required or requested during the course of the Project.
- D. Related Sections include the following:
  - 1. Division 1, Technical Specifications Section "Contract Modification Procedures" for procedures for submitting and handling Change Orders.

#### **1.3 SUBMITTALS**

- A. Submit change order proposals and requests on the forms provided in the Project Manual. Show labor, materials, overhead and profit as separate line items. Proposals and requests which do not use the proper form will not be reviewed.
- B. Overhead and profit on change orders and contingency adjustments is limited to ten percent (10%) for contractors and for subcontractors.
- C. Include subcontractor and vendor proposals and quotes as attachments to all change order proposals and requests. Proposals and requests which do not include adequate backup and documentation for subcontractor and vendor costs will not be reviewed.

#### **1.4 CONTINGENCY ALLOWANCES**

- A. Use the contingency allowance only as directed by the Architect.
- B. The contingency allowance will only be adjusted (up or down) by written directive from the Architect.
- C. At Project closeout, any unused portion of the contingency allowance will be credited to the Owner by Change Order.

#### **1.5 UNIT PRICES**

- A. Where applicable, unit prices shall be used in calculating change order proposals and requests.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION 01 21 00

## **SECTION 01 25 00 CONTRACT MODIFICATION PROCEDURES**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section specifies administrative and procedural requirements for handling and processing Contract Modifications whereas all parties agree to the following:
  1. A modification in the Work or Contract Documents.
  2. The amount of the adjustment in the Contract Sum, if any.
  3. The extent of the adjustment in the Contract Time, if any.

#### **1.3 NOTIFICATION TO SURETY**

- A. The Contractor shall notify the Surety of any modifications to the Work or provisions of the Contract Documents, including, but not limited to, the Contract Price or Contract Time.

#### **1.4 MINOR CHANGES IN THE WORK**

- A. The Architect shall have authority to order Minor Changes in the Work not involving adjustment to the Contract Sum or extension of the Contract Time, and consistent with the intent of the Contract Documents. Such changes shall be in a form of a written order and shall be binding for both the Owner and Contractor when fully executed.

#### **1.5 CLAIMS FOR ADDITIONAL COST:**

- A. No claim for an adjustment in Contract Price or Contract Times will be valid if not submitted in accordance with the following:
  1. Written notice, stating the general nature of each claim, shall be delivered by the Contractor to the Architect no later than ten (10) days after the start of the event giving rise to the claim.
  2. The responsibility to substantiate a claim shall rest with the Contractor. The amount or extent of the claim, with supporting data, shall be delivered to the Architect within ten (10) days after the initial Notice of the Claim. Each claim shall be accompanied by Contractor's written statement that the adjustment claimed is the entire adjustment to which the Contractor believes he is entitled as a result of said event. The Architect shall submit a response to the Contractor within ten (10) days after receipt of the Contractor's last submittal. Prior notice is not required for Claims relating to an emergency endangering life or property.

- B. The Contractor shall submit a claim if he believes additional cost is involved for reasons including but not limited to the following:
1. A written interpretation from the Architect.
  2. An order by the Owner to stop the Work where the Contractor was not at fault.
  3. A written order for a minor change in the Work issued by the Architect.
  4. A change in the Scope of the Work by the Architect.

## 1.6 PROPOSAL REQUESTS

- A. Work Change Proposal Requests (WCPR) generated by the Architect to modify the Work or Contract Documents. The Architect will issue a detailed description of proposed modifications in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications. The description is for information and shall not be considered as a directive to automatically stop work or execute the proposed change.
1. Within ten (10) days after receipt of the WCPR, the Contractor shall submit a Proposal Request with a firm cost to adjust the Contract Sum and, if necessary, the Contract Time, for execution of the change. As applicable, Proposal Requests shall include supporting documents from Subcontractors.
    - a. Include a list of quantities of (plus or minus) the materials and/or products required with unit prices, total amount of purchases, and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change, including social security, old age and unemployment insurance, fringe benefits, and workmen's compensation insurance.
    - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start, and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
  2. The Contractor may initiate proposals if latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request to the Architect.
    - a. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
    - b. Include a list of quantities of (plus or minus) the materials and/or products required with unit prices, total amount of purchases, and credits to be made. If requested, furnish survey data to substantiate quantities.
    - c. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.



- d. Include costs of labor and supervision directly attributable to the change, including social security, old age and unemployment insurance, fringe benefits, and workmen's compensation insurance.
  - e. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
  - f. Comply with requirements in Division 1 Section, of the Technical Specifications "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- B. Profit and Overhead shall not exceed ten percent (10%) of the cost of the changes to the Work.
  - C. Claims for additional time, must show that the Critical Path, as identified in the Contractor's Schedule, has been altered by the subject delay and that delayed work cannot be completed on an alternate or parallel path without impact to the Critical Path.
  - D. Use the Proposal Request Form provided in the Project Manual.
  - E. Proposal Requests shall be submitted electronically in PDF file format.
  - F. The Contractor shall be responsible for keeping and updating a "Proposal Request Log", listing all Proposal Requests. The log shall indicate the date of each Proposal Request, approval date, action taken, running balances, and a complete description of each change.
  - G. After all parties have signed "The Proposal Request Form", it shall be the Contractor's authorization to proceed with the changes to the Work.
  - H. If the Owner and Contractor do not agree with the requested adjustment in the Contract Sum, the Contract Time or the method of determining each, the provisions for Mediation shall be utilized.

#### **1.8 CHANGE ORDER PROCEDURES**

- A. The Architect will issue a Change Order for signatures once all of the Proposal Request(s) amounts exceed the Contingency Allowance amount.
- B. Until the Contingency Allowance amount has been exceeded, the Architect will issue a written directive for adjustment of the Contingency Allowance.
- C. The Contractor shall not invoice for a Change Order until it has been executed by all parties.

#### **1.9 CONSTRUCTION CHANGE DIRECTIVE**

- A. The Consultant may issue a Construction Change Directive (CCD), signed by the Owner, to the Contractor directing a change in the Work. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
  - 1. CCDs will contain a complete description of changes to the scope of work and designate the method to be followed for determining a change in the Contract Sum or the Contract Time.
- B. Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved. And the Contractor shall advise the Architect of the

Contractor's agreement or disagreement with the method, if any, provided in the CCD for determining the proposed adjustment in the Contract Sum or Contract Time.

- C. The Contractor shall maintain detailed records on a time and material basis of work required by the Construction Change Directive.
  - 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

#### **1.10 CLAIMS FOR ADDITIONAL COST AND/OR TIME DUE TO WEATHER DELAY**

- A. Claims for additional cost and/or time must be supported by historical data, provided by the National Oceanic and Atmospheric Administration (NOAA), showing that weather events occurring during the Contract Period, were excessive and not typical for the location of the Project and the time of the year. Weather data can be obtained from [www.noaa.gov](http://www.noaa.gov).

### **PART 2 - PRODUCTS (Not Used)**

### **PART 3 - EXECUTION**

#### **3.1 PROCESSING CHANGE ORDERS**

- A. The Change Order will be issued describing the change or changes to the Work and/or Contract Documents and will refer to the Proposal Requests.
- B. The Consultant shall issue one copy of the Change Order to the Contractor. The Contractor shall promptly sign the copy and return the copy to the Consultant who will sign the Change Order and forward the Change Order to the Owner to execute.
- C. Once the Change Order has been full executed, a copy shall be forwarded to the Consultant and to the Contractor for their files.

END OF SECTION 01 25 00

## **SECTION 01 29 00 PAYMENT PROCEDURES**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
  - 1. Division 1, of the Technical Specifications Section "Allowances" for procedural requirements governing handling and processing of allowances.
  - 2. Division 1, of the Technical Specifications Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
- C. In lieu preparing and submitting a Schedule of Values, the contractor may submit a notarized letter to the Owner stating that a single Application for Payment will be submitted for all work, after the County has issued a Certificate of Occupancy (or Compliance) and the Owner and Architect have accepted all work as complete in accordance with the Contract Documents.
- D. No more than two Applications for Payment will be accepted; the first at fifteen (15) calendar days from Notice to Proceed and the second after the County has issued a Certificate of Occupancy (or Compliance) and the Owner and Architect have accepted all work as complete and in accordance with the Contract Documents.
  - 1. If the Contract is modified to extend the Contract Period, the two payments will remain at fifty percent (50%) and one hundred percent (100%) of the Contract Period.

#### **1.3 DEFINITIONS**

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

#### **1.4 SCHEDULE OF VALUES**

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms AIA G702.
    - b. Continuation Sheets.

2. Submit the Schedule of Values to the Consultant at the earliest possible date but no later than fourteen days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: As appropriate use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each of the Technical Specifications Section and line item for potential billing against the Contingency Allowance.
1. Identification: Include the following Project information on the Schedule of Values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Contract number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
    - a. Description of the Work.
    - b. Name of subcontractors.
    - c. Name of manufacturer or fabricator.
    - d. Name of suppliers.
    - e. Change Orders (numbers) that affect value.
    - f. Dollar value.
  3. Group items that are "Non-Tangible & Non-Taxable and Tangible & Taxable Items" on the Schedule of Values.
  4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide several line items for principal subcontract amounts, where appropriate.
  5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
  6. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include labor and materials and/or equipment purchased or fabricated and stored, but not yet installed.
    - a. Differentiate between items stored on-site and items stored off-site. Include evidence of insurance or bonded warehousing if required.
  7. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
  8. Closeout documentation: Provide a separate line item in the Schedule of Values for close out documentation.
  9. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.

- a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
10. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders result in a change in the Contract Sum.

## 1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Consultant and paid for by Owner.
  - 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involves additional requirements.
- B. Such applications shall not include requests for payment of amounts the Contractor does not include requests for payment of amounts the Contractor does not intend to pay to a Subcontractor or material supplier because of a dispute or other reason.
- C. Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for material and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such material and equipment or otherwise protect the Owner's interest, and shall include applicable insurance, storage and transportation to the site for such material and equipment stored off the site.

The Contractor warrants that title to all Work covered by an Application and Certificate for payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application and Certificate for payment all work for which Certificates for payment have been previously issued and payment received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of claims of liens, claims, security, interests or encumbrances in favor of the Contractor, Subcontractors, material suppliers, or other persons or entities making a claim by reason of having provided labor, materials and equipment relating to the Work.
- D. Payment Application Times: No more than two Applications for Payment will be accepted; the first at fifteen (15) calendar days from Notice to Proceed and the second after the County has issued a Certificate of Occupancy (or Compliance) and the Owner and Architect have accepted all work as complete and in accordance with the Contract Documents.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. The Consultant will return incomplete applications without action.
  - 1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
  - 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
  - 3. The County shall retain five (5%) percent of each payment to up fifty (50%) percent completion of the Contract.

- a. The Owner shall not retain more than five percent (5%) of any periodic payment due a prime Contractor.
- b. When the project is fifty percent (50%) complete, the Owner, with written consent of the surety, **shall not retain any further** retainage from periodic payments due the Contractor if the Contractor continues to perform satisfactorily and any nonconforming work identified in writing prior to that time by the Consultant or Owner has been corrected by the Contractor and accepted by the Consultant and Owner. If the Consultant determines the Contractor's performance is unsatisfactory, the Owner may reinstate retainage for each subsequent periodic payment application as authorized in this subsection up to the maximum amount of five percent (5%). The project shall be deemed fifty percent (50%) complete when the Contractor's gross project invoices, excluding the value of materials stored off-site, equal or exceed fifty percent (50%) of the value of the contract, except the value of materials stored on-site shall not exceed twenty percent (20%) of the Contractor's gross project invoices for the purpose of determining whether the project is fifty percent (50%) complete.
- c. Within 60 days after the submission of a pay request and one of the following occurs, as specified in the contract documents, the Owner with written consent of the surety shall release to the Contractor all retainage on payments held by the Owner:
  - 1) The Owner receives a certificate of substantial completion from the Consultant in charge of the project; or (ii) the Owner receives beneficial occupancy or use of the project. However, the Owner may retain sufficient funds to secure completion of the project or corrections on any work. If the Owner retains funds, the amount retained shall not exceed two and one-half times the estimated value of the work to be completed or corrected. Any reduction in the amount of the retainage on payments shall be with the consent of the Contractor's surety.
- d. The existence of any third-party claims against the Contractor or any additive change orders to the construction contract shall not be a basis for delaying the release of any retainage on payments.
  - 1) Full payment, less authorized deductions, shall also be made for those trades that have reached one hundred percent (100%) completion of their contract by or before the project is fifty percent (50%) complete if the Contractor has performed satisfactorily. However, payment to the early finishing trades is contingent upon the Owner's receipt of an approval or certification from the Consultant of record or applicable engineer that the work performed by the subcontractor is acceptable and in accordance with the contract documents. At that time, the Owner shall reduce the retainage for such trades to **five-tenths percent (0.5%)** of the contract. Payments under this subsection shall be made no later than 60 days following receipt of the subcontractor's request or immediately upon receipt of the surety's consent, whichever occurs later. Early finishing trades under this subsection shall include structural steel, piling, caisson, and demolition. The early finishing trades for which line-item release of retained funds is required shall not be construed to prevent an Owner or an Owner's representative from identifying any other trades not listed in this subsection that are also allowed line-item release of retained funds. Should the Owner or Owner's representative

identify any other trades to be afforded line-item release of retainage, the trade shall be listed in the original bid documents. Each bid document shall list the inspections required by the Owner before accepting the work, and any financial information required by the Owner to release payment to the trades, except the failure of the bid documents to contain this information shall not obligate the Owner to release the retainage if it has not received the required certification from the Consultant of record or applicable engineer.

- 2) Notwithstanding 3-a & b of this section, following fifty percent (50%) completion of the project, the Owner shall be authorized to withhold additional retainage from a subsequent periodic payment, not to exceed five percent (5%) as set forth in 3-a of this section, in order to allow the Owner to retain two and one-half percent (2.5%) total retainage through the completion of the project. In the event that the Owner elects to withhold additional retainage on any periodic payment subsequent to release of retainage pursuant to 3-d-i of this section, the General Contractor may also withhold from the subcontractors remaining on the project sufficient retainage to offset the additional retainage held by the Owner, notwithstanding the actual percentage of retainage withheld by the Owner of the project as a whole.
  - 3) Neither the Owner's nor Contractor's release of retainage on payments as part of a payment in full on a line-item of work under 3-d-i of this section shall affect any applicable warranties on work done by the Contractor or subcontractor, and the warranties shall not begin to run any earlier than either the Owner's receipt of a certificate of substantial completion from the Consultant in charge of the project or the Owner receives beneficial occupancy.
    - e. Nothing in this section shall prevent the prime Contractor at the time of application and certification to the Owner from withholding application and certification to the Owner for payment to the subcontractor for unsatisfactory job progress; defective construction not remedied; disputed work; third party claims filed or reasonable evidence that claim will be filed; failure of subcontractor to make timely payments for labor, equipment, and materials; damage to prime Contractor or another subcontractor; reasonable evidence that subcontract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed the initial percentage retained by the Owner.
    - f. Nothing in this section shall prevent the Owner from withholding payment to the Contractor in addition to the amounts authorized by this section for unsatisfactory job progress, defective construction not remedied, disputed work, or third-party claims filed against the Owner or reasonable evidence that a third-party claim will be filed.
  4. Provide a separate line item in the Schedule of values for close out documentation as set forth in the Supplementary Conditions.
- F. Submit Applications for Payment in electronic PDF format.
- G. With each Application and Certification for payment, the Contractor must furnish for themselves, as well as for all Subcontractors, certified statements stating the cost of the property purchased from each vendor and the amount of sales and/or use taxes paid. See General Conditions, Sales and Use Tax for additional information.

- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
- I. Neither Final payment nor any remaining retained percentage shall become due until the Contractor submits the following to the Consultant for approval:
1. An affidavit that payrolls, bills for material and other indebtedness connected with the Work has been paid or otherwise satisfied,
  2. A certificate evidencing that insurance required by the Contract Document to remain in force after Final payment is currently in effect and will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner,
  3. Consent of surety to Final payment and
  4. If required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts, releases and waivers of claim of liens, claims security interests or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If the Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such claim of lien. If such claim of lien remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging such claim, including all costs and reasonable attorneys' fees.
  5. A list of all suppliers and subcontractors that were involved with the project. As part of the list, the Contractor shall include the address, phone number, what they supplied or Work performed, and a contact name.
  6. "As-Builts" Drawings and all other specified closeout documents.
  7. Maintenance and Operation instructions and guarantees.
- J. Final Payment Application: Submit three originals with the final Application for Payment with releases and supporting documentation not previously submitted and accepted, including (as applicable), but not limited, to the following:
1. Warranties and Test results required by the Contract Documents.
  2. Updated final statement, accounting for final changes to the Contract Sum.
  3. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
  4. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
  5. AIA Document G707, "Consent of Surety to Final Payment."
  6. Additional Evidence that claims has been settled if required by the Owner. An example of the evidence could be a letter from a subcontractor indicating that he has been paid in full for the work that he has performed.
  7. Certificates from all local and State Governing Agencies as required by Law.
  8. Final liquidated damages settlement statement.
  9. List of Subcontractors and Suppliers that has contributed to the completion of the Work. The list shall include:
    - a. Material they supplied or type of construction they performed.
    - b. Address



- c. Contact person
- d. Phone number
- 10. Small and Minority Business Participation final accounting documentation.
- 11. Final Sales Tax Form.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION 01 29 00



## **SECTION 01 31 00 PROJECT MANAGEMENT AND COORDINATION**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. To enable orderly review during progress of the Work, and to provide for systematic discussion of problems, the Architect conduct project meetings and compile an agenda for each meeting throughout the construction period.
- B. This Section includes administrative provisions for coordinating construction operations on the Project including, but not limited to, the following:
  - 1. General project coordination procedures.
  - 2. Coordination Drawings.
  - 3. Administrative and supervisory personnel.
  - 4. Project meetings.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Division 1, of the Technical Specifications Section "Closeout Procedures" for coordinating Contract closeout.

#### **1.3 COORDINATION**

- A. Coordination: Coordinate construction operations included in various Sections of the Technical Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components.
  - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. If necessary, the Architect shall prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's Construction Schedule.
2. Preparation of the Schedule of Values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Project closeout activities.

#### **1.4 ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

- A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.

#### **1.5 REQUESTS FOR INFORMATION**

- A. Requests for information (RFI) and/or interpretation during construction shall be made in written format.
- B. RFI forms shall include the date of the request, the date by which an answer is required (to avoid a schedule delay) and a place for the Architect or consultant to provide and answer.
- C. A sample RFI form is provided in the Project Manual.

#### **1.6 PROJECT MEETINGS**

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
  1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting.
  2. Agenda: The Architect will prepare the meeting agenda and distribute the agenda to all invited attendees.
  3. Minutes:
    - a. The Architect will compile minutes of each project meeting, and will distribute copies to the Contractor and required copies to the Owner.
    - b. Recipients of copies may make and distribute such other copies as they wish.
  4. Attendance:
    - a. To the maximum extent practical, assign the same person or persons to represent the Contractor at the project meetings throughout progress of the Work.
    - b. Subcontractors, materials suppliers, and others may be invited to attend those project meetings in which their aspect of the Work is involved.
- B. Pre-construction Conference: The Architect will schedule a pre-construction conference before starting construction, at a time convenient to Owner, Architect and contractor, but no later than 14 days after execution of the Construction Contract.
  1. Attendees: Authorized representatives of Owner, Architect, Consulting Engineer, Contractor and its superintendent; major subcontractors and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Discuss items of significance that could affect progress, including the following:
  - a. Tentative construction schedule.
  - b. Phasing.
  - c. Critical work sequencing.
  - d. Designation of responsible personnel.
  - e. Procedures for processing field decisions and Change Orders.
  - f. Procedures for processing Applications for Payment.
  - g. Distribution of the Contract Documents.
  - h. Submittal procedures.
  - i. Preparation of Record Documents.
  - j. Use of the premises.
  - k. Responsibility for temporary facilities and controls.
  - l. Parking availability.
  - m. Office, work, and storage areas.
  - n. Equipment deliveries and priorities.
  - o. Security.
  - p. Working hours.
- D. Progress Meetings: A Progress Meeting shall be held after all building systems have been disconnected from the portion of the building which will be demolished and after they have been re-configured so that the portion of the building which is to remain occupied is self-sufficient with regard to mechanical, electrical and plumbing systems.
  1. Attendees: Representatives at the meeting shall be the Owner, Architect, Subcontractors, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - b. Discuss demolition plan in detail including, but not limited to;
      - 1) Access to and from the site (through the Government Complex).
      - 2) Dust control methods.
      - 3) Noise and vibration issues and concerns.

- 4) Emergency egress from the portion of the existing building which will not be demolished.
- 5) Fire lanes and emergency vehicle access through the Government Complex.
- c. Review present and future needs of each entity present, including the following:
  - 1) Interface requirements.
  - 2) Sequence of operations.
  - 3) Status of submittals.
  - 4) Deliveries.
  - 5) Access.
  - 6) Work hours.
  - 7) Hazards and risks.
  - 8) Review of Record Drawings
  - 9) Review of construction defects that has been identified by the Architect
3. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
  - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

END OF SECTION 01 31 00

## **SECTION 01 33 00 SUBMITTAL PROCEDURES**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.
- B. Due to the relatively short Contract Period associated with the Project, submittal review time periods are three (3) calendar days from receipt. This applies to first review, re-review and re-submission.

#### **1.3 SUBMITTAL PROCEDURES**

- A. The Contractor shall provide submittals as indicated in the Submittal Schedule provided herein.
- B. General: Electronic copies of CAD Drawings of the Contract Drawings will not be provided by the Architect or Consulting Engineers for Contractor's use in preparing submittals.
- C. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Consultant reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- D. Processing Time: Allow enough time for submittal review, including time for re-submittals, as follows. Time for review shall commence on Consultant's receipt of submittal. Allow three (3) calendar days for review of each submittal and three (3) calendar days for review of each re-submittal.
- E. Identification: Place a permanent label or title block on each submittal for identification. Indicate name of firm or entity that prepared each submittal.
- F. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- G. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Consultant will return submittals, without review, received from sources other than Contractor.
- 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.

- I. Use for Construction: Use only final submittals with mark indicating action taken by Consultant in connection with construction.

## **PART 2 - PRODUCTS**

### **2.1 SUBMITTALS**

- A. General: Prepare and submit Submittals as required by individual Specification Sections.
  1. Number of Copies: Submit in electronic PDF format.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  1. Mark each copy of each submittal to show which products and options are applicable.
  2. Include the following information, as applicable:
    - a. Manufacturer's written recommendations.
    - b. Manufacturer's product specifications.
    - c. Manufacturer's installation instructions.
    - d. Standard color charts.
    - e. Manufacturer's catalog cuts.
    - f. Wiring diagrams showing factory-installed wiring.
    - g. Printed performance curves.
    - h. Operational range diagrams.
    - i. Mill reports.
    - j. Standard product operating and maintenance manuals.
    - k. Compliance with recognized trade association standards.
    - l. Compliance with recognized testing agency standards.
    - m. Application of testing agency labels and seals.
    - n. Notation of coordination requirements.
    - o. Manufacturer's location.
- 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.
  1. Preparation: Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams and existing conditions.
    - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.



- f. Templates and patterns.
  - g. Schedules.
  - h. Design calculations.
  - i. Compliance with specified standards.
  - j. Notation of coordination requirements.
  - k. Notation of dimensions established by field measurement.
- D. Samples: Prepare physical units of materials or products, including the following:
- 1. 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.
  - 2. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Consultant's sample where so indicated. Attach label on unexposed side that includes the following:
    - a. Generic description of Sample.
    - b. Product name or name of manufacturer.
    - c. Sample source.
  - 3. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
    - a. If variation in color, pattern, texture, or other characteristic is inherent in the product represented by a Sample, submit at least three sets of paired units that show approximate limits of the variations. The consultant will return submittal with the option selected.
    - b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.

## **PART 3 - EXECUTION**

### **3.1 CONTRACTOR'S REVIEW**

- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Consultant.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

### **3.2 CONSULTANT'S ACTION**

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

- B. Consultant will review each submittal, make marks or otherwise indicate corrections or modifications required, and return it. Consultant will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
- C. At the Consultant's discretion, Submittals not required by the Contract Documents might not be reviewed and may be discarded.
- D. When a submittal is returned "approved as noted" (or similar), the Contractor must provide written response to all comments within three (3) calendar days. Failure to do so will result in the submittal status being changed to "Rejected."

### **3.3 SUBMITTAL SCHEDULE**

- A. The following submittals and samples are required;
  - 1. Construction Schedule.
  - 2. Schedule of Values.
  - 3. Ceiling mounted exit sign.
  - 4. Interior and exterior emergency egress light fixtures.
  - 5. Exterior door hardware cut sheets.
  - 6. Stucco finish (texture and color) selector.

END OF SECTION 01 33 00

## **SECTION 01 50 00 TEMPORARY FACILITIES AND CONTROLS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section includes requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection facilities.
- B. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- C. Utilities: The contractor will have access to and use of existing water, sewer and power at the existing A. Horne Building. It is the contractor's responsibility to utilize these utilities in a manner which will not compromise normal operation of the building and its occupants. Failure to do so will result in the contractor being required to provide temporary utilities at no additional cost to the owner.
- D. Support facilities include, but are not limited to, the following:
  - 1. Waste disposal.
  - 2. Lifts and hoists.
  - 3. Temporary restrooms / toilets.
  - 4. Drinking water.
  - 5. Construction aids and miscellaneous services and facilities.
- E. Security and protection facilities include, but are not limited to, the following:
  - 1. Environmental protection.
  - 2. Storm water control.
  - 3. Tree and plant protection.
  - 4. Pest control.
  - 5. Site enclosure fence.
  - 6. Security enclosure and lockup.
  - 7. Barricades, warning signs, and lights.
  - 8. Temporary enclosures.
  - 9. Temporary partitions.
  - 10. Fire protection.
- F. Temporary Construction Entrance: See Civil drawing EC-101 for Stabilized Construction Entrance detail. Entrance is to be coordinated with existing conditions including asphalt paving, concrete curb and gutter and concrete sidewalk. At the conclusion of the Project,

the entrance is to be dressed so that it is stable, the adjacent driveway is to be swept and the entrance is to be left in place.

### 1.3 DEFINITIONS

- A. OSHA: Occupational Safety and Health Administration.

### 1.4 PROJECT CONDITIONS

- A. When accessing the existing building for use of water, sewer or power, the contractor shall be mindful of the building occupants and shall keep the occupied portion of the building clean, orderly, weathertight and secure.

## PART 2 - PRODUCTS:

### 2.1 MATERIALS

- A. General: Provide new materials. Undamaged, previously used materials in serviceable condition may be used if indicated on the plans and/or specifications. Provide materials suitable for use intended.
- B. Chain-Link Fencing: Minimum 2-inch , 0.148-inch- thick, galvanized steel, chain-link fabric fencing; minimum 6 feet high with galvanized steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top rails.
- C. Portable Chain-Link Fencing: Minimum 2-inch 9-gage, galvanized steel, chain-link fabric fencing; minimum 6 feet high with galvanized steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top and bottom rails. Provide concrete or galvanized steel bases for supporting posts.
- D. Lumber and Plywood: Comply with requirements in Division 6 Section."
- E. Gypsum Board: Minimum 1/2 inch thick by 48 inches wide by maximum available lengths; regular-type panels with tapered edges. Comply with ASTM C 36.
- F. Insulation: Unfaced mineral-fiber blanket, manufactured from glass, slag wool, or rock wool; with maximum flame-spread and smoke-developed indices of 25 and 50, respectively.
- G. Tarpaulins: Fire-resistive labeled with flame-spread rating of 15 or less.
- H. Water: Potable.

### 2.2 EQUIPMENT

- A. General: Provide equipment suitable for use intended.
- B. Field Offices: A field office is not required however, the contractor's on-site superintendent shall have immediate access to email and shall maintain a set of record drawings on site where they are immediately accessible to the Architect.
- C. Fire Extinguishers: Hand carried, portable, UL rated. Provide class and extinguishing agent as indicated or a combination of extinguishers of NFPA-recommended classes for exposures.
  - 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure and the requirements of the local Governing agency.

- D. Self-Contained Toilet Units: Single-occupant units of chemical or aerated recirculation or combustion type; vented; fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material.
- E. Drinking-Water Fixtures: Containerized, tap-dispenser, bottled-water drinking-water units, including paper cup supply.
- F. Electrical Outlets: Properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher-voltage outlets; equipped with ground-fault circuit interrupters, reset button, and pilot light.
- G. Power Distribution System Circuits: Where permitted and overhead and exposed for surveillance, wiring circuits, not exceeding 125-V ac, 20-A rating, and lighting circuits may be nonmetallic sheathed cable.

### **PART 3 - EXECUTION**

#### **3.1 GENERAL**

- A. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.
- C. Maintain facilities in a clean and orderly manner. Repair damaged facilities promptly and with materials consistent with original construction and makeup.
- D. It is the contractor's responsibility to secure all temporary facilities after hours to prevent use by unauthorized personnel and to reduce the risk of damage, theft and vandalism.

#### **3.2 UTILITIES**

- A. The contractor shall access and the existing building and provide utilities to the Project Area in a manner which does not compromise normal operations in the portion of the building which will remain occupied and in a manner which maintains that portion of the building in a safe, secure and watertight condition.
- B. Electrical circuits / load serving the portion of the building which will be demolished shall be removed from the existing electrical panel. Those circuits shall be utilized for demolition and construction purposes.
- C. It is the contractor's responsibility to provide temporary electrical outlets, devices, lighting and associated wiring and conduit in accordance with the National Electrical Code, the International Building Code and OSHA Standards for the Construction Industry.
- D. Temporary lighting shall be provided in accordance with good standards and practices for safety and security and in accordance with OSHA Standards for the Construction Industry.

#### **3.3 SUPPORT FACILITIES INSTALLATION**

- A. General: If required, Comply with the following:
  - 1. Locate field offices, storage sheds, sanitary facilities, and other temporary construction and support facilities for easy access.
  - 2. Maintain support facilities until approved by the Architect to be removed.

- B. Traffic Controls: Provide temporary traffic controls as required at the existing driveways and parking lots to protect pedestrians and vehicles and to maintain the emergency access service drive in a free and clear manner.
- C. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Containerize and clearly label hazardous, dangerous, or unsanitary waste materials separately from other waste. Comply with "Construction and Demolition Waste Management Recycling.
- D. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment involved.

### **3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION**

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- B. Storm water Control: Protect existing storm water structures, ditches and swales as indicated in the Civil and Architectural Drawings. If not indicated, provide silt fence located, installed and secured at existing storm water structures (yard inlets, curb inlets, etc.) to prevent silt, debris and other contaminants resulting from demolition and construction activities from entering the existing storm water system. Inspect and repair protection after each rain event.
- C. Tree and Plant Protection: Comply with the plans and specifications for protection.
- D. Pest Control: Comply with the plans and specifications for control.
- E. Site Enclosure Fence: Install enclosure fence with lockable entrance gates. Locate where indicated, or enclose entire Project site or portion determined sufficient to accommodate construction operations.
  - 1. Set gate fence posts in concrete bases.
  - 2. Provide gates in sizes and at locations necessary to accommodate delivery vehicles and other construction operations. (A minimum of two personal gates.)
  - 3. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Provide Owner with one set of keys if requested.
  - 4. Locate fencing as required for safety and security. Drawings indicates the maximum area which may be contained within the Site Enclosure Fence. The contractor may locate the fence anywhere within the defined area.
  - 5. Fencing must be located so as to maintain the following in a free and clear manner for pedestrians, vehicles and building occupants;
    - a. Existing sidewalk along Ribaut Road.
    - b. Emergency vehicle service drive between the existing A. Horne Building and the existing Courthouse Building.
    - c. Emergency egress from the north end of the portion of the existing A. Horne Building which will remain occupied.
- F. Barricades, Warning Signs, and Lights: Comply with standards and code requirements for erecting structurally adequate barricades. Paint with appropriate colors, graphics, and

warning signs to inform personnel and public of possible hazard. Where appropriate and needed, provide lighting, including flashing red or amber lights.

- G. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weather tight enclosure for building exterior.
  - 1. Where heating or cooling is needed and permanent enclosure is not complete, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
- H. Temporary Partitions: Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
- I. Temporary Fire Protection:
  - 1. Maintain all existing fire protection and fire alarm systems in good working order at all times.

### **3.5 OPERATION, TERMINATION, AND REMOVAL**

- A. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage caused by freezing temperatures and similar elements.
- B. Termination and Removal: Remove each temporary facility when need for its service has ended. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
  - 1. Materials and facilities that constitute temporary facilities are the property of Contractor.
  - 2. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements in Division 1, of the Technical Specifications Section "Closeout Procedures."

END OF SECTION 01 50 00





## **SECTION 01 60 00 PRODUCT REQUIREMENTS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section includes the following administrative and procedural requirements: selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.

#### **1.3 DEFINITIONS**

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility, except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.

#### **1.4 PRODUCT DELIVERY, STORAGE, AND HANDLING**

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
  - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
  - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
  - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
  - 4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
  - 5. Store products to allow for inspection and measurement of quantity or counting of units.
  - 6. Store materials in a manner that will not endanger Project structure.
  - 7. Store products that are subject to damage by the elements, under cover in a weather tight enclosure above ground, with ventilation adequate to prevent condensation.

8. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
  9. Protect stored products from damage.
- B. Storage: As necessary, provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Allowable storage area is shown on the drawings.

**PART 2 - PRODUCTS: (NOT USED)**

**PART 3 - EXECUTION: (NOT USED)**

END OF SECTION 01 60 00

## **SECTION 01 70 00 EXECUTION REQUIREMENTS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. Construction layout.
  - 2. Progress cleaning.
  - 3. Starting and adjusting.
  - 4. Protection of installed construction.
  - 5. Correction of the Work.

### **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 site work, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
- C. Identify and mark existing ductwork, electrical circuits, boiler and chiller piping, domestic water piping, sanitary sewer piping and other distribution systems before disconnecting. Ensure that the portion of the existing building which will remain occupied will not be without service when such distribution systems are disconnected and re-routed.

#### **3.2 PREPARATION**

- A. Existing Utility Interruptions: Notify Owner and Architect not less than two days in advance of proposed utility interruptions.
  - 1. Do not proceed with utility interruptions without Owner and Architect's written permission.

- 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 Consultant. Include a detailed description of problem encountered, together with recommendations for modifications of the Contract Documents.

### **3.3 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.
  - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  - 2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.
  - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations. Dispose of material accordance to Division 1, Section "Construction Waste Management".
- B. **Site:** Maintain Project site free of waste materials and debris. Remove dumpsters and similar trash containers when filled. Do not allow units to be overfilled.
- 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:** Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. **Cutting and Patching:** Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.
  - 1. Thoroughly clean surfaces and similar features before applying paint or other finishing materials.
- H. **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.

- I. 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 until Substantial Completion.
- J. 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.
- K. 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.

### **3.4 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."

### **3.5 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.

### **3.6 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 original (prior to starting work) 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.

END OF SECTION 01 70 00



## **SECTION 01 73 10 CUTTING AND PATCHING**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section includes procedural requirements for cutting and patching.

#### **1.3 DEFINITIONS**

- A. Cutting: Removal of existing construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

#### **1.4 QUALITY ASSURANCE**

- A. Structural Elements: Do not cut or otherwise alter any structural elements without written approval by the Owner and Architect.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
- C. Miscellaneous Elements: Do not cut and patch the following elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or those results in increased maintenance or decreased operational life or safety.
  - 1. Water, moisture, or vapor barriers.
  - 2. Membranes and flashings.
  - 3. Equipment supports.
  - 4. Piping, ductwork, vessels, and equipment.
  - 5. Electrical circuits, wiring and conduit.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

#### **1.5 WARRANTY**

- A. Existing Warranties: There are no existing warranties.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**

- A. General: Comply with requirements specified in other Sections of the Technical Specifications.

Existing Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of existing materials.

## **PART 3 - EXECUTION:**

### **3.1 EXAMINATION**

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

### **3.2 PREPARATION**

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

### **3.3 PERFORMANCE**

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  2. Existing Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.



3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  4. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  5. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of the Technical Specifications.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
  3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
  4. Ceilings: Patch, repair, or re-hang existing ceilings as necessary to provide an even-plane surface of uniform appearance.
  5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weather tight condition.

END OF SECTION 01 73 10



## **SECTION 01 77 00 CLOSEOUT PROCEDURES**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Inspection procedures.
  - 2. Project as-built documents.
  - 3. Warranties.
  - 4. Final cleaning.

#### **1.3 SUBSTANTIAL COMPLETION (NOT USED)**

#### **1.4 FINAL COMPLETION**

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
  - 1. Submit a final Application for Payment according to Division 1, of the Technical Specifications 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.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, the Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. The 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. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.
  - 2. The Contactor shall take immediate steps to correct the stated deficiencies, and send a written notice to the Architect, certifying the Project is complete, at which time the Architect will re-inspect the Work. This review and additional reviews by the Architect where the Work is not considered Final Completion will be considered an additional service from the Architect. The Contractor will be charged for these additional services incurred by such failure including travel time, observation time, and administrative time at the Architect's hourly rate, as well as all expenses associated with the distribution of a written notice stating the reasons for failure to reach final completion.

### **1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)**

- A. Preparation: The Architect will prepare and distribute a List of Incomplete Items via email in electronic PDF format.
- B. To the extent possible, deficiencies will be organized by project area or space – west facade, service drive, corridor, etc.
- C. Construction Punch-List form follows this section.

### **1.6 GUARANTEES AND WARRANTIES**

- A. The contractor shall provide a General Guarantee against defect due to faulty products or faulty workmanship or negligence for a period of twelve (12) months and an Incidental Building Water-tightness Guarantee a period of twelve (12) months.
- B. Guarantees apply to new work only and do not apply to existing conditions which are not altered by the Project.
- C. The General and Incidental Building water-Tightness Guarantee form provided in the Project Manual is to be completed, signed and notarized and submitted with the contractor's final Application for Payment.
- D. There are no other guarantees or Warranties required.

## **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.
- C. Cleaning is only required in the Project Area and areas outside of the Project Area which were impacted by demolition and construction activities due to access, storage, staging and similar activities.
  - 1. Complete the following cleaning operations in project work areas 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 demolition and construction activities, including landscape areas and lawns 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. 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.
  - f. Sweep concrete floors broom clean in unoccupied spaces.
  - g. Remove labels that are not permanent.
  - h. 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.
  - i. Wipe surfaces of mechanical and electrical equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  - j. Replace parts subject to unusual operating conditions.
  - k. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  - l. Clean ducts, blowers, and coils if units were operated without filters during construction.
  - m. 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.
- 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 01 77 00





# CONSTRUCTION PUNCH-LIST

<b>Date of Issue:</b>	-	<b>Prepared By:</b>	-
<b>Date of Review:</b>	-	<b>BDB #:</b>	17013.02
<b>Date of Re-Issue:</b>	-	<b>Owner's #:</b>	-
<b>Project:</b>	A. Horne Building Partial Demolition	<b>Contractor's #:</b>	-
<b>Owner:</b>	Beaufort County		
<b>Contractor:</b>	-		

#	Item / Description	Location	Responsible Party	Date Completed	Date Verified	Comments
01.						
02.						
03.						
04.						
05.						
06.						
07.						
08.						

End of Punch-List

Notes:





## **SECTION 02 41 00 DEMOLITION**

### **PART 1 - GENERAL**

#### **1.1 DESCRIPTION:**

- A. This section specifies demolition and removal of buildings, portions of buildings, utilities, other structures and debris from trash dumps shown.
- B. The Contractor is responsible for carrying out demolition work in accordance with the applicable provisions of the Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry.
- C. The Contractor is responsible for field locating and marking all overhead and buried utilities before beginning work.
- A. The Owner has obtained an Asbestos Analysis Report for the existing building. Lab results (dated 09/06/2017), indicating that no asbestos is present, are provided on drawing sheet G-104, Supporting Documents. It is not anticipated that asbestos removal or abatement are required for the Project however, it is the contractor's responsibility to notify the Architect if concealed materials encountered during demolition are suspected of containing asbestos. If such materials are encountered, the contractor shall immediately stop work and notify the architect. Work may not resume until such materials have been tested and either shown to not contain asbestos or are removed and abated in accordance with the applicable requirements of the South Carolina Department of Health and Environmental Control.
- B. THE CONTRACCTOR IS RESPONSIBLE FOR COMPLYING WITH ALL FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS REGARDING DEMOLITION, TRANSPORT OF DEMOLISHED MATERIALS AND DISPOSAL OF DEMOLISHED MATERIALS.
- C. The Contractor is responsible for access to, access from and access within the Government Center. It is the Contractor's responsibility to select a route which best suits and accommodates vehicle circulation and transport of trash containers, trucks and trailers. It is the responsibility to protect all existing site features and components (curb and gutter, landscaping, storm water structures, transformers, etc.) and to repair and/or replace them if damaged.

#### **1.2 BUILDING OCCUPANCY**

- A. The portion of the existing building north of the existing building expansion joint (see Architectural Drawing A-101) is to be demolished in its entirety. This portion of the building will be vacated prior to the contractor beginning work.
- B. The portion of the existing building south of the existing building expansion joint (see Architectural Drawing A-101) will remain occupied and fully operational.

#### **1.2 PROTECTION:**

- A. Perform demolition in such manner as to eliminate hazards to persons and property; to minimize interference with use of adjacent areas, utilities and structures or interruption of use of such utilities; and to provide free passage to and from such adjacent areas of structures.

- B. Provide safeguards, including warning signs, barricades, temporary fences, warning lights, and other similar items that are required for protection of all personnel during demolition and removal operations.
- C. Maintain fences, barricades, lights, and other similar items around exposed excavations until such excavations have been completely filled.
- D. Prevent spread of flying particles and dust. Sprinkle rubbish and debris with water to keep dust to a minimum. Do not use water if it results in hazardous or objectionable condition such as, but not limited to; ice, flooding, or pollution. Vacuum and dust the work area daily.
- E. In addition to previously listed fire and safety rules to be observed in performance of work, include following:
  - 1. No wall or part of wall shall be permitted to fall outwardly from structures.
  - 2. Wherever a cutting torch or other equipment that might cause a fire is used, provide and maintain fire extinguishers nearby ready for immediate use. Instruct all possible users in use of fire extinguishers.
  - 3. Keep hydrants clear and accessible at all times. Prohibit debris from accumulating within a radius of 4500 mm (15 feet) of fire hydrants.
- F. Before beginning any demolition work, the Contractor shall survey the site and examine the drawings and specifications to determine the extent of the work. The contractor shall take necessary precautions to avoid damages to existing items to remain in place, to be reused, or to remain; any damaged items shall be repaired or replaced as approved by the Architect. The Contractor shall coordinate the work of this section with all other work and shall construct and maintain shoring, bracing, and supports as required. The Contractor shall ensure that structural elements are not overloaded and shall be responsible for increasing structural supports or adding new supports as may be required as a result of any cutting, removal, or demolition work performed under this contract. Do not overload structural elements. Provide new supports and reinforcement for existing construction weakened by demolition or removal works.

### **1.3 DOCUMENTATION OF EXISTING CONDITIONS**

- A. Provide photo documentation of existing structures, roadways, sidewalks, trees and other building and site elements which will not be demolished.
- B. Document existing conditions which are damaged.
- C. During the Pre-Construction Meeting, the Owner, Architect and Contractor will observe the existing conditions at the building, immediate site and along the Government Complex driveways and roadways.
- D. During the Contract Period, immediately document and notify the Architect of damage caused by others. Failure to do so may result in the Contractor being responsible for repair or replacement.
- E. Damage to existing structures, roadways, sidewalks, trees and other building and site elements which are not to be demolished, will be repaired or replaced by the Contractor at no cost to the Owner or Architect.

### **1.4 UTILITY SERVICES:**

- A. Demolish and remove outside utility service lines shown to be removed.
- B. Coordinate with SCE&G to establish minimum setback requirements for existing 115 Kv overhead power lines running parallel to the existing building along Ribaut Road. 20'-0"

radial setback indicated on the drawings is to be verified with SCE&G before any work begins.

- C. Provide protection, setbacks and clearances at all overhead and underground power lines as required by SCE&G and as indicated in the Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry.

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

## **PART 3 – EXECUTION**

### **3.1 DEMOLITION:**

- A. Completely demolish and remove buildings and structures, including all appurtenances related or connected thereto, as noted below:
  - 1. As indicated in the drawings.
  - 2. It is not known whether or not the existing footings located on either side of the existing building expansion joint are doweled or otherwise connected to each other. The existing footings along the building expansion joint are therefore noted on the drawings as remaining. They will be demolished at a later date al other footings and foundations are to be removed.
- B. Debris, including brick, concrete, stone, metals and similar materials shall become property of Contractor and shall be disposed of daily, off site, to avoid accumulation at the project site. Dispose debris in compliance with applicable federal, state or local permits, rules and/or regulations.
- C. All demolished materials are to be removed from the site.
- D. Remove existing utilities as indicated or uncovered by work and terminate in a manner conforming to the nationally recognized code covering the specific utility. When Utility lines are encountered that are not indicated on the drawings, the Architect shall be notified prior to further work in that area.
- E. Contractor is responsible for evaluating the existing Government Complex driveways, intersections, parking aisles, etc. and devising a plan and methods for access to and egress from the Project Area. Trucks and containers shall be properly sized for the existing conditions.

### **3.2 CLEAN-UP:**

- A. On completion of work of this section and after removal of all debris, leave site in clean condition satisfactory to the Owner and Architect. Clean-up shall include off-site disposal of all items and materials not required to remain property of the County as well as all debris and rubbish resulting from demolition operations.



## **SECTION 06 10 00 ROUGH CARPENTRY**

### **PART 1 - GENERAL**

#### **1.1 DESCRIPTION:**

- A. This section specifies wood blocking and nailers and rough hardware.
- B. Existing wood nailers and blocking should be retained.
- C. Provide new blocking and nailers as required to ensure adequate anchorage of new parapet framing and coping.

#### **1.2 PRODUCT DELIVERY, STORAGE AND HANDLING:**

- A. Protect lumber and other products from dampness both during and after delivery at site.
- B. Pile lumber in stacks in such manner as to provide air circulation around surfaces of each piece.
- C. Stack so as to prevent warping.
- D. Locate stacks on well drained areas, supported at least 152 mm (6 inches) above grade and cover with well-ventilated sheds having firmly constructed over hanging roof with sufficient end wall to protect lumber from driving rain.

#### **1.3 GRADING AND MARKINGS:**

- A. Lumber not marked for its grade and species will not be allowed on the Project.

### **PART 2 - PRODUCTS**

#### **2.1 LUMBER:**

- A. Unless noted otherwise, all lumber is to be pressure impregnated preservative and fire retardant.
- B. Unless otherwise specified, each piece of lumber must bear grade mark, stamp, or other identifying marks indicating grades of material, and rules or standards under which produced.
  - 1. Identifying marks are to be in accordance with rule or standard under which material is produced, including requirements for qualifications and authority of the inspection organization, usage of authorized identification, and information included in the identification.
  - 2. Inspection agency for lumber approved by the Board of Review, American Lumber Standards Committee, to grade species used.
- C. All lumber, anchors and fasteners are to be new. Used or salvaged materials are not permitted.
- D. Lumber:
  - 1. Unless otherwise specified, species graded under the grading rules of an inspection agency approved by Board of Review, American Lumber Standards Committee.

2. Framing lumber: Minimum extreme fiber stress in bending of 7584 kPa (1100 PSI).
  3. Furring, blocking, nailers and similar items 4 inches and narrower Standard Grade; and, members 6 inches and wider, Number 2 Grade.
- E. Sizes:
1. Conforming to PS 20.
  2. Size references on drawings are nominal sizes, unless otherwise specified, actual sizes within manufacturing tolerances allowed by standard under which produced.
- F. Moisture Content:
1. Maximum moisture content of wood products is to be as follows at the time of delivery to site.
    - a. Boards and lumber 2 inches and less in thickness: 19 percent or less.
    - b. Lumber over 2 inches thick: 25 percent or less.
- G. Fire Retardant Treatment:
1. Comply with Mil Spec. MIL-L-19140.
  2. Treatment and performance inspection, by an independent and qualified testing agency that establishes performance ratings.

## **2.2 ROUGH HARDWARE AND ADHESIVES:**

- A. All material anchors are to be hot-dipped galvanized.
- B. Anchor Bolts:
1. ASME B18.2.1 and ASME B18.2.2 galvanized, 1/2 inch unless shown otherwise.
  2. Extend at least 8 inches into masonry or concrete with ends bent 50 mm (2 inches).
- C. Miscellaneous Bolts: Expansion Bolts: C1D A-A-55615; lag bolt, long enough to extend at least 2-1/2 inches into masonry or concrete. Provide 1/2 inch bolt unless shown otherwise.
- D. Washers
1. ASTM F844.
  2. Provide zinc or cadmium coated steel or cast iron for washers exposed to weather.
- E. Screws:
1. Wood to Wood: ASME B18.6.1 or ASTM C1002.
  2. Wood to Steel: ASTM C954, or ASTM C1002.
- F. Nails:
1. Size and type best suited for purpose unless noted otherwise. Provide aluminum-alloy nails, plated nails, or zinc-coated nails, for nailing wood work exposed to weather.
  2. ASTM F1667.
- G. Adhesives: As recommended by manufacturer for specific conditions and materials.

## **PART 3 - EXECUTION**

### **3.1 INSTALLATION OF FRAMING AND MISCELLANEOUS WOOD MEMBERS:**

- A. Conform to applicable requirements of the following:
  - 1. AFPA WCD1 for nailing and framing unless specified otherwise.
- B. Fasteners: Provide fasteners as appropriate for each material and condition.
  - 1. Nails.
    - a. Nail in accordance with the Recommended Nailing Schedule as specified in AFPA WCD1 where detailed nailing requirements are not specified in nailing schedule. Select nail size and nail spacing sufficient to develop adequate strength for the connection without splitting the members.
  - 2. Bolts:
    - a. Fit bolt heads and nuts bearing on wood with washers.
    - b. Countersink bolt heads flush with the surface of nailers.
    - c. Embed in concrete and solid masonry or provide expansion bolts. Special bolts or screws designed for anchor to solid masonry or concrete in drilled holes may be used.
    - d. Provide toggle bolts to hollow masonry or sheet metal.
    - e. Provide bolts to steel over 0.112 inch, 11 gage in thickness. Secure wood nailers to vertical structural steel members with bolts, placed one at ends of nailer and 610 mm (24 inch) intervals between end bolts. Provide clips to beam flanges.
  - 3. Drill Screws to steel less than 0.112 inch thick.
    - a. ASTM C1002 for steel less than 0.033 inch thick.
    - b. ASTM C954 for steel over 0.033 inch thick.
  - 4. Power actuated drive pins may be provided where practical to anchor to solid masonry, concrete, or steel.
  - 6. Screws to Join Wood:
    - a. Where shown or option to nails.
    - b. ASTM C1002, sized to provide not less than 25 mm (1 inch) penetration into anchorage member.
    - c. Spaced same as nails.
- C. Cut notch, or bore in accordance with AFPA WCD1 for passage of ducts wires, bolts, pipes, conduits and to accommodate other work.
- D. Replace split or cracked wood members.

END OF SECTION 06 10 00





## **SECTION 07 92 00 JOINT SEALANTS**

### **PART 1 - GENERAL**

#### **1.1 DESCRIPTION:**

- A. This section covers interior and exterior sealant and their application, wherever required for complete installation of building materials or systems.

#### **1.5 SUBMITTALS**

- A. Submittals are not required however, failure to provide sealants in accordance with this specification may result in the Contractor replacing installed fence at no additional cost to the Owner.

#### **1.6 PROJECT CONDITIONS**

- A. Environmental Limitations:
  - 1. Do not proceed with installation of joint sealants under following conditions:
    - a. When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer or are below 40 degrees F.
    - b. When joint substrates are wet.
- B. Joint-Width Conditions:
  - 1. Do not proceed with installation of joint sealants where joint widths are less than those allowed by joint sealant manufacturer for applications indicated.
- C. Joint-Substrate Conditions:
  - 1. Do not proceed with installation of joint sealants until contaminants capable of interfering with adhesion are removed from joint substrates.

#### **1.7 DELIVERY, HANDLING, AND STORAGE**

- A. Deliver materials in manufacturers' original unopened containers, with brand names, date of manufacture, shelf life, and material designation clearly marked thereon.
- B. Carefully handle and store to prevent inclusion of foreign materials.
- C. Do not subject to sustained temperatures exceeding 90 degrees F or less than 40 degrees F.

### **PART 2 - PRODUCTS**

#### **2.1 SEALANTS**

- A. Exterior Sealants:
  - 1. Provide non-staining ASTM C920, Elastomeric, Type S or M, Grade NS, Class 35.

#### **2.2 COLOR**

- A. Match color of adjacent materials and substrates or as directed by the Architect.

## **2.3 JOINT SEALANT BACKING**

- A. General: Provide sealant backings of material and type that are non-staining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C1330, of type indicated below and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance:
  - 1. Type C: Closed-cell material with a surface skin.
- C. Elastomeric Tubing Sealant Backings: Neoprene, butyl, EPDM, or silicone tubing complying with ASTM D1056 or synthetic rubber (ASTM C509), nonabsorbent to water and gas, and capable of remaining resilient at temperatures down to minus 32 degrees C (minus 26 degrees F). Provide products with low compression set and of size and shape to provide a secondary seal, to control sealant depth, and otherwise contribute to optimum sealant performance.
- D. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

## **2.5 PRIMER**

- A. As recommended by manufacturer of caulking or sealant material.
- B. Stain free type.

## **2.6 CLEANERS-NON POROUS SURFACES**

- A. Chemical cleaners compatible with sealant and acceptable to manufacturer of sealants and sealant backing material. Cleaners to be free of oily residues and other substances capable of staining or harming joint substrates and adjacent non-porous surfaces and formulated to promote adhesion of sealant and substrates.
- B. Check for suitability of cleaner on storefront framing and EIFS wall panel in discreet location before cleaning.

## **PART 3 - EXECUTION**

### **3.1 INSPECTION**

- A. Inspect substrate surface for bond breaker contamination and unsound materials at adherent faces of sealant.
- B. Coordinate for repair and resolution of unsound substrate materials.
- C. Inspect for uniform joint widths and that dimensions are within tolerance established by sealant manufacturer.

### **3.2 PREPARATIONS**

- A. Prepare joints in accordance with manufacturer's instructions and SWRI (The Professionals' Guide).

- B. Clean surfaces of joint to receive caulking or sealants leaving joint dry to the touch, free from frost, moisture, grease, or other foreign matter that would tend to destroy or impair adhesion.
  - 1. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants.
  - 2. Remove loose particles remaining from above cleaning operations by vacuuming or blowing out joints with oil-free compressed air.
  - 3. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous surfaces include but are not limited to the following:
    - a. Metal.
    - b. Glass.
- C. Do not cut or damage joint edges.
- D. Apply non-staining masking tape to face of surfaces adjacent to joints before applying primers, caulking, or sealing compounds.
  - 1. Do not leave gaps between ends of sealant backings.
  - 2. Do not stretch, twist, puncture, or tear sealant backings.
  - 3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- E. Apply primer to sides of joints wherever required by compound manufacturer's printed instructions or as indicated by pre-construction joint sealant substrate test.
  - 1. Apply primer prior to installation of back-up rod or bond breaker tape.
  - 2. Use brush or other approved means that will reach all parts of joints. Avoid application to or spillage onto adjacent substrate surfaces.

### **3.3 BACKING INSTALLATION**

- A. Install backing material, to form joints enclosed on three sides as required for specified depth of sealant.
- B. Where deep joints occur, install filler to fill space behind the backing rod and position the rod at proper depth.
- C. Cut fillers installed by others to proper depth for installation of backing rod and sealants.
- D. Install backing rod, without puncturing the material, to a uniform depth, within plus or minus 1/8 inch for sealant depths specified.
- E. Where space for backing rod does not exist, install bond breaker tape strip at bottom (or back) of joint so sealant bonds only to two opposing surfaces.

### **3.4 SEALANT DEPTHS AND GEOMETRY**

- A. At widths up to 1/4 inch, sealant depth equal to width.
- B. At widths over 1/4 inch, sealant depth 1/2 of width up to 1/2 inch maximum depth at center of joint with sealant thickness at center of joint approximately 1/2 of depth at adhesion surface.

- C. At three (3) sided joints, sealant shall be adhered to the two opposite sides only.

### **3.5 INSTALLATION**

#### **A. General:**

1. Apply sealants only when ambient temperature is between 40 degrees and 100 degrees F.
  2. Do not install polysulfide base sealants where sealant may be exposed to fumes from bituminous materials, or where water vapor in continuous contact with cementitious materials may be present.
  3. Do not install sealant type listed by manufacture as not suitable for use in locations specified.
  4. Apply Sealants in accordance with manufacturer's printed instructions.
  5. Avoid dropping or smearing sealants on adjacent surfaces.
  6. Fill joints solidly with sealants and finish smooth.
  7. Tool exposed joints to form smooth and uniform beds, with slightly concave surface conforming to joint configuration per Figure 5A in ASTM C1193 unless shown or specified otherwise in construction documents. Remove masking tape immediately after tooling of sealant and before sealant face starts to "skin" over. Remove any excess sealant from adjacent surfaces of joint, leaving the working in a clean finished condition.
  8. Apply sealants with nozzle size to fit joint width.
  9. Test sealants for compatibility with each other and substrate. Use only compatible sealant. Submit test reports.
  11. Replace sealant which is damaged during construction process.
- B. For application of sealants, follow requirements of ASTM C1193 unless specified otherwise. Take all necessary steps to prevent three-sided adhesion of sealants.

### **3.6 FIELD QUALITY CONTROL**

- A. Field-Adhesion Testing: Field-test joint-sealant adhesion to joint substrates according to Method A, Field-Applied Sealant Joint Hand Pull Tab, in Appendix X1 in ASTM C1193 or Method A, Tail Procedure, in ASTM C1521.
- B. Inspect joints for complete fill, for absence of voids, and for joint

### **3.7 CLEANING**

- A. Fresh sealants accidentally smeared on adjoining surfaces: Scrape off immediately and rub clean with a solvent as recommended by manufacturer of the adjacent material or if not otherwise indicated by the caulking or sealant manufacturer.
- B. Leave adjacent surfaces in a clean and unstained condition.

END OF SECTION 07 92 00

## **SECTION 08 11 13 HOLLOW METAL DOORS AND FRAMES**

### **PART 1 - GENERAL**

#### **1.1 DESCRIPTION**

- A. This section specifies steel doors, steel frames and related components.

#### **1.2 SUBMITTALS**

- A. Submittals are not required however, failure to provide hollow metal doors and frames in accordance with this specification may result in the Contractor replacing installed fence at no additional cost to the Owner.

#### **1.4 STORAGE AND HANDLING**

- A. Store doors and frames at the site under cover.
- B. Protect from rust and damage during storage and erection until completion.

### **PART 2 - PRODUCTS**

#### **2.1 MATERIALS**

- A. Sheet Steel: ASTM A1008, cold-rolled for panels (face sheets) of doors.
- B. Anchors, Fastenings and Accessories: Fastenings anchors, clips connecting members and sleeves from zinc coated steel.
- C. Prime Paint: Paint that meets or exceeds the requirements of A250.8.

#### **2.2 FABRICATION GENERAL**

- A. GENERAL:
  - 1. Follow ANSI A250.8 for fabrication of standard steel doors, except as specified otherwise. Doors to receive hardware specified in Section 08 71 00, DOOR HARDWARE. Tolerances as per ANSI A250.8. Thickness, 1-3/4 inches, unless otherwise shown.
  - 2. Close top edge of exterior doors flush and seal to prevent water intrusion.
  - 3. When vertical steel stiffeners are used for core construction, fill spaces between stiffeners with mineral fiber insulation.
- B. Standard Duty Doors: ANSI A250.8, Level 1, flush seamless design of size and design shown. Use for interior locations only.

#### **2.3 METAL FRAMES**

- A. General:
  - 1. ANSI A250.8, 0.053 inch thick sheet steel, types and styles as shown or scheduled.
  - 2. Frames for exterior doors: Fabricate from 0.067 inch thick galvanized steel conforming to ASTM A525.

**B. Frame Anchors:**

**1. Floor anchors:**

- a. Coordinate anchors with existing conditions and new construction.
- b. Where floor fills occur, provide extension type floor anchors to compensate for depth of fill.
- c. At bottom of jamb use 0.053 inch thick steel clip angles welded to jamb and drilled to receive two 1/4 inch floor bolts. Use 2 inch by 2 inch 3/8 inch clip angle for lead lined frames, drilled for 3/8 inch floor bolts.
- d. Where sill sections occur, provide continuous 0.042 inch thick steel rough bucks drilled for 1/4 inch floor bolts and frame anchor screws. Space floor bolts at 24 inches on center.

**2. Jamb anchors:**

- a. Coordinate anchors with existing conditions and new construction.
- b. Locate anchors on jambs near top and bottom of each frame, and at intermediate points not over 24 inches apart.
- c. Form jamb anchors of not less than 0.042 inch thick steel unless otherwise specified.
- d. Anchors for stud partitions: Either weld to frame or use lock-in snap-in type. Provide tabs for securing anchor to the sides of the studs.
- e. Modify frame anchors to fit special frame and wall construction and provide special anchors where shown or required.

**PART 3 - EXECUTION**

**3.1 INSTALLATION**

**A. Plumb, align and brace frames securely until permanent anchors are set.**

1. Use triangular bracing near each corner on both sides of frames with temporary wood spreaders at midpoint.
2. Use wood spreaders at bottom of frame if the shipping spreader is removed.
3. Protect frame from accidental abuse.
4. Where construction will permit concealment, leave the shipping spreaders in place after installation, otherwise remove the spreaders after the frames are set and anchored.
5. Remove wood spreaders and braces only after the walls are built and jamb anchors are secured.

**B. Floor Anchors:**

1. Anchor the bottom of door frames to floor with two 1/4 inch diameter expansion bolts. Use 3/8 inch bolts on lead lined frames.
2. Power actuated drive pins may be used to secure frame anchors to concrete floors.

**C. Jamb Anchors:**

1. Anchors in masonry walls: Embed anchors in mortar. Fill space between frame and masonry wall with grout or mortar as walls are built.

2. Coat frame back with a bituminous coating prior to lining of grout filling in masonry walls.
3. Secure anchors to sides of studs with two fasteners through anchor tabs. Use steel drill screws to steel studs.
4. Frames set in prepared openings of masonry or concrete: Expansion bolt to wall with 1/4 inch expansion bolts through spacers. Where subframes or rough bucks are used, 1/4 inch expansion bolts on 24 inch centers or power activated drive pins 24 inches on centers. Secure two piece frames to subframe or rough buck with machine screws on both faces.

END OF SECTION 08 11 13





## **SECTION 08 71 00 DOOR HARDWARE**

### **PART 1 - GENERAL**

#### **1.1 DESCRIPTION**

- A. Door hardware and related items necessary for complete installation and operation of doors.

#### **1.3 GENERAL**

- A. All hardware shall comply with Uniform Federal Accessible Standards (UFAS).
- B. Hardware for Exit Doors: Conform to requirements of NFPA 101 for exit doors.
- C. Hardware for application on metal and wood doors and frames shall be made to standard templates. Furnish templates to the fabricator of these items in sufficient time so as not to delay the construction.
- D. The following items shall be of the same manufacturer, except as otherwise specified:
  - 1. Mortise locksets.
  - 2. Hinges for hollow metal and wood doors.
  - 3. Surface applied overhead door closers.
  - 4. Exit devices.
  - 5. Floor closers.

#### **1.4 WARRANTY**

- A. Locks, latchsets, and panic hardware: 1 year.
- B. Door closers: 1 year.
- C. All other hardware: 1 year

#### **1.5 MAINTENANCE MANUALS**

- A. Furnish maintenance manuals and instructions on all door hardware. Provide installation instructions with the submittal documentation.

#### **1.6 SUBMITTALS**

- A. Manufacturers' Literature: Provide manufacturer's literature showing size, shape, finish, construction, UL designation, and other pertinent data required to show compliance with specifications.

#### **1.7 DELIVERY**

- A. Deliver items of hardware to job site in their original containers, complete with necessary appurtenances including screws, keys, and instructions.

## **PART 2 - PRODUCTS**

### **2.1 BUTT HINGES**

- A. ANSI A156.1. Provide only three-knuckle hinges. The following types of butt hinges shall be used for the types of doors listed, except where otherwise specified:
  - 1. Exterior Doors: Type A2112/A5112 for doors 3 feet wide or less and Type A2111/A5111 for doors over 3 feet wide. Hinges for exterior outswing doors shall have non-removable pins.
  - 2. Interior Doors: Type A8112/A5112 for doors 3 feet wide or less and Type A8111/A5111 for doors over 3 feet wide.
- B. Provide 3 hinges per door.

### **2.2 OVERHEAD CLOSERS**

- A. Conform to ANSI A156.4, Grade 1.
- B. Closers shall conform to the following:
  - 1. The closer shall have minimum 50 percent adjustable closing force over minimum value for that closer and have adjustable hydraulic back check effective between 60 degrees and 85 degrees of door opening.
  - 2. Where specified, closer shall have hold-open feature.
  - 3. Material of closer body shall be forged or cast.
  - 4. Arm and brackets for closers shall be steel, malleable iron or high strength ductile cast iron.
  - 5. Where closers are exposed to the exterior or are mounted in rooms that experience high humidity, provide closer body and arm assembly of stainless steel material.
  - 6. Closers shall have full size metal cover; plastic covers will not be accepted.
  - 7. Closers shall have adjustable hydraulic back-check, separate valves for closing and latching speed, adjustable back-check positioning valve, and adjustable delayed action valve.
  - 8. Provide closers with any accessories required for the mounting application, including (but not limited to) drop plates, special soffit plates, spacers for heavy-duty parallel arm fifth screws, bull-nose or other regular arm brackets, longer or shorter arm assemblies, and special factory templating. Provide special arms, drop plates, and templating as needed to allow mounting at doors with overhead stops and/or holders.
  - 9. Closer arms or backcheck valve shall not be used to stop the door from overswing, except in applications where a separate wall, floor, or overhead stop cannot be used.
  - 10. Provide parallel arm closers with heavy duty rigid arm.
  - 11. Where closers are to be installed on the push side of the door, provide parallel arm type except where conditions require use of top jamb arm.
  - 12. Provide all surface closers with the same body attachment screw pattern for ease of replacement and maintenance.
  - 13. All closers shall have a 1 ½" minimum piston diameter.

## 2.3 DOOR STOPS

- A. Conform to ANSI A156.16.
- B. Provide door stops wherever an opened door or any item of hardware thereon would strike a wall, column, equipment or other parts of building construction.
- C. Where cylindrical locks with turn pieces or pushbuttons occur, equip wall bumpers Type L02251 (rubber pads having concave face) to receive turn piece or button.
- D. Provide floor stops (Type L02141 or L02161 in office areas; Type L02121 x 3 screws into floor elsewhere. Wall bumpers, where used, must be installed to impact the trim or the door within the leading half of its width. Floor stops, where used, must be installed within 4-inches of the wall face and impact the door within the leading half of its width.
- E. Where drywall partitions occur, use floor stops, Type L02141 or L02161 in office areas, Type L02121 elsewhere.
- F. Provide stop Type L02011, at applicable for exterior doors. At outswing doors where stop can be installed in concrete, provide stop mated to concrete anchor set in 76mm (3-inch) core-drilled hole and filled with quick-setting cement.
- G. Omit stops where floor mounted door holders are required and where automatic operated doors occur.
- H. Provide appropriate roller bumper for each set of doors (except where closet doors occur) where two doors would interfere with each other in swinging.
- I. Provide overhead surface applied stop Type C02541, ANSI A156.8 on patient toilet doors in bedrooms where toilet door could come in contact with the bedroom door.

## 2.4 LOCKS AND LATCHES

- A. Conform to ANSI A156.2. Locks and latches shall have beveled fronts. Lock cylinders shall have not less than six pin. Cylinders for all locksets shall be removable core type. Cylinders shall be furnished with construction removable cores and construction master keys. Cylinder shall be removable by special key or tool. Construct all cores so that they will be interchangeable into the core housings of all mortise locks, rim locks, cylindrical locks, and any other type lock included in the Great Grand Master Key System. Disassembly of lever or lockset shall not be required to remove core from lockset. Provide temporary keying device or construction core to allow opening and closing during construction and prior to the installation of final cores.
- B. In addition to above requirements, locks and latches shall comply with following requirements:
  - 1. Cylindrical Lock and Latch Sets: levers shall meet ADA (Americans with Disabilities Act) requirements. Cylindrical locksets shall be series 4000 Grade I. All locks and latchsets shall be furnished with 4-7/8-inch curved lip strike and wrought box. At outswing pairs with overlapping astragals, provide flat lip strip with 7/8-inch lip-to-center dimension.
  - 2. Lever design to be selected by Architect from manufacturer's standard options.

## **2.6 KEYS**

- A. Stamp all keys with change number and key set symbol.
- B. Coordinate with Owner for keying and master keying requirements.
- C. Provide no less than two (2) keys per lock.

## **2.8 EXIT DEVICES**

- A. Conform to ANSI Standard A156.3. Exit devices shall be Grade 1; type and function are specified in hardware sets. Provide flush with finished floor strikes for vertical rod exit devices in interior of building. Trim shall have cast satin stainless steel lever handles of design similar to locksets, unless otherwise specified. Provide key cylinders for keyed operating trim and, where specified, cylinder dogging.
- B. Surface vertical rod panics shall only be provided less bottom rod; provide fire pins as required by exit device and door fire labels. Do not provide surface vertical rod panics at exterior doors.
- C. Concealed vertical rod panics shall be provided less bottom rod at interior doors, unless lockable or otherwise specified; provide fire pins as required by exit device and door fire labels. Where concealed vertical rod panics are specified at exterior doors, provide with both top and bottom rods.
- D. Where removable mullions are specified at pairs with rim panic devices, provide mullion with key-removable feature.
- E. At non-rated openings with panic hardware, provide panic hardware with key cylinder dogging feature.
- F. Exit devices for fire doors shall comply with Underwriters Laboratories, Inc., requirements for Fire Exit Hardware. Submit proof of compliance.

## **2.9 THRESHOLDS**

- A. Conform to ANSI A156.21, mill finish extruded aluminum, except as otherwise specified. In existing construction, thresholds shall be installed in a bed of sealant with ¼-20 stainless steel machine screws and expansion shields. In new construction, embed aluminum anchors coated with epoxy in concrete to secure thresholds. Furnish thresholds for the full width of the openings.
- B. For thresholds at elevators entrances see other sections of specifications.
- C. At exterior doors and any interior doors exposed to moisture, provide threshold with non-slip abrasive finish.
- D. Provide with miter returns where threshold extends more than 12 mm (0.5 inch) beyond face of frame.

## **2.10 WEATHER STRIPPING**

- A. Conform to ANSI A156.22. Air leakage shall not to exceed 0.50 CFM per foot of crack length (0.000774m<sup>3</sup>/s/m).

## **2.11 MISCELLANEOUS HARDWARE**

- A. Silencers: Conform to ANSI A156.16. Provide door silencers on all interior doors.

## 2.12 FINISHES

- A. Exposed surfaces of hardware shall have ANSI A156.18, finishes as specified below.
- B. 626 or 630: All surfaces on exterior and interior of buildings, except where other finishes are specified.
- C. Miscellaneous Finishes:
  - 1. Hinges --exterior doors: 626 or 630.
  - 2. Hinges --interior doors: 652 or 630.
  - 3. Door Closers: Factory applied paint finish. Dull or Satin Aluminum color.
  - 4. Thresholds: Mill finish aluminum.
  - 5. Other primed steel hardware: 600.

## 2.13 BASE METALS

- A. Apply specified U.S. Standard finishes on different base metals as following:

<b>Finish</b>	<b>Base Metal</b>
652	Steel
626	Brass or bronze
630	Stainless steel

## PART 3 - EXECUTION

### 3.1 HARDWARE HEIGHTS

- A. Locate all hardware to comply with Uniform Federal Accessible Standards (UFAS).

### 3.2 INSTALLATION

- A. Closer devices, including those with hold-open features, shall be equipped and mounted to provide maximum door opening permitted by building construction or equipment. Unless indicated otherwise, closers shall be mounted on side of door inside rooms and away from corridors. At exterior doors, closers shall be mounted on interior side. Where closers are mounted on doors they shall be mounted with sex nuts and bolts; foot shall be fastened to frame with machine screws.
- B. Hinge Size Requirements: 4 1/2 inches.
- C. Hinge leaves shall be sufficiently wide to allow doors to swing clear of door frame trim and surrounding conditions.
- D. Hinges Required Per Door: 3.
- E. Fastenings: Suitable size and type and shall harmonize with hardware as to material and finish. Provide machine screws and lead expansion shields to secure hardware to concrete, ceramic or quarry floor tile, or solid masonry. Fiber or rawl plugs and adhesives are not permitted. All fastenings exposed to weather shall be of nonferrous metal.
- F. After locks have been installed; show in presence of Owner that keys operate their respective locks in accordance with Owner's keying requirements.

### **3.3 HARDWARE SETS**

- A. At new door, provide:
1. 1 ½ pair butt hinges.
  2. Overhead closer.
  3. Exit device.
  4. Lockset / lever.
  5. Silencers.
  6. Weather stripping.
  7. Aluminum threshold.

END OF SECTION 8 71 00

## **SECTION 09 24 00 PORTLAND CEMENT STUCCO**

### **PART 1 - GENERAL**

#### **1.1 DESCRIPTION:**

- A. This section specifies lathing and portland cement based stucco.

#### **1.3 TERMINOLOGY:**

- A. Definitions and description of terms to be in accordance with ASTM C11, ASTM C926, ASTM C1063 and as specified.
- C. Self-furring Lath: Metal plastering bases having dimples or crimps designed to hold the back plane of the lath 1/4 to 3/8 inch away from the plane of the solid backing.
- D. Solid Backing or Solid Bases: Concrete, masonry, sheathing, rigid insulation, and similar materials to which plaster is directly applied.
- E. Wet Areas: Areas of a building where cyclic or continuous exposure to very humid or wet conditions, or in which a dew point condition may occur in the plaster.

#### **1.4 SUBMITTALS:**

- A. Manufacturer's Literature and Data:
  - 1. Accessories for plaster, each type.
  - 2. Metal plastering bases, each type.
  - 3. Fasteners.
  - 4. Bonding compounds, including application instructions.
  - 5. Admixtures, including mixing and application instructions.
  - 6. Color and texture samples.

#### **1.5 DELIVERY, STORAGE AND PROTECTION:**

- A. Deliver manufactured materials in the manufacturers' original unbroken packages or containers which are labeled plainly with the manufacturers' names and brands. Keep cementitious materials dry and stored off the ground, under cover, and away from sweating walls and other damp surfaces until ready for use.

#### **1.6 PROJECT CONDITIONS:**

- A. Do not apply exterior plaster when the ambient temperature is less than 40 degrees F, or when a drop in temperature below 40 degrees F is expected within 24 hours after application.
- B. Do not apply plaster to frozen surfaces or surfaces containing frost.
- C. Do not use frozen materials in the mix.
- D. Protect plaster coats against freezing for a period of not less than 24 hours after application.

## 1.7 QUALITY ASSURANCE:

- A. Provide a 48" x 48" mockup on the existing wall for Owner and Architect approval. Obtain written approval before beginning work on remaining work. Mockup may be incorporated in the final work.

## PART 2 - PRODUCTS

### 2.1 METAL PLASTERING BASES:

- A. Expanded Lath:
  - 1. ASTM C847, galvanized except as modified by ASTM C1063 and this specification. Self-furring where applied over solid backing.
  - 2. Flat diamond mesh weighing not less than 1.8 kg per square meter (3.4 pounds per square yard).
- B. Stucco Mesh: Flat expanded diamond mesh pattern, with openings approximately 1-1/2 by 3 inches, weighing not less than 3.6 pounds per square yard, with backing as specified.
- C. Wire Lath:
  - 1. Zinc coated (Galvanized).
  - 2. Welded Wire Lath: ASTM C933, with backing as specified.
  - 3. Self-furring where applied over solid backing.
- D. Vapor Barrier:
  - 1. 30# asphalt saturated felt.

### 2.2 ACCESSORIES:

- A. Provide accessories that are roll formed galvanized steel, except strip lath that is formed from steel sheets with manufacturer's standard galvanized coating.
- B. Provide welded wire corner reinforcements of galvanized 1.4 mm (17 gauge) steel wire conforming to ASTM A1064/A1064M.
- C. Provide furring, including hangers, bolts, inserts, clips, fastenings, and attachments of number, size, and design to develop the full strength of the members.
- D. Control Joints: ASTM C1063, zinc-coated (galvanized) steel; one-piece-type, folded pair of unperforated screeds in M-shaped configuration; with perforated flanged and removable protective tape on plaster face of control joint.
- E. Foundation Weep Screed: Fabricated from hot-dip galvanized-steel sheet, ASTM A653/A653M, G60 (Z180) zinc coating.
- G. External- (Outside-) Corner Reinforcement: Fabricated from metal lath with ASTM A653/A653M, G60 (Z180), hot-dip galvanized-zinc coating.
- H. Cornerbeads: Fabricated from zinc-coated (galvanized) steel.

### 2.3 FASTENERS:

- A. Tie, wire, screws, staples, clips, nails, and other fasteners ASTM C1063, except as otherwise specified.



- B. Provide fasteners for securing metal plastering bases having heads, or inserted through washers large enough to engage two (2) strands (two (2) on each side of screw) of the metal plastering base.
- C. For fire rated construction; provide fasteners of type and size as used in fire rated test.
- D. Screws: ASTM C1002.
- E. Expansion Shields: CID A-A-55615, of the Type and Class applicable.

**2.4 CEMENT:**

- A. Portland: ASTM C150/C150M, Type I.

**2.5 LIME:**

- A. ASTM C206, Type S; or ASTM C207, Type S.

**2.6 AGGREGATES (SAND):**

- A. ASTM C897, graded as required to suit texture of finish specified.

**2.7 BONDING AGENT:**

- A. ASTM C932.

**2.8 FACTORY PREPARED FINISH COAT FOR STUCCO):**

- A. Factory prepared dry blend of materials, integrally colored, designed for exterior finish coat application.
- B. Pigments: ASTM C979/C979M, lime proof mineral oxide.
- C. Particle Size: Not more than 35 percent, by weight of all ingredients, including cement, aggregate, hydrated lime, admixture and coloring pigment is to pass a number 100 sieve.

**2.9 ADMIXTURES:**

- A. Air Entrainment: ASTM C260/C260M.

**PART 3 - EXECUTION**

**3.1 METAL PLASTERING BASES (LATH) LOCATIONS:**

- A. Where plaster is required on solid concrete or masonry bases, metal plastering bases are not required, unless shown on the construction documents. Where shown use wire lath or stucco mesh.
- E. Where metal plastering bases are used as a base for exterior cement plaster over wall sheathing, provide wire lath or stucco mesh with water resistant backing.

**3.2 APPLYING METAL PLASTERING BASES:**

- A. In accordance with ASTM C1063, except as otherwise specified or indicated on construction documents.
- B. Form true surfaces, straight or in curves where shown on construction documents, without sags or buckles and with long dimension of lath at right angles to direction of supports.

- C. Terminate lath for ceiling or soffit construction at casing bead (floating angle construction) at perimeter angles between walls and ceilings or soffits.
- D. Lath with backing to be applied to produce a paper to paper and metal to metal lap at ends and sides of adjacent sheets, whether full sheets or less than full sheets are provided:
  - 1. 2 inches for both horizontal and vertical laps.
  - 2. Install horizontal laps in a ship lap fashion to conduct water to the outside and over flashing or waterproofing.
- E. Do not install continuous metal plastering bases through expansion and control joints. Terminate at each side of joint.
- F. Attach lath directly to masonry and concrete with hardened nails, power actuated drive pins or other approved fasteners. Install fasteners at dimples or crimps only.
- G. Wood plugs are not acceptable.

### **3.3 INSTALLING PLASTERING ACCESSORIES:**

- A. Install accessories in accordance with ASTM C1063, except as otherwise specified.
  - 1. Set plastering accessories plumb, level and true to line, neatly mitered at corners and intersections, and securely attach to supporting surfaces.
  - 2. Install in one (1) piece, within the limits of the longest commercially available lengths.
- B. Corner Beads: // External-corner reinforcement // // corner bead // at exterior corners, as required to establish grounds, and where shown on construction documents.
- C. Strip Lath:
  - 1. Install centered over joints between dissimilar materials, such as hollow tile, brick, concrete masonry units, concrete, and joints with expanded lath on framing or furring, where both such surfaces are required to be plastered and are in contact with each other in same plane, except where expansion joints and casing beads are required.
  - 2. Wire tie or fasten strip lath to base along both edges at not over 152 mm (6 inches) on centers.
- D. Casing Beads:
  - 1. Provide at locations where shown on construction documents and at following locations where plaster terminates to provide finish trim:
    - a. Against non-plastered surfaces such as masonry, concrete, and wood.
    - b. Against trim of steel frames and trim of other materials and equipment, except where trim overlaps plaster.
    - c. Around perimeter of openings except where edge is covered by flanges. Locate to conform to dimensions shown on shop drawings.
    - d. Where plaster for new walls or furring (vertical or horizontal) terminates against existing construction.
    - e. Both sides of expansion and control joints unless shown otherwise on construction documents.
  - 2. Provide at perimeter angles between walls and ceilings so as to provide floating angle (unrestrained) construction in accordance with ASTM C1063.

F. Control Joints:

1. Where control joints are placed parallel to framing members, install joints within 4 inches of the framing member.
2. Install control joints only to the edges of abutting sheets of lath so that the lath is not continuous or tied across the joint.
3. Extend joints the full width and height of the wall or length of soffit/ceiling plaster membrane.
4. Whether shown on the drawings or not, install control joints where stucco finish spans over different wall systems, such as;
  - a. CMU to metal stud framing.
  - b. CMU to concrete beam.
  - c. Concrete beam and/or CMU to wood framed parapet.

**3.4 SURFACE PREPARATION OF SOLID BASES:**

- A. Surfaces that are to receive stucco are to be prepared and conditioned in accordance with ASTM C926, except as otherwise specified.
- C. Existing surfaces of concrete and masonry:
  1. Clean surface of dirt and other foreign matter which will prevent bond.
  2. Apply dash bond coat or bonding agent as specified herein.
  3. Where existing surfaces have a coating such as paint or bituminous waterproofing apply metal plastering base as indicated.

**3.5 PORTLAND CEMENT BASED PLASTER:**

- A. Provide portland cement based plaster where stucco is shown and specified, and as follows:
  1. Three-Coat work is to be used over all metal plastering bases, with or without solid backing.
- B. Proportion, mix and apply plaster in accordance with ASTM C926, except as otherwise specified.
  1. Provide air entrained plaster for all exterior work.
  2. Provide coloring pigments for finish coat when integral color.
  4. Factory prepared finish coat: Add water, mix, and apply as specified by manufacturer.
  5. Color: Match existing building color as closely as possible.
  6. Finish coat is to have a textured finish matching the existing building as closely as possible.

END OF SECTION 09 24 00



## **SECTION 09 91 00 PAINTING**

### **PART 1 - GENERAL**

#### **1.1 DESCRIPTION:**

- A. Work of this Section includes all labor, materials, equipment, and services necessary to complete the painting and finishing as shown on the construction documents and/or specified herein.

#### **1.2 SUBMITTALS (NOT REQUIRED)**

#### **1.3 DELIVERY AND STORAGE:**

- A. Deliver materials to site in manufacturer's sealed container marked to show following:
  - 1. Name of manufacturer.
  - 2. Product type.
  - 3. Batch number.
  - 4. Instructions for use.
  - 5. Safety precautions.
- B. Maintain space for storage, and handling of painting materials and equipment in a ventilated, neat and orderly condition to prevent spontaneous combustion from occurring or igniting adjacent items.
- C. Store materials at site at least 24 hours before using, at a temperature between 7 and 30 degrees C (45 and 85 degrees F).

#### **1.4 QUALITY ASSURANCE:**

- A. Paint Coordination: Provide finish coats which are compatible with the prime paints used. Review other Sections of these specifications in which prime paints are to be provided to ensure compatibility of the total coatings system for the various substrates. Upon request from other subcontractors, furnish information on the characteristics of the finish materials proposed to be used, to ensure that compatible prime coats are used. Provide barrier coats over incompatible primers or remove and re-prime as required.

#### **1.5 REGULATORY REQUIREMENTS:**

- A. Paint materials are to conform to the restrictions of Federal, State and local Environmental and Toxic Control jurisdictions and regulations.
  - 1. Volatile Organic Compounds (VOC) Emissions Requirements: Field-applied paints and coatings shall not exceed limits of authorities having jurisdiction.
  - 2. Lead-Based Paint:
    - a. Comply with Section 410 of the Lead-Based Paint Poisoning Prevention Act, as amended, and with implementing regulations promulgated by Secretary of Housing and Urban Development.
    - b. Do not use coatings having a lead content over 0.06 percent by weight of non-volatile content.

3. Asbestos: Provide materials that do not contain asbestos.
4. Chromate, Cadmium, Mercury, and Silica: Provide materials that do not contain zinc-chromate, strontium-chromate, Cadmium, mercury or mercury compounds or free crystalline silica.
5. Human Carcinogens: Provide materials that do not contain any of the ACGIH-BKLT and ACGHI-DOC confirmed or suspected human carcinogens.
6. Use high performance acrylic paints in place of alkyd paints.

## **1.6 SAFETY AND HEALTH**

- A. Apply paint materials using safety methods and equipment in accordance with the following:
  1. Comply with applicable Federal, State, and local laws and regulations.
  2. Comply with applicable sections of the OSHA Standards for the Construction Industry.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS:**

- A. Conform to the coating specifications and standards referenced in PART 3.

### **2.2 PAINT PROPERTIES:**

- A. Use ready-mixed (including colors), except two component epoxies, polyurethanes, polyesters, paints having metallic powders packaged separately and paints requiring specified additives.
- B. Where no requirements are given in the referenced specifications for primers, use primers with pigment and vehicle, compatible with substrate and finish coats specified.
- C. Provide undercoat paint produced by the same manufacturer as the finish coats. Use only thinners approved by the paint manufacturer, and use only to recommended limits.
- D. VOC Content: For field applications comply with VOC content limits of authorities having jurisdiction and the following VOC content limits:
  1. Flat Paints and Coatings: 50 g/L.
  2. Non-Flat Paints and Coatings: 150 g/L.
  3. Primers, Sealers, and Undercoats: 200 g/L.

## **PART 3 - EXECUTION**

### **3.1 JOB CONDITIONS:**

- A. Safety: Observe required safety regulations and manufacturer's warning and instructions for storage, handling and application of painting materials.
  1. Take necessary precautions to protect personnel and property from hazards due to falls, injuries, toxic fumes, fire, explosion, or other harm.
  2. Deposit soiled cleaning rags and waste materials in metal containers approved for that purpose. Dispose of such items off the site at end of each day's work.
- B. Atmospheric and Surface Conditions:

1. Do not apply coating when air or substrate conditions are:
  - a. Less than 3 degrees C (5 degrees F) above dew point.
  - b. Below 10 degrees C (50 degrees F) or over 35 degrees C (95 degrees F), unless specifically pre-approved by the COR and the product manufacturer. Under no circumstances are application conditions to exceed manufacturer recommendations.
  - c. When the relative humidity exceeds 85 percent; or to damp or wet surfaces; unless otherwise permitted by the paint manufacturer's printed instructions.
2. Do not paint in direct sunlight or on surfaces that the sun will warm.
3. Apply only on clean, dry surfaces.

### **3.2 INSPECTION:**

- A. Examine the areas and conditions where painting and finishing are to be applied and correct any conditions detrimental to the proper and timely completion of the work. Do not proceed with the work until unsatisfactory conditions are corrected to permit proper installation of the work.

### **3.3 GENERAL WORKMANSHIP REQUIREMENTS:**

- A. Apply by brush and roller. Spray application is not permitted.
- B. Protect work at all times. Protect all adjacent work and materials by suitable covering or other method during progress of work. Upon completion of the work, remove all paint and varnish spots from floors, glass and other surfaces. Remove from the premises all rubbish and accumulated materials of whatever nature not caused by others and leave work in a clean condition.
- C. Remove and protect hardware, accessories, device plates, lighting fixtures, and factory finished work, and similar items, or provide in place protection. Upon completion of each space, carefully replace all removed items by workmen skilled in the trades involved.
- D. Remove electrical panel box covers and doors before painting walls.
- E. Materials are to be applied under adequate illumination, evenly spread and flowed on smoothly to avoid runs, sags, holidays, brush marks, air bubbles and excessive roller stipple.
- F. Apply materials with a coverage to hide substrate completely. When color, stain, dirt or undercoats show through final coat of paint, the surface is to be covered by additional coats until the paint film is of uniform finish, color, appearance and coverage, at no additional cost to the Owner.
- G. All coats are to be dry to manufacturer's recommendations before applying succeeding coats.

### **3.4 SURFACE PREPARATION:**

- A. General:
  1. The Contractor shall be held wholly responsible for the finished appearance and satisfactory completion of painting work. Properly prepare all surfaces to receive paint; including cleaning, sanding, and touching-up of all prime coats. Broom clean all spaces before painting is started. All surfaces to be painted or finished are to be completely dry, clean and smooth.

2. Perform preparation and cleaning procedures in strict accordance with the paint manufacturer's instructions and as herein specified, for each particular substrate condition.
3. Clean surfaces before applying paint or surface treatments with materials and methods compatible with substrate and specified finish. Remove any residue remaining from cleaning agents used. Do not use solvents, acid, or steam on concrete and masonry. Schedule the cleaning and painting so that dust and other contaminants from the cleaning process will not fall in wet, newly painted surfaces.
4. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
  - a. Gypsum Board: 12 percent.

**B. Gypsum Board:**

1. Remove dust, dirt, and other deterrents to paint adhesion.
2. Fill holes, cracks, and other depressions with CID-A-A-1272A finished flush with adjacent surface, with texture to match texture of adjacent surface. Patch holes over 25 mm (1-inch) in diameter as specified in Section for plaster or gypsum board.

**3.5 PAINT PREPARATION:**

- A. Thoroughly mix painting materials to ensure uniformity of color, complete dispersion of pigment and uniform composition.
- B. Do not thin unless necessary for application and when finish paint is used for body and prime coats. Use materials and quantities for thinning as specified in manufacturer's printed instructions.
- C. Remove paint skins, then strain paint through commercial paint strainer to remove lumps and other particles.
- D. Mix two (2) component and two (2) part paint and those requiring additives in such a manner as to uniformly blend as specified in manufacturer's printed instructions unless specified otherwise.
- E. For tinting required to produce exact shades specified, use color pigment recommended by the paint manufacturer.

**3.6 APPLICATION:**

- A. Start of surface preparation or painting will be construed as acceptance of the surface as satisfactory for the application of materials.
- B. Unless otherwise specified, apply paint in three (3) coats; prime, body, and finish.
- C. Apply each coat evenly and cover substrate completely.
- D. Allow not less than 48 hours between applications of succeeding coats, except as allowed by manufacturer's printed instructions.
- E. Apply by brush and roller.

**3.7 PRIME PAINTING:**

- A. After surface preparation, prime surfaces before application of body and finish coats, except as otherwise specified.



- B. Spot prime and apply body coat to damaged and abraded painted surfaces before applying succeeding coats.
- C. Provide primers as recommended by paint manufacturer for each type of paint and each type of substrate.

**3.8 INTERIOR FINISHES:**

- A. Apply following finish coats over prime coats in spaces or on surfaces as indicated in the drawings.
  - 1. Gypsum Board.

**3.9 REFINISHING EXISTING PAINTED SURFACES:**

- A. Clean, patch and repair existing surfaces as specified under "Surface Preparation". No "telegraphing" of lines, ridges, flakes, etc., through new surfacing is permitted. Where this occurs, sand smooth and re-finish until surface meets with Architect's approval.
- B. Remove and reinstall existing wall mounted items and fixtures – do not paint around.
- C. Refinish areas as specified for new work to match adjoining work unless specified or scheduled otherwise.

**3.10 PAINT COLOR:**

- A. Color to match existing or as otherwise selected by Owner.
- B. Coat Colors:
  - 1. Color of priming coat: Lighter than body coat.
  - 2. Color of body coat: Lighter than finish coat.
  - 3. Color prime and body coats to not show through the finish coat and to mask surface imperfections or contrasts.

**3.11 PROTECTION CLEAN UP, AND TOUCH-UP:**

- A. Protect work from paint droppings and spattering by use of masking, drop cloths, removal of items or by other approved methods.
- B. Upon completion, clean paint from hardware, glass and other surfaces and items not required to be painted of paint drops or smears.
- C. Before final inspection, touch-up or refinished in a manner to produce solid even color and finish texture, free from defects in work which was damaged or discolored.

**PART 4 – PAINT SCHEDULE**

**4.1 GYPSUM BOARD**

- A. Prime Coat: Zero VOC interior latex primer, at 4.0 mils wet and 1.0 mils dry.
- B. Intermediate Coat: Flat, interior latex to match top coat.
- C. Top Coat: eggshell, interior latex at 4.0 mils wet and 1.6 mils dry.

**4.2 EXTERNAL STEEL:**

- A. Scrape and sand existing steel members as necessary to remove existing large paint. See Lead Paint Abatement specification provided at the end of the Project Manual.
- B. Fast cure epoxy primer and sealer equal to Sherwin Williams Macroproxy 646 Fast Cure Epoxy B58-600 / B58V600. Prepared surface and apply product in accordance with manufacturer's instructions.
- C. Two (2) coats acrylic polyurethane semi-gloss equal to Sherwin Williams Acrolon 218HS Acrylic Polyurethane Semi-Gloss B65-650 / B65V600. Apply product in accordance with the manufacturer's instructions.
- D. Other acceptable manufacturers include, but are not limited to Tnemec, Inc. and PPG Industries, Inc.

END OF SECTION 09 91 13

## **SECTION 32 31 13 CHAIN LINK FENCE**

### **PART 1 - GENERAL**

#### **1.1 SUMMARY**

- A. Section Includes:
  - 1. Permanent chain-link fencing to define and protect emergency egress path from the north end of the portion of the existing building which is not demolished.
  - 2. Temporary chain-link fencing utilized for safety and security shall be provided by the Contractor as required to provide and maintain a safe and secure Project Area.

#### **1.2 SUBMITTALS**

- A. Submittals are not required however, failure to provide fencing in accordance with this specification may result in the Contractor replacing installed fence at no additional cost to the Owner.

#### **1.3 DELIVERY**

- A. Deliver products in manufacturer's original sealed packaging.
- B. Mark packaging, legibly. Indicate manufacturer's name or brand, type, // color, // production run number, and manufacture date.
- C. Before installation, return or dispose of products within distorted, damaged, or opened packaging.

#### **1.4 STORAGE AND HANDLING**

- A. Protect products from damage during handling and construction operations.

### **PART 2 - PRODUCTS**

#### **2.1 PRODUCTS - GENERAL**

- A. Provide fences and gates from one manufacturer.

#### **2.2 CHAIN-LINK FENCING AND GATES**

- A. General: Conform to CLFMI Product Manual.
- B. Chain Link Fabric: As indicated on Drawings.
  - 1. Zinc-Coated Steel Fabric: ASTM A392, hot dipped galvanized before or after weaving.
    - a. Class 2 - 2.0 oz/sq. ft..
  - 2. Fabric Selvage: K&T, Knuckle finish at one end, twist at other.
    - a. Fabric less than 72 inches width, knuckle finish top and bottom.
- C. Fence Framework:
  - 1. Schedule 40 Round Steel Pipe and Rail of sizes indicated on the drawings.

## **2.3 TENSION WIRE**

- A. Provide tension wire and turnbuckles consistent with other fence materials (sizes, gauges, thickness and finish) and suitable for the installation.
- B. Provide tension wire at fence ends and corners as required to provide a secure, rigid and stable condition.

## **2.4 GATES**

- A. Gates for temporary fencing shall be as selected by the Contractor to best facilitate demolition and construction operations and site access.

## **2.5 CONCRETE**

- A. Concrete: 3,000 PSI at 28 days. Redi-mix / job-mixed bag concrete is acceptable.

## **2.6 FINISHES**

- A. Finish exposed surfaces after fabrication.
- B. Aluminum Anodized Finish: NAAMM AMP 500.
  - 1. Clear Anodized Finish: AA-C22A31; Class II Architectural, 0.01 mm (0.4 mil) thick.

## **2.7 ACCESSORIES**

- A. Primers:
- B. Barrier Coating: ASTM D1187/D1187M.
- C. Welding Materials: AWS D1.1/D1.1M, type to suit application.
- D. Galvanizing Repair Paint: MPI No. 18.
- E. Touch-Up Paint: Match shop finish.

## **PART 3 - EXECUTION**

### **3.1 PREPARATION**

- A. Examine and verify substrate suitability for product installation.
- B. Protect existing construction and completed work from damage.
- C. Apply barrier coating between dissimilar metals and cementitious materials to minimum 30 mils dry film thickness.

### **3.2 INSTALLATION**

- A. Layout fence and locate position of post.
- B. Installation:
  - 1. General: Comply with ASTM F567.
  - 2. Framework:
    - a. Posts: Set plumb in concrete footings with 600 mm (24 inches) minimum depth.
      - 1) Minimum Footing Diameter: Four times largest cross section of post, up to 100 mm (4 inches) O.D. and three times largest cross section of post greater than 100 mm (4 inches) O.D.

- 2) Provide larger footings for gate posts. Top of post concrete footing, // at grade // 150 mm (6 inches) below grade // crowned to shed water away from the post.
  - 3) Space line posts not exceeding 3 m (10 ft.) on center.
  - b. Top rail: Install 6.4 m (21 ft.) lengths of rail continuous thru line post or barb arm loop top. Splice rail using top rail sleeves minimum 150 mm (6 inches) long.
    - 1) Secure rail to terminal post by brace band and rail end.
    - 2) Field cut and secure bottom rail or intermediate rail to line posts with boulevard bands or rail ends and brace bands.
    - 3) Provide mid rail for fences 3.7 m (12 feet) high or higher.
  - c. Terminal posts: Brace and truss end, corner, pull and gate posts for fence 1.8 m (6 ft.) and higher and for fences 1.5 m (5 ft.) in height without top rail.
  - d. Tension wire: Install tension wire 100 mm (4 inches) up from bottom of fabric. Fences without top rail, install tension wire 100 mm (4 inches) down from the top of the fabric.
    - 1) Stretched taut tension wire independently, between terminal posts and secure with brace band.
    - 2) Secure tension wire to chain link fabric with 3.76 mm (0.15 inch) hog rings 450 mm (18 inches) on center and to each line post with tie wire.
    - 3) Install top tension wire through barb arm loop for fences with barbed wire and no top rail.
- C. Chain Link Fabric:
1. Install fabric on either side of the framework with ground clearance of 2 inches maximum.
  2. Stretch fabric between terminal posts and secure with tension bar.
  3. Wrap tie wire around the post or rail. Attached to fabric wire picket on both sides.
- D. Nuts and Bolts:
1. Bolts: Install carriage bolts with head on the secure side of the fence. Peened over all bolts shall be to prevent removal of the nut.
- E. Touch up damaged factory finishes.
1. Repair galvanized surfaces with galvanized repair paint.
  2. Repair painted surfaces with touch up primer.

### **3.3 CLEANING**

- A. Clean exposed fence surfaces. Remove contaminants and stains.

### **3.4 PROTECTION**

- A. Protect permanent fence from construction operations.
- B. Repair damage.

END OF SECTION 32 31 13



**SINGLE PRIME CONTRACT  
GENERAL CONSTRUCTION  
BID PROPOSAL FORM**

**Beaufort County  
A. Horne Building Selective Demolition**

For Beaufort County  
**PREPARED BY:**  
Beaufort Design Build, LLC  
2 Fire Station Lane  
Seabrook, South Carolina 29940  
843-466-3664

**BID DATE:** November 29, 2018 at 2:00 PM

**TO:** Beaufort County Purchasing Department  
106 Industrial Village Road, Building 2  
Beaufort, South Carolina 29906-4291

**FROM:** \_\_\_\_\_  
Name of Bidder

The undersigned Bidder hereby declares that his Proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that it is in all respect fair and in good faith, without collusion or fraud. It is the Bidder's intention & purpose to enter into a Contract with Beaufort County. The Bidder signifies that his bid is all-inclusive to perform the Work to construct the Beaufort County, A. Horne Building Partial Demolition project as illustrated in the Contract Documents prepared by Beaufort Design Build, LLC dated August 27, 2018. The Bidder has carefully examined the Contract Documents and Proposal Form and is familiar with the scope, details, intent, and conditions under which the Work, or any part of it, is to be executed, and the conditions which must be fulfilled in the furnishing and/or erection or construction of any or all items of the Work. The Bidder hereby proposes to furnish all labor, materials, equipment and services necessary to perform the Work required in the Drawings, Project Manual (specifications) and the terms of this Proposal for the amounts listed below.

- A. Base Bid:** \$ \_\_\_\_\_
- B. Contingency Allowance:** \$ \_\_\_\_\_ **5%**
- C. Total Bid: (A+B+C)** \$ \_\_\_\_\_  
*(Herein referred to as the Total Bid)*

**ALTERNATES:** There are no alternate bid items.

**UNIT PRICES:** There are no unit prices.

**OWNER PERFORMED WORK:** There is no Owner Performed Work.

The Bidder acknowledges that the following subcontractors will be utilized on this project.

		LICENSE #
Mechanical	_____	_____
Electrical	_____	_____
Plumbing	_____	_____
Demolition	_____	_____

**OTHER SUBCONTRACTORS:**

List the names and licenses #s of all subcontractors not shown above which will be performing work for which the bidder is not licensed to perform.

CATEGORY	SUBCONTRACTOR	LICENSE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Bidder further agrees to begin the work promptly upon receipt of a written Notice to Proceed and to pursue the work with an adequate work force to complete the work within **Thirty (30) Calendar Days** from the Notice to Proceed. **Five Hundred Dollars (\$500.00)** per calendar day is hereby agreed upon as the Liquidated Damages.

The Bidder acknowledges receipt of the following addenda:

- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

The Bidder has enclosed the following with this Proposal:

- \_\_\_\_\_ Bid Bond, cashier’s check or certified check in the amount of five percent (5%) of the Total Bid (line C above).
- \_\_\_\_\_ Small and Minority Business Self-Performance Affidavit.
- or
- \_\_\_\_\_ Small and Minority Business Good Faith Effort Checklist.
- \_\_\_\_\_ Exhibit 1 Non-Discrimination Statement.
- \_\_\_\_\_ Certificate of Compliance with American with Disabilities Act.

Bid Bond and Payment and Performance Bonds will be required.



The undersigned certifies that this Bid does not violate any Federal or State Antitrust Laws.

---

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME (Print): \_\_\_\_\_

SC LICENSE NUMBER: \_\_\_\_\_

**SEAL** (if by a corporation)

END OF SINGLE PRIME CONTRACT GENERAL CONSTRUCTION PROPOSAL



**CERTIFICATION OF  
COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT**

The undersign, being a licensed Contractor in the State of South Carolina, do hereby agree to comply with all applicable requirements of the Americans With Disabilities Act throughout the duration of this contract.

---

**Signed**

---

**Print or Type Name of Signing Official**

---

**Title**

---

**Firm**

---

**Address**

---

**City**

**State**

**Zip**

---

**Date**



Date \_\_\_\_\_  
(Date Project Accepted by Owner)

**GENERAL GUARANTEE and  
INCIDENTAL BUILDING WATER-TIGHTNESS GUARANTEE**

\_\_\_\_\_  
(Name of Contractor)

Guarantees all products and workmanship incorporated in the

\_\_\_\_\_  
(Name and Location of Project)

against defect due to faulty products or faulty workmanship or negligence for a period of twelve (12) months for the General Guarantee and a period of twelve (12) months for Incidental Building Water-Tightness not covered by specific Sections of the Project Manual as set forth in the General Conditions and the Supplementary Conditions or for such longer periods as may be designated by specific Sections of the Project Manual.

The Contractor shall immediately, upon notification by the Owner of water penetration, determine the source of water penetration and, at his own expense, do any and all work necessary to return the building to a watertight condition. The Contractor shall also, at his/her own expense, repair or replace any other damaged products, finishes, and furnishings, damaged as a result of this water penetration, to return the building to its original condition.

This Guarantee is binding where defects occur due to normal usage conditions and does not cover willful or malicious damage, damage caused by acts of God, or other casualty.

\_\_\_\_\_  
(Contractor)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**Beaufort County / Beaufort Design Build  
Proposal Request Form**

**Proposal Number** \_\_\_\_\_

In accordance with the General Conditions of the Contract and Project Manual Section 01 25 00, Contract Modification Procedures, the cost associated with this Proposal will be process as a;

- Change Order,       Adjustment to the Contingency Allowance or       Both.

<b>Name of Contractor:</b>		
<b>Name of Project:</b>		
<b>Date:</b>		
<b>Description of Change:</b> <i>Attach Additional Sheets as Necessary</i>		
<b>SUB-CONTRACTOR</b>		
1	Cost of Materials (Including sales tax)	\$ -
2	Rental Equipment	\$ -
3	Labor	\$ -
4	Insurance (Workman's Comp., Social Security or as Required/Specified)	\$ -
5	<b>SubTotal</b>	\$ -
6	Overhead & Profit (10% of Line 5)	\$ -
7	<b>SUB-CONTRACTOR Total</b>	\$ -
<b>PRIME CONTRACTOR</b>		
8	Cost of Materials (Including sales tax)	\$ -
9	Rental Equipment	\$ -
10	Labor	\$ -
11	Insurance (Workman's Comp., Social Security or as Required/Specified)	\$ -
12	Guarantee Bond	\$ -
13	<b>SubTotal</b>	\$ -
14	Overhead & Profit (10% of Line 13)	\$ -
15	<b>PRIME CONTRACTOR Total</b>	\$ -
<b>14</b>	<b>PROPOSAL TOTAL</b> (Sum of Lines 7 and 15)	<b>\$ -</b>

**Additional Contract Time Required** (Impact to Project Critical Path):      **Days:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_  
Contractor's Representative      Date

**Approved By:** \_\_\_\_\_  
Architect's Representative      Date

**Approved By:** \_\_\_\_\_  
Architect's Representative      Date





## Application and Certificate for Payment

**TO OWNER:** PROJECT: \_\_\_\_\_ APPLICATION NO: 001  
 PERIOD TO: \_\_\_\_\_  
**FROM CONTRACTOR:** VIA ARCHITECT: \_\_\_\_\_  
 CONTRACT FOR: General Construction  
 CONTRACT DATE: \_\_\_\_\_ ARCHITECT: \_\_\_\_\_  
 PROJECT NOS: \_\_\_\_\_ / \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_  
 FIELD: \_\_\_\_\_  
 OTHER: \_\_\_\_\_

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM ..... \$0.00
2. NET CHANGE BY CHANGE ORDERS ..... \$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$0.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$0.00
5. RETAINAGE:
  - a. 0 \_\_\_\_\_ % of Completed Work (Column D + E on G703) ..... \$0.00
  - b. 0 \_\_\_\_\_ % of Stored Material (Column F on G703) ..... \$0.00
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... \$0.00
6. TOTAL EARNED LESS RETAINAGE ..... \$0.00  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$0.00  
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$0.00  
(Line 3 less Line 6)

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

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

**CONTRACTOR:** \_\_\_\_\_ Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
 State of: \_\_\_\_\_  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before  
 me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public: \_\_\_\_\_  
 My Commission expires: \_\_\_\_\_

### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

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

**ARCHITECT:** \_\_\_\_\_ Date: \_\_\_\_\_  
 By: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.









# REQUEST FOR INFORMATION

**Date:** Month Day, 2018 **RFI #:** 001  
**Project:** A. Horne Building Partial Demolition **BDB #:** 17013.02  
**Owner:** Beaufort County **Owner's #:** -

<b>To:</b>	Daniel C. Saltrick, AIA	<b>From:</b>	Name
	Beaufort Design Build		Contractor
	2 Fire Station Lane		Address
	Seabrook, South Carolina 29940		Address
			Phone Number
			Email Address

**Cost Impact:** Yes, No or TBD **Schedule Impact:** Yes, No or TBD

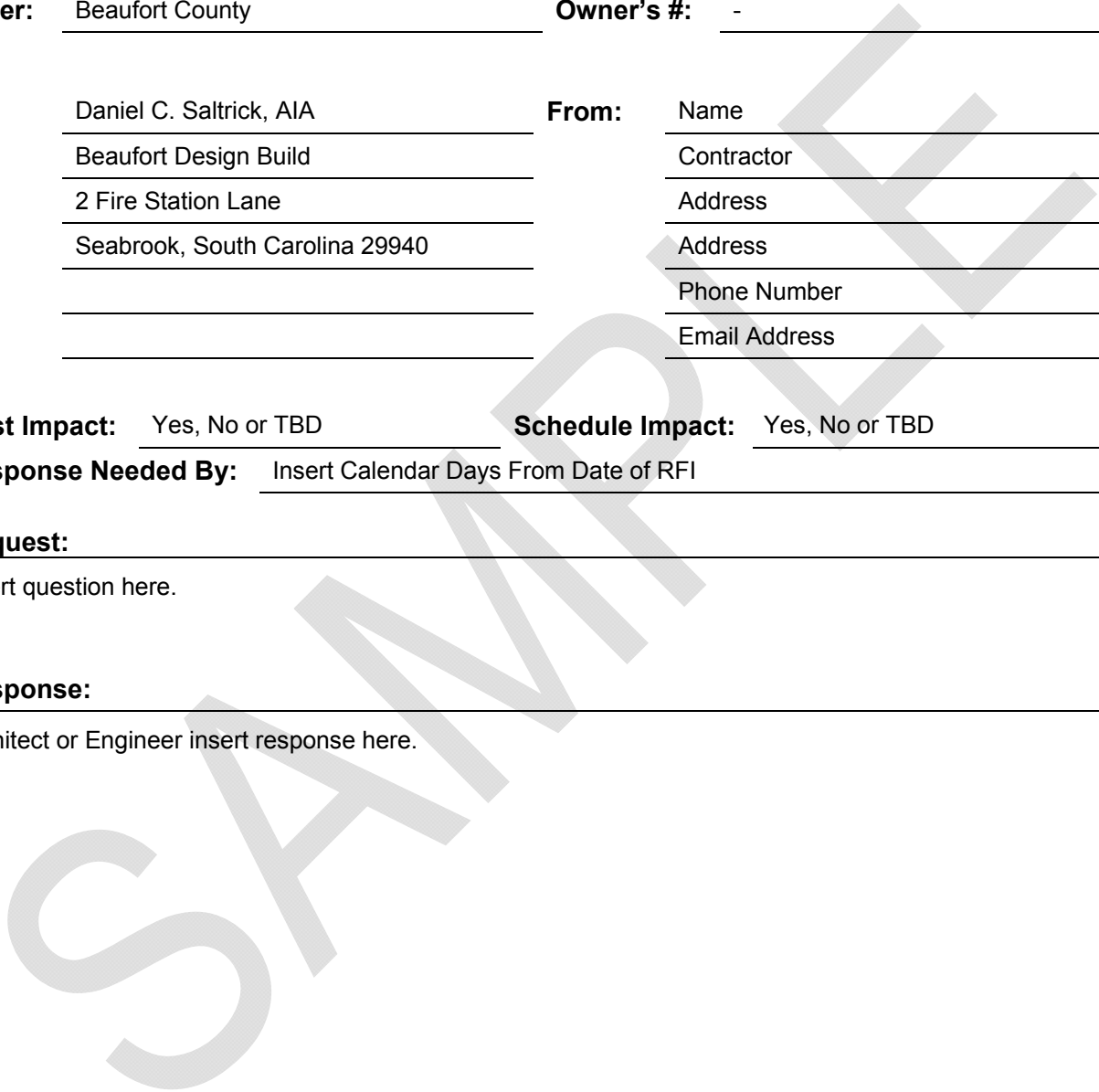
**Response Needed By:** Insert Calendar Days From Date of RFI

**Request:**

Insert question here.

**Response:**

Architect or Engineer insert response here.





# END OF PROJECT MANUAL