

Piedmont Community Action

Office Renovation

SCOPE OF WORK

General

The purpose of this work is to provide construction services for renovating an existing office space to house Piedmont Community Action staff.

Construction Phase

All work shall be warranted for a period not less than one (1) year from the date of acceptance.

Contractor shall provide services for relocation of the Piedmont Community Action Offices, such services shall include these, but not limited to; the following.

1. The work shall include installation of new handicap rail, scald protection under sinks and any and all materials need to meet ADA requirements.
2. The work will include cleaning, repair to drywall, preparation for new drywall and applying new paint to all walls. Installation of wood studs and 5/8" Type X gypsum board.
3. Contractor is responsible for painting the entire office which includes two (2) suite areas, bathrooms, doors and trim.
4. The work will include any of the site work in the front of the building such as sealing a portion of the existing parking lot and striping.
5. Contractor shall install Shaw Luxury Vinyl Plank flooring where shown on drawing. Owner will provide color from standard selection of manufacturer. Install 4" base molding. Owner will provide color from standard selection of manufacturer.
6. The work will include replacement of the same gauge metal doors in the rear that have been damaged.
7. Contractor shall remove a portion of wall for access to both areas with a pass through door and framing.
8. Installation of ceiling tiles in location where they are damage. New tiles shall be concentrated to location where it is not evident they are new beside old tiles. Older tiles shall be removed and reinstalled in the same way so as to not noticeable against new tiles.
9. All work will be done during normal working hour. No overtime or premium hours will be accepted.
10. Contractor shall install PATCraft Big Splash Modular carpet. Color to be Belly Flop.
11. Contractor shall coordinate with City staff if alternate times of work will be asked for.
12. The drawings are not to scale and each contractor shall be responsible for their own take off. City staff can provide estimated dimension, but not responsible for contractor take off numbers.
13. Contractor shall be responsible for securing and barricading the construction zone to limit pedestrian access.
14. Contractor is responsible for all License, Fees and Permits for the City of Spartanburg.
15. Contractor shall be responsible for insurance requirement per the Contract Documents.
16. Contractor shall be responsible for maintaining a clean, safe site and shall leave the work clean at the end of the day.

17. Each contractor will be responsible to contact the City Construction Manager or staff to review the drawings on site.
18. Project to be completed within 30 days from the Notice to Proceed.
19. Notes on drawings are considered part of the Scope of Work.
20. Liquidated Damages shall be \$ 250.00 per days late from Notice to Proceed.

Submit all questions in writing to: dcook@cityofspartanburg.org
No questions will be answered verbally.

David Cook
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City of Spartanburg
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