

Issuance Date: October 9, 2019
Mandatory Pre-Bid Meeting Date: October 17, 2019
Questions Deadline: October 18, 2019
Bid Opening Date: October 25, 2019
BMA Approval Date: November 11, 2019

**INVITATION TO BID
GERMANTOWN COMMUNITY LIBRARY CONFERENCE ROOM ADDITION
COG2020-03**

CITY OF GERMANTOWN
PROCUREMENT DEPARTMENT
1930 SOUTH GERMANTOWN ROAD
GERMANTOWN, TENNESSEE 38138



ARCHITECT/ENGINEER

**FLEMING ARCHITECTS
5101 WHEELIS DR. SUITE 215
MEMPHIS, TN 38117**

BID PACKAGE CONSISTS OF:

BID PROJECT DIRECTORY

BID SITE PLANS

CITY OF GERMANTOWN BID ENVELOPE

*FINAL FORM
All Other Previous Forms Superseded
As of April 2015*



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

Date: October 9, 2019

The City of Germantown, Tennessee, will accept Bids on: COG2020-03 Germantown Community Library Conference Room Addition

Bid shall be mailed in a **sealed envelope** marked "**COG2020-03 Germantown Community Library Conference Room Addition**" in the lower left-hand corner of the envelope and addressed to Procurement Director, City of Germantown, P. O. Box 38809, Germantown, TN 38183-0809 or, **if using express mail** (Fed Ex, Priority Mail, etc), address to 1930 S. Germantown Rd., Germantown, TN 38138. Please place in a sealed envelope inside the express mail packaging. (*Bid must be received by the City prior to the time indicated below.*) **Please mark envelope with the name of the Bid.**

BID DATE: Bid shall be opened at City Hall, 1930 S. Germantown Rd at 2:00 p.m. on October 25, 2019.

Mandatory Pre-bid Meeting will be held on October 17, 2019 at 11:30 am CST, at the Germantown Community Library at 1925 Exeter Road in Germantown, Tennessee.

All purchases are F.O.B. Germantown, Tennessee.

The City reserves the right to accept or reject any Bid, to accept a Bid containing variations from these specifications if the Bid so merits, and to accept partial Bids. *Bids must be submitted on the Bid document that the City issues and it must be signed.*

The Successful Bidder shall be prohibited from discriminating against any individual due to his race, creed, color, national origin, age or sex.

The City may waive any informalities or minor irregularities. The Board of Mayor and Aldermen is the final authority and shall have the right to reject any single Bid or all Bids submitted.

See attached Specifications, Bid Sheet, Bid Bond and Drug and Alcohol Testing Acknowledgment Statement and Affidavit, along with Company's Testing Policy, and Iran Divestment Act that must be returned as part of the Bid. Returning the form for disclosure of the Title VI and Title IX information is voluntary.

The Standard Germantown Construction Contract, Payment Bond, Performance Bond and the required Insurance Certifications are included and will be required from the selected Bidder.

Sincerely,

Lisa A. Piefer

Lisa A. Piefer
Procurement Director

**ACKNOWLEDGEMENT OF RECEIPT OF BID
PACKAGE
INVITATION TO BID NUMBER COG2020-03**

GERMANTOWN COMMUNITY LIBRARY CONFERENCE ROOM ADDITION

Upon receipt of documents, please fax/email this page to:

City of Germantown – Procurement Department
1930 South Germantown Road
Germantown, TN 38138
Phone: 901-757-7260
Fax: 901-757-7258
Email: procurement@germantown-tn.gov

I hereby acknowledge receipt of documents pertaining to the above referenced ITB.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

PHONE: (____) _____ FAX: (____) _____

E-MAIL: _____

(Signature)

(Date)

PRIME CONTRACTOR NAME & ADDRESS

License Number _____
Date of Expiration _____
Classification _____

SUBCONTRACTORS ELECTRICAL:

Name _____
Address _____
City & State _____
License Number _____
Expiration Date _____
Classification _____

PLUMBING:

Name _____
Address _____
City & State _____
License Number _____
Expiration Date _____
Classification _____

HVAC:

Name _____
Address _____
City & State _____
License Number _____
Expiration Date _____
Classification _____

MASONRY:

Name _____
Address _____
City & State _____
License Number _____
Expiration Date _____
Classification _____

ROOFING:

Name _____
Address _____
City & State _____
License Number _____
Expiration Date _____

ATTENTION: ALL CONTRACTORS

State law (Tennessee Code Annotated, Section 62-6-119) requires that the name, license number, expiration date thereof, and license classification of the contractors applying to bid for the prime contract and for the electrical plumbing, heating, ventilation and air conditioning contracts appear on the outside of the envelope containing the bid except when the bid is in an amount less than \$25,000. Effective July 1, 2010, the amendment to Public Chapter 78 now requires the Masonry contractor to also be listed on the bid envelope, unless the portion is less than \$100,000 (including materials and labor). Failure to include the aforesaid information on this envelope will result in your bid not being opened and disqualifying your bid from consideration. Effective September 6, 2017, the amendment to Tennessee Board for Licensing Contractors Rule Chapter # 0608-01-24 requires subcontractors to report their license information accurately to general contractors when roofing project exceeds \$25,000.

**CITY OF GERMANTOWN
Procurement Department
1930 South Germantown Road
Germantown, Tennessee 38138**

BID DUE	
Date _____	_____
Time _____	_____
Project Name _____	_____

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TECHNICAL SPECIFICATIONS

Unless noted otherwise herein or in the construction drawings, all work shall be performed in accordance with the City of Memphis and Shelby County standard Construction Specifications.

CONSTRUCTION DRAWINGS

LS1.1	Life Safety Plan
A1.1	Floor Plans
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M0.1	Abbreviations, Symbols, Notes & Schedules – Mechanical

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ADVERTISEMENT FOR BIDS

Separate sealed BIDS will be received by the City of Germantown at the office of the Procurement Director at 1930 South Germantown Road, Germantown, Tennessee until 2:00 p.m., Local Time, on the 25th day of October 2019, and then at said office publicly opened and read aloud for the construction of:

Project: Germantown Community Library Conference Room Addition

The Project is briefly described as follows: Construction of a conference room in existing open space. The room will have metal stud and gypsum board walls and a lay-in ceiling. Fire protection sprinkler heads will be relocated/added/modified to serve the new conference room. New light fixtures and new electrical circuits will be added. HVAC systems will be added.

The Contractor's classification shall be BC, BC-B, or BC-b(sm).

Mandatory Pre-Bid Meeting will be held o October 17, 2019 at 11:30 a.m. CST at the Germantown Community Library located at 1925 Exeter Road in Germantown, Tennessee.

Copies of the CONTRACT DOCUMENTS and plans and specifications may be examined and obtained at the following location(s):

City of Germantown - Owner
Procurement Director
1930 South Germantown Road
Germantown, TN 38138

Examined Only at:

Builder's Exchange
642 S. Cooper Street
Memphis, Tennessee 38104

McGraw Hill Construction
Dodge Plan Room
1604 Elm Hill Pike, Suite 200
Nashville, TN 37224
www.dodgeconstruction.com

Each BID must be submitted on forms provided in the BID PACKET DOCUMENTS provided and either accompanied by a BID BOND, properly executed on the form provided, or a Certified check or Cashier's check drawn on a National or Tennessee Bank in the amount of five percent (5%) of the TOTAL BID PRICE and payable to the City of Germantown.

For construction projects, the BIDDER'S license number, its expiration date, and that part of the classification applying to the BID, together with certain information regarding subcontractors, must appear on the envelope containing the BID, otherwise the BID shall not be opened or considered. For additional details on this requirement, see Document C of the attached document headed "Information for Bidders". The successful BIDDER shall be prohibited from discriminating against any individual due to the individual's race, creed, color, national origin, age, or sex.

The City may waive any informalities or irregularities. The Board of Mayor and Aldermen of the City is the final authority and shall have the right to reject any single BID or all BIDS submitted.

Procurement Director
City of Germantown, Tennessee

SPECIAL NOTICE

DOCUMENTS:

All contractors bidding on construction projects for the City of Germantown are required to use the Documents contained herein.

Insurance:

It is recommended that contractors consult with their insurance agent(s) to assure themselves that they can obtain the required insurance coverage set out in the Insurance Documents (**Insurance Requirement Section L**) and that their insurance agent(s) is authorized to execute the required Certificate of Insurance Coverage.

Documents to be Executed:

A BIDDER should only execute the BID and BID BOND, DRUG AND ALCOHOL ACKNOWLEDGMENT STATEMENT AND AFFIDAVIT (**Form D-2**) along with Company's Testing Policy, IRAN DIVESTMENT ACT (**Form D (A-2)**) and ADDENDA, and ACKNOWLEDGMENT FORM (**Form F (A-1)**), if any, when making a BID. The remaining forms contained in the CONTRACT DOCUMENTS will be required to be executed and complied with only by the successful BIDDER after notice of the award has been issued.

Additional Information

General and/or technical questions relating to this solicitation shall be submitted in writing to the City of Germantown, City Procurement Director, at

INFORMATION FOR BIDDERS

NOTICE - It is necessary for prospective BIDDERS to read the INFORMATION contained below to understand exactly how to submit a BID, what Documents must accompany the BID, what information should be on the outside of the envelope containing the BID, what the BIDDER legally obligates itself for by submitting a BID, and the reason why the City of Germantown (CITY) included the other Documents in this BID PACKET. Failure to carefully read and understand the INFORMATION contained below may either cause the BIDDER'S BID not to be considered or accepted by the CITY or cause the BIDDER to legally obligate itself to more than it realizes. The BID Document and the other Documents contained in this BID PACKET are legal Documents; and if the BIDDER does not understand any of them, the BIDDER should consult with its attorney. Only the Document forms included in this BID PACKET may be used.

1. Each BID must be submitted on the form provided in this BID PACKET and be accompanied by either a BID BOND, properly executed, on the form provided (**Document G**) or a Certified or Cashier's check drawn on a National or Tennessee Bank in the amount of five percent (5%) of the TOTAL BID PRICE and payable to the CITY OF GERMANTOWN. The BID, with the BID BOND or Certified or Cashier's check, must be placed in a sealed envelope and delivered to the office of the City Procurement Director, 1930 South Germantown Road, Germantown, Tennessee 38138 on or before the time set out in the ADVERTISEMENT FOR BIDS; and then, at said office, the BID and all other BIDS shall be publicly opened and read aloud.

2. A BID shall be invalid if the BIDDER fails to deposit it at the designated location prior to the time and date for receipt of BIDS as indicated in the ADVERTISEMENT FOR BIDS. The CITY will not consider any bid received at the CITY'S designated location for the bid opening after the exact time specified for receipt. The CITY reserves the right to consider BIDS determined by the CITY, in the CITY'S sole discretion, to have been received late due to mishandling by the CITY after receipt of the BID and prior to any award.

3. If necessary, and within no later than three (3) days prior to the date established for receipt of BIDS (except as provided in 4 below), the CITY'S Procurement Department shall e-mail ADDENDA to each person or firm recorded by the Procurement Department as having acquired a BID package.

4. The CITY will not orally interpret the meaning of the plans, specifications or other PRE-BID documents. BIDDERS must submit all questions about the meaning or intent of PRE-BID documents in writing to the CITY'S Procurement Director and his/her designated buyer. The CITY must receive said written questions at least five (5) days prior to the date fixed for the opening of BIDS. The CITY will reply to such questions with written ADDENDA e-mailed to all parties recorded by the CITY'S Procurement Department as having acquired a BID PACKET. The CITY'S Procurement Department shall furnish such written ADDENDA not later than three (3) days prior to the date fixed for the opening of BIDS. Only questions answered by the CITY in written ADDENDA will be binding; all other interpretations shall be of no effect. Failure of any BIDDER to receive any such ADDENDA shall not relieve such BIDDER from any obligation under its BID, as submitted. All ADDENDA so issued shall become part of the CONTRACT DOCUMENTS.

BIDDERS shall submit all general and/or technical questions relating to the BID PACKET in writing to the CITY of Germantown Procurement Director, via e-mail. If any questions or responses require revisions to the solicitation as originally published, such revisions will be made by the CITY by written ADDENDA only, as described above. If the BID solicitation includes a separate contact person for technical information, BIDDERS are cautioned that any written or oral representations made by any engineer, CITY representative or other person(s) that appear to change materially, conflict with, or modify any portion of the solicitation shall not be relied upon and shall be of no effect. Only written ADDENDA issued by the CITY shall be effective as an amendment or as clarification of the BID solicitation. BIDDERS should contact the CITY'S Procurement Director at procurement@germantown-tn.gov for a determination of whether an oral or written representation of any CITY representative or other person requires the CITY to issue an ADDENDUM.

5. A BIDDER may modify or withdraw a BID by an appropriate document executed and delivered to the Procurement Department at any time prior to the opening of BIDS.

6. As applicable, the product(s) specified in the BID PACKET DOCUMENTS shall be the basis for the BID. The BIDDER shall not be allowed to substitute another product without the CITY'S prior written approval. A BIDDER shall submit any request for substitution to the CITY no later than ten (10) days prior to the date fixed for the opening of the BIDS. The requesting BIDDER shall submit three (3) copies of each such request for substitution, which request shall include:

- (a) Complete data substantiating the compliance of the proposed substitution with the contract documents;
- (b) For products – product identification (including manufacturer's name and address) and manufacturer's literature (including product description, performance and test data and reference standards);
- (c) Sample(s);
- (d) Name and address of similar projects on which the product was used and date of product's installation;
- (e) For manufacturing methods – detailed description of the proposed methods and drawings illustrating the methods;
- (f) Itemized comparison of proposed substitution with product or method specified;
- (g) Data relating to changes in construction schedule; and
- (h) Identification of changes or coordination required.

7. In making a request for substitution, a BIDDER represents that such BIDDER has personally investigated the proposed substituted product or method and that the BIDDER has determined that the proposed substitute product or method is equal or superior in all respects to that specified, that the BIDDER will provide the same guarantee for the substitution as for the product or method specified in the BID PACKET DOCUMENTS, and that the BIDDER will coordinate the installation of accepted substitutions into the WORK, making all changes for the WORK to be complete in all respects.

8. Substitutions will not be considered when: they are indicated or implied on shop drawings or product data submittals without a formal request submitted in accordance with Paragraph 6; or acceptance will require substantial revision of the CONTRACT DOCUMENTS.

9. Any request for substitution received within six (6) days or less from the date fixed for the opening of BIDS will not be considered.

10. If product substitution is acceptable to the CITY, BIDDERS shall receive notification by Addendum a minimum of three (3) days prior to the BID date. If no approval notification through ADDENDUM is received by the BIDDER, the BIDDER shall submit the original specified product.

11. If this BID is for a construction project, the provisions of Tennessee Code Annotated Sections 62-6-101 et seq., Relating to General Contractors, will be applicable and same are incorporated herein by reference. All invited BIDDERS on a construction project are advised that a BIDDER must provide evidence of a license in the appropriate classification before its BID may be considered. The Official Bid Envelope containing the BID must be plainly marked with the following information:

- (A) The BIDDER'S and any electrical, plumbing, heating, masonry, roofing, ventilation, and air conditioning subcontractor's name and address;
- (B) The respective Tennessee Contractor's License Numbers of the BIDDER and the aforesaid subcontractors and the expiration dates of each; and
- (C) That part of the license classification applying to the BID for all of the foregoing.

Otherwise the BID shall not be opened or considered except that if that BID is in an amount less than \$25,000, only the name of the BIDDER for the contract and not the names of any subcontractors need to appear on the outside of the envelope.

12. The CITY has an employee drug and alcohol testing program, and a copy of the relevant portions thereof is enclosed. You must have a testing program for your employees that is at least as stringent as that of the City of Germantown. You must submit a copy or a summary of your drug and alcohol testing policy with your bid or proposal by attaching it to the enclosed Drug and Alcohol Testing Acknowledgement Statement and Affidavit (**Form D-2**). You must also submit a copy of the Iran Divestment Act (**Form D (A-2)**). IF BIDDERS DO NOT HAVE A TESTING PROGRAM THAT MEETS THIS REQUIREMENT, AND DO NOT SUBMIT A SIGNED COPY OF THE IRAN DIVESTMENT ACT THEIR BID CANNOT BE ACCEPTED BY THE CITY. THIS IS A REQUIREMENT OF TENNESSEE LAW AND CANNOT BE WAIVED BY THE CITY.

13. If Bidders choose to do so, attach a completed voluntary Title VI and Title IX form with the BID (Form E-2).

14. All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted. Only the original of the BID is required. The CITY may waive any informalities or defects and may reject any and all BIDS. Any BID may be withdrawn prior to the scheduled BID opening time or authorized postponements thereof. No BIDDER may withdraw his BID within sixty (60) days after the actual time of the BID opening. Should there be any reason why the contract cannot be awarded within the specified time, the time may be extended by mutual agreement between the CITY and the successful BIDDER.

15. All CONTRACT DOCUMENTS are part of the CONTRACT AND AGREEMENT (sometimes referred to as the "C & A"). A BIDDER should only execute the BID, BID BOND, Drug and Alcohol Acknowledgement Statement and Affidavit (**Form D-2**) along with Company's Testing Policy and (as applicable) Iran Divestment Act (**Form D (A-2)**) and ADDENDA ACKNOWLEDGEMENT FORM (**Form F(A-1)**) when making a BID. The remaining Document forms in the BID PACKET should not be executed at the time of making a BID, as they are the Document forms which either contain information for the successful BIDDER or are Document forms the successful BIDDER will be required to execute and with which the successful BIDDER must comply. The BIDDER'S attention is directed to these Document forms.

16. The CONTRACT DOCUMENTS contain all the provisions required for the construction of the PROJECT. Information obtained from any officer, agent or employee of the CITY or any other person shall not affect the risks or obligations assumed by the BIDDER or relieve the BIDDER from fulfilling any of the conditions of the C & A or the other CONTRACT DOCUMENTS.

17. BIDDERS must satisfy themselves of the accuracy of the estimated quantities in the BID SCHEDULE and other matters that shall be applicable by examination of the site and a review of the CONTRACT DOCUMENTS, including any addenda. After BIDS have been submitted, a BIDDER shall not be legally entitled to assert that there was a misunderstanding concerning the quantities or conditions of the work to be performed, the quantities, qualities or conditions of the equipment and/or supplies to be furnished or any other terms or conditions of the C & A or the other CONTRACT DOCUMENTS.

18. The CITY will consider only those BIDS that are offered by BIDDERS who can show evidence of satisfactory completion of the work that is comparable in size and type of the WORK that is contemplated in the CONTRACT DOCUMENTS or, in the case of a new business, the ability to perform the work contemplated.

19. The CITY shall determine which is the lowest responsible and best BIDDER for the PROJECT and shall deliver to the successful BIDDER a NOTICE OF AWARD accompanied by the C & A and the Document forms to be executed and returned with the executed C & A. These Document forms include the PAYMENT AND PERFORMANCE BONDS and the CERTIFICATE OF INSURANCE COVERAGE. The successful BIDDER shall be required to return the C & A and the required attachments, properly executed, to the CITY within fifteen (15) days after receipt of same. Upon approval of same, the CITY shall forward the successful BIDDER a NOTICE TO PROCEED (**Form Q**).

20. Once the CITY determines which party is the successful BIDDER, that BIDDER must, as indicated above, fully comply with the BID and execute and deliver to the CITY the C & A and other

required documents. Upon its failure to timely do so, the CITY shall be authorized to advise the BIDDER that it is in default and that the CITY shall proceed to contract with another to fulfill the contract with which the defaulting BIDDER has failed to comply; and the defaulting BIDDER and the surety on its BID BOND shall be liable for all damages suffered by the CITY due to such default. The obligation of the defaulting BIDDER shall not be limited to the amount of its BID BOND, although the liability of the surety on such BID BOND will be limited to the amount thereof.

21. Any protest concerning the award of this bid shall be addressed to the Procurement Department Director. Protest shall be made in writing to the Procurement Department Director and shall be filed within seven days after the intended award is announced. A protest is considered filed when received by the Procurement Department Director. The written protest shall include the name and address of the protestor, identification of the procurement, a statement of the specific reasons for the protest and supporting exhibits. The submitted information will be reviewed with the City Attorney and City Administrator to render a final decision and a formal response provided within seven days. This decision relative to the protest shall be considered final.

22. The BIDDER shall be responsible for obtaining any and all permits required by the CITY to successfully complete this project.

23. If required, the successful low apparent BIDDER shall furnish the CITY, within forty-eight (48) hours after BIDS are received, the following detailed information for the CITY'S use:

- (a) A cost breakdown analysis of all areas of WORK contained in the BID PROPOSAL, including a separation of all labor and material items; and
- (b) A list of names of subcontractors, other persons or organizations (including those who are to furnish materials or equipment fabricated to a special design) proposed for such portions of the WORK. The BIDDER will be required to establish, to the satisfaction of the CITY Engineer and the CITY, the reliability of the proposed subcontractors to furnish and perform the WORK described in the sections of the specifications pertaining to such proposed subcontractor's respective trades. Subcontractors and other persons and organizations proposed by the BIDDER and accepted by the CITY and CITY Engineer must be on the WORK for which they were proposed and accepted, and shall not be changed without the written approval of the CITY and the CITY Engineer.

This list shall be submitted at the time the Cost Breakdown Form is presented to CITY, as set forth in this paragraph 23.

24. The CITY may, in its discretion, conduct a PRE-BID conference in the CITY on the date and at the time and place to be selected by the CITY. Any party interested in bidding should so advise the CITY in writing by e-mailing notice of such interest to the CITY'S Procurement Director at procurement@germantown-tn.gov . That party will receive notice of the date, time and place of the PRE-BID conference. BIDDERS are required to attend this conference and to submit written questions in advance of the conference to the Procurement Director. Additional written questions may be submitted at the conference. If the CITY has set a PRE-BID conference, the conference shall be held on the date at the time and place set forth herein below.

MANDATORY PRE-BID CONFERENCE TO BE HELD:

DATE: October 17, 2019

TIME: 11:30 AM

LOCATION: Germantown Community Library

1925 Exeter Road

Germantown, TN 38138

**CITY OF GERMANTOWN
DRUG AND ALCOHOL TESTING POLICY**

All City of Germantown employees are subject to reasonable suspicion drug and alcohol testing. Employees in safety-sensitive positions, including, without limitation, police, fire and those who hold a commercial driver's license, are subject to pre-employment, reasonable suspicion, post-accident and random drug and alcohol testing. All BIDDERS are required to submit an affidavit, in the form attached hereto, that attests that such bidder operates a drug-free workplace program or other drug or alcohol testing program with requirements at least as stringent as that of the program operated by the City of Germantown. BIDDERS are hereby notified pursuant to Public Chapter 693 of the Public Acts of 2002 (codified as T.C.A. Section 50-9-114) that employers shall have seven (7) calendar days from the date that the successful BIDDER and the City of Germantown enter into the Contract & Agreement to file suit in the Shelby County Chancery Court to contest the Contract & Agreement issued to the successful BIDDER on the grounds that it violates said Public Chapter due to the fact that the successful BIDDER did not comply with said Public Chapter. Employers that do not contest the Contract & Agreement within said seven (7) calendar days by filing suit in Shelby County Chancery Court shall waive their rights to challenge the Contract & Agreement for violation of the provisions of Public Chapter 693.

DRUG AND ALCOHOL TESTING ACKNOWLEDGMENT STATEMENT AND AFFIDAVIT

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)
_____, (the "Company") and makes oath that: (i) the Company has received a copy of the relevant portions of the City of Germantown Drug and Alcohol Testing Policy; (ii) the Company understands that it must have a drug and alcohol testing policy at least as stringent as that of the City of Germantown; and (iii) the Company has in effect a drug and alcohol testing policy at least as stringent as that of the City of Germantown.

Attached hereto is a summary of the relevant portions of the Company's drug and alcohol testing program or a complete copy thereof.

Signature

Title: _____

Sworn to and subscribed before me, a Notary Public, this _____ day of _____, 2019.

Notary Public

My Commission Expires:

DRUG AND ALCOHOL ABUSE

GENERAL POLICY

This is to establish the City's policy regarding drug and alcohol use and the unlawful possession of controlled substances on City of Germantown premises. The City of Germantown Medical Benefits Program provides clinical treatment for employees and dependents who are experiencing the following disorders or conditions: Mental and Nervous Disorders Treatment, Alcohol and Drug Dependency. The City also provides an Employee Assistance Program.

SCOPE

All employees of the City of Germantown.

PROVISIONS

- A. City employees shall not take or be under the influence of any alcohol or illegal drugs while on duty. Employees may not be under the influence of legally prescribed or over-the-counter medications while on duty if such medications would impair their ability to safely and effectively perform their job.
- B. City employees are prohibited from the use, possession, manufacture, distribution and sale of drugs at any time, or of alcohol while on duty or while in or on City property or in City vehicles.
- C. All property belonging to the City is subject to inspection at any time without notice. Property includes, but is not limited to, vehicles, desks, containers, files, and storage lockers.
- D. City employees who have reason to believe another employee is illegally using drugs or narcotics, shall report the facts and circumstances immediately to the supervisor.
- E. All City employees are subject to reasonable suspicion drug and alcohol testing. Employees in safety-sensitive positions, including without limitation, police, fire and those who hold a commercial driver's license, are subject to pre-employment, reasonable suspicion, post-accident and random drug and alcohol testing. Testing procedures and other rules relating to drug and alcohol abuse are described in the City Drug and Alcohol Testing Policy or the respective department drug and alcohol policies.
- F. Failure to comply with the intent or provisions of this policy or the applicable drug and alcohol testing policy may be used as grounds for disciplinary action, up to and including termination. (See Policy on Disciplinary Action.)

CITY OF GERMANTOWN IRAN DIVESTMENT ACT COMPLIANCE

The Iran Divestment Act of 2016, effective as of July 1, 2016, is codified at Tenn. Code Ann. § 12-12-101 *et seq.* The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the CITY, from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in Tenn. Code Ann. § 12-12-105, a person engages in investment activities in the energy sector of Iran if:

(1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to § 12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee's chief procurement officer to publish on the State's web site a list of persons it determines engage in investment activities in Iran (the "Prohibited Entities List").¹

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with the CITY.

Pursuant to the Act, any BIDDER that attempts to contract with the CITY must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List. A bid shall not be considered for award, nor shall any award be made where the BIDDER fails to submit a signed and verified Bidder's Certification.

¹ The State published its list dated July 15, 2016, which can be found on the Department of General Services' web page here:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn_Code_Ann_12-12-106_Iran_Divestment_Act-July.pdf

**BIDDER'S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT**

Tenn. Code Ann. § 12-12-101 *et seq.*

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the "Company") and, after being duly authorized by the
Company so to do, makes oath that:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies,
and in the case of a joint bid each party thereto certifies as to its own organization, under penalty
of perjury, that to the best of its knowledge and belief that each bidder is not on the list created
pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title: _____

Sworn to and subscribed before me, a Notary Public, this ____ day of _____, 20__.

Notary Public

My Commission Expires:

TITLE VI INFORMATION

1. The City of Germantown agrees to comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.), and the Department of Transportation Implementing Regulations (49 CFR Part 21) relative to the Contract which is the subject hereof.
2. The Contractor is requested, but is not obligated, to include the attached disclosure sheet, Voluntary Title VI and Title IX Form, with the Contractor's sealed bid.

VOLUNTARY TITLE VI AND TITLE IX FORM

Attach form to sealed bid

For Title VI and Title IX compliance, the Contractor's voluntary disclosure of the following information is requested.

1. Number of Contractor's Employees Who Are:

_____ Male _____ Female

2. Number of Contractor's Employees Who Are:

_____ Caucasian _____ African-American
_____ Other (please specify) _____

BID

Bid of:

(Name of Bidder)

(Address of Bidder)

organized and existing under the laws of the State of _____ and doing business as _____ (indicate: "a corporation", "a partnership", "an individual", a "limited liability company" or otherwise, as applicable).

To: City of Germantown - Owner
City Procurement Director
1930 South Germantown Road
Germantown, Tennessee 38138

In compliance with your ADVERTISEMENT FOR BIDS, BIDDER hereby proposes to furnish all necessary labor, machinery, tools, apparatus, materials, equipment, services, and other necessary supplies in strict accordance with the terms and conditions of the plans, specifications and CONTRACT DOCUMENTS within the number of consecutive calendar days and at the prices set forth below for the construction of:

Project: COG2020-03 Germantown Community Library Conference Room Addition

By submitting this BID, BIDDER certifies that this BID has been arrived at independently without consultation, communication or agreement as to any matter relating to this BID with any other BIDDER or with any other competitor.

BIDDER agrees, upon receipt of the NOTICE OF AWARD accompanied by the CONTRACT AND AGREEMENT (C & A) and all required attachments, to cause same to be properly executed and returned to the CITY OF GERMANTOWN within fifteen (15) days thereafter. BIDDER further agrees, upon receipt of the NOTICE TO PROCEED, (i) to commence work on the PROJECT not later than the last date stated in the Notice to Proceed as to which the BIDDER may commence to proceed, and (ii) to complete the PROJECT within forty-five (45) consecutive calendar days after such date; otherwise, to pay the CITY OF GERMANTOWN as liquidated damages the sum of two-hundred dollars (\$200) for each consecutive calendar day thereafter as provided in the GENERAL PROVISIONS; and (iii) to complete all Punch List items within fourteen (14) consecutive calendar days after the date of Substantial Completion, as such date is determined by the CITY, otherwise, the BIDDER agrees that the CITY may use any remaining retainage to complete all Punch List items. BIDDER acknowledges receipt of addenda(s) No. _____.

BIDDER agrees to perform all work described in the CONTRACT DOCUMENTS for the following unit price or lump sum:

BID FORM

BASE BID:

Item No.	Description	Quantity	Unit	Total
1	Addition of a Conference Room at the Germantown Community Library. Work includes, but is not limited to, demolition, removal/repair/replacement of existing floor, new doors and hardware, new interior walls, new electrical, new HVAC, and new ceiling grid and tiles.	1	LS	
TOTAL BID PRICE				

TOTAL BID PRICE, IN WORDS:

_____ DOLLARS AND _____ CENTS (\$ _____ . _____)

Submitted By:

(Name of Bidder) (Printed)

Signature: _____

Title: _____

Address: _____

Telephone No.: _____

Fax No.: _____

(Date Bid Submitted)

License Number

License Type

Date of Expiration of License

Monetary Limit

ADDENDA ACKNOWLEDGEMENT FORM

BIDDER acknowledges receipt of the following addenda (as applicable):

Addendum No. 1 _____ Dated _____

Addendum No. 2 _____ Dated _____

Addendum No. 3 _____ Dated _____

Addendum No. 4 _____ Dated _____

Addendum No. 5 _____ Dated _____

Addendum No. 6 _____ Dated _____

(Name of Bidder)

By: _____

Title: _____

Use this form for bid bond.

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, _____ (BIDDER) and _____ (SURETY) are held and firmly bound unto the City of Germantown, Tennessee in the penal sum of five percent (5%) of the total amount of the BID, for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

The conditions of the above obligation are such that whereas BIDDER has submitted to the CITY OF GERMANTOWN a certain BID, attached hereto and hereby made a part hereof, to execute and enter into a certain CONTRACT AND AGREEMENT (C & A) for _____ (PROJECT) in compliance with the CONTRACT DOCUMENTS.

NOW, THEREFORE,

- (a) If the BID shall be rejected, or
- (b) If the BID is accepted and the BIDDER enters into a C & A for said project with the CITY OF GERMANTOWN within fifteen (15) days after receipt of the NOTICE OF AWARD accompanied by the C & A and all required attachments, then, this obligation shall be null and void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the SURETY for any and all claims hereunder shall, in no event, exceed the penal sum of this obligation as herein stated but the liability of the BIDDER is not so limited.

The SURETY, for value received, hereby stipulates and agrees that the obligation of said SURETY on this, its BID BOND, shall in no way be impaired or released by any extension of the time within which the CITY OF GERMANTOWN may accept such BID and the SURETY does hereby waive notice of any such extension.

WITNESS THE DUE EXECUTION HEREOF, on the _____ day of _____, 2019.

NAME OF BIDDER

BY: _____

Signature of BIDDER or Authorized Officer

Title: _____

NAME OF SURETY

BY: _____

Authorized Representative
(Attach Power of Attorney)

INFORMATION FOR SUCCESSFUL BIDDER

Those proposing to bid on the construction and completion of this City Project (PROJECT) should note the following:

- (1) The City of Germantown (the "City") may award the contract to the lowest responsible and best bidder in accordance with the CONTRACT DOCUMENTS and in accordance with the following provisions:
 - a. The City may conduct such investigations as it deems necessary to evaluate any bid and to conclude, if warranted, that the BIDDER or, if an entity, its owners and officers, and the BIDDER'S proposed subcontractors, are responsible, qualified, and competent and have the financial ability to do the work in accordance with the contract documents to the City's satisfaction within the prescribed time.
 - b. The City reserves the right to reject the bid of any BIDDER who does not satisfy such evaluation.
 - c. The City reserves the right to reject any BID if any of the unit prices contained therein are obviously unbalanced, either above or below the reasonable cost thereof, as analyzed by the City. The purpose of insisting on balanced unit prices is to prevent the City from paying excessive unit prices, even though the bid, as a whole, is the lowest bid.
 - d. The City reserves the right to: reject any and all bids; waive any and all informalities; and discard all nonconforming and non-responsive or conditional bids.
 - e. In evaluating bids, the City shall consider the qualifications of the bidders, the degree of compliance with the prescribed requirements, and the alternatives and unit prices (if requested in the bid forms).
 - f. As a part of the evaluation process, the CONTRACTOR will be required to provide a detailed description of their Safety Program including the name of the CONTRACTOR'S Safety Officer, contract information and location at which they maintain their office. The CONTRACTOR will also be required to provide a list of any citations received for willful violations for failure to abate or for repeated violations by the United States Occupational Safety and Health Administration (OSHA); by the Tennessee Occupational Safety and Health Administration (TOSHA); or by any other governmental body for the last three years. Violations should be noted along with the nature of the violation, date of the violation, and name, address, telephone number and contact person for the agency issuing the citation.
 - g. If awarded, the contract will be awarded to the lowest bidder whose evaluation by the City indicates to the City that the award will be in the best interest of the Project.
 - h. The City may reject all bids submitted and call for new bids.

- (2) The City will notify the successful BIDDER that it is the successful BIDDER by telephone following approval. City will then e-mail additional information and NOTICE OF AWARD. CONTRACTOR shall then be responsible for picking up contract documents from CITY and returning same to the CITY, properly executed, within fifteen (15) days of receipt. Accompanying the NOTICE OF AWARD will be the CONTRACT AND AGREEMENT (C & A), the PAYMENT AND PERFORMANCE BONDS and information regarding the City's insurance requirement.
- (3) The CONTRACTOR is required to sign the C & A as set out therein. The CONTRACTOR is required to sign the PAYMENT AND PERFORMANCE BONDS exactly as set out therein, have an authorized agent of an insurance company authorized to do business in the State of Tennessee sign same and attach his Power of Attorney. Said PAYMENT AND PERFORMANCE BONDS must be attached to the C & A. The CONTRACTOR is required to have an authorized agent of an insurance company or companies authorized to do business in the State of Tennessee sign the CERTIFICATE OF INSURANCE COVERAGE and attach his or their Power(s) of Attorney to it. The CERTIFICATE OF INSURANCE COVERAGE must be attached to the C & A.
- (4) The CONTRACTOR shall be notified by the City when said C & A, with the required attachments, has been approved and executed on behalf of the City, and the City shall furnish a copy of same to the CONTRACTOR. The City will thereafter issue a writing to the Contractor notifying the CONTRACTOR to commence work under the C & A (the "Notice to Proceed"). When such occurs, the CONTRACTOR is required to commence work on the PROJECT as specified therein and complete construction of the PROJECT within the number of consecutive calendar days set out in the CONTRACT DOCUMENTS.
- (5) If the CONTRACTOR fails to comply with the foregoing, he shall become liable to the City for any damages suffered by the City because of such failure and/or may lose any benefits obtained by receiving the NOTICE OF AWARD.
- (6) Further, the CONTRACTOR, by submitting his BID, agrees that he has read and is familiar with all the terms and conditions of the documents making up the CONTRACT DOCUMENTS and will abide by the terms and conditions thereof.
- (7) The C & A and the other CONTRACT DOCUMENTS will be interpreted in accordance with and controlled by the laws of the State of Tennessee.
- (8) The original of the C & A shall remain on file at the Office of the City Clerk, 1930 South Germantown Road, Germantown, Tennessee 38138. Drawings and Specifications shall remain on file at the office set out in the CONTRACT DOCUMENTS.

Project Name: Germantown Community Library Conference Room Addition
Bid Number: COG2020-03

**CONTRACT AND AGREEMENT BY AND BETWEEN
THE CITY OF GERMANTOWN, TENNESSEE
AND**

This CONTRACT AND AGREEMENT (sometimes "C & A") is entered into this 11th day of November, 2019, by and between the CITY OF GERMANTOWN, TENNESSEE, a municipality organized and existing under the laws of the State of Tennessee ("CITY" OR "OWNER"), and , a _____ **[State Where Contractor Established]**
_____ **[type of entity, e.g., corporation, LLC, partnership]**
("CONTRACTOR"). For and in consideration of the agreements, covenants, payments and promises herein, the CITY and CONTRACTOR contract, covenant and agree as follows:

ARTICLE I

One (1) set of complete Contract Documents is on file in the Procurement Department. The parties expressly agree that the following documents are a part of this C & A:

Advertisement for Bids	A
Special Notice	B
Information for Bidders	C-1 thru C-6
Drug & Alcohol Policy	D-1 thru D-3
Iran Divestment Act	D (A-1 thru A-2)
Title VI Form	E-1 thru E-2
Bid Form	F-1 thru F-3
Addenda Acknowledgment Form	F (A-1)
Bid Bond	G
Information for Successful Bidder	H-1 & H-2
Contract and Agreement	I-1 thru I-7
Payment Bond	J-1 thru J-3
Performance Bond	K-1 thru K-3
Germantown Insurance Requirement	L
Affidavit of Contractor	M-1 thru M-2
Waiver and Release of Lien	N
Certificate of Payment to Contractor	O-1 thru O-2
Notice of Award	P
Notice to Proceed	Q
Notice of Project Acceptance	R
Change Order Form	S
General Provisions	GP-1 thru GP-21
Special Conditions	SC-1 thru SC-10

TECHNICAL SPECIFICATIONS

Unless noted otherwise herein or in the construction drawings, all work shall be performed in accordance with the City of Memphis and Shelby County standard Construction Specifications.

CONSTRUCTION DRAWINGS

LS1.1	Life Safety Plan
A1.1	Floor Plans
A1.2	Interior Elevations
M0.1	Abbreviations, Symbols, Notes & Schedules – Mechanical
M1.1	Floor Plans – Mechanical
M2.1	Details – Mechanical
FP1.1	Floor Plans – Fire Protection
E0.1	Legends and Schedules – Electrical
E0.2	Notes – Electrical
E0.3	Details – Electrical
ED1.1	Floor Plans – Demolition – Electrical
E2.1	Floor Plans – Lighting - Electrical

ARTICLE II

CONTRACTOR agrees to furnish and pay for all material, supplies, tools, equipment, labor and other services required to do and perform all the work required to complete the Project as described in the Contract Documents within forty-five (45) consecutive calendar days after the day specified in the Notice to Proceed (**FORM Q**) as the last day upon which the Contractor is to proceed, all in strict and complete compliance with the terms and conditions of this C & A and with the other Contract Documents for this Project, all of which shall be deemed a part hereof as fully and completely as if set out and copied verbatim herein. The CITY agrees to pay the CONTRACTOR for said work described in Article II as shown on the attached BID FORM and pursuant to the terms and conditions of this C & A and the other Contract Documents.

No payments under this C & A will be made except upon presentation of the monthly estimate form prepared by CONTRACTOR and approved by the CITY, which shall show that the work covered by the periodic Certificate of Payment Form has been done and the payments therefor are due in accordance with this C & A.

The first estimate shall be of the value of the work completed within the first thirty days from the commencement of performance by the CONTRACTOR pursuant to this C & A. Every subsequent monthly estimate shall be for the work done since the CONTRACTOR's commencement of performance of this C & A, less the amount previously paid. If the CONTRACTOR fails to adhere to the program of completion provided for in the Contract Documents, the CITY shall deduct from the next and all subsequent estimates the full calculated accruing amount of the liquidated damages (if any) to the date of said estimate until such time as compliance with the program has been restored.

The monthly estimates shall be submitted on a form acceptable to the CITY signed by the City Engineer, architect or other professional retained by the CITY relative to the Project, if any. Such estimates shall be subject to the approval of the CITY. If the CITY approves such estimates, the CITY, subject to the foregoing provisions, will pay or cause to be paid to the CONTRACTOR, in the manner provided by law, the amount equal to NINETY-FIVE PERCENT (95%) of the estimated value of the work performed.

The CONTRACTOR shall, as soon as practical after final acceptance of the work under the C & A, make a final estimate of the amount of work done hereunder and the value thereof. Such final estimate shall be checked, approved and signed by the engineer/architect retained by the CITY relative to the Project, if any, and the official representative of the CITY. After such approval, the CITY shall pay, or cause to be paid, the CONTRACTOR, in the manner provided by law, the entire sum so found to be due hereunder after deducting there from all previous payments and such other lawful amounts as the terms of this C & A prescribe. Neither the final payment nor any part of the retained percentage shall become due until the CONTRACTOR shall deliver to the CITY a complete release of all claims or liens arising out of this C & A with an affidavit that all material suppliers and laborers to or on the Project have been paid. The CONTRACTOR may furnish a bond satisfactory to the CITY to indemnify the CITY against any claim or lien if a subcontractor refuses to furnish a release or receipt in full. If any claim or lien remains unsatisfied after all payments are made, the CONTRACTOR shall refund to the OWNER all monies that the latter may be compelled to pay in discharging such a lien, including all costs and reasonable attorneys fees incurred by the OWNER in defending against such claim or lien. In no case will final payment be made in less than thirty (30) days after completion of the work and the acceptance of same by the OWNER. Nothing contained herein shall be construed as signifying that a materialman or laborer has a right to a lien on the Project, as such liens are not permitted by Tennessee law. Any party giving notice to the OWNER that such party has not been paid by the CONTRACTOR shall be referred by the OWNER to the CONTRACTOR and the surety on the bonds required to be posted by the CONTRACTOR relative to the Project.

ARTICLE III

CONTRACTOR declares that neither the Mayor, nor any Aldermen, nor any other CITY official holds a direct or indirect interest in this C & A. CONTRACTOR pledges that he will notify the Finance Director of the CITY in writing should any CITY official become either directly or indirectly interested in this C & A. CONTRACTOR declares that as of the date of this declaration he has not given or donated or promised to give or donate, either directly or indirectly, to any official or employee of the CITY, or to pay anyone else for the benefit of any official or employee of the CITY, any sum of money or other thing of value for aid or assistance in obtaining this C & A. CONTRACTOR further pledges that neither he nor any other officer or employee of CONTRACTOR will give or donate or promise to give or donate, directly or indirectly, to any official or employee of the CITY or anyone else for the benefit thereof any sum of money or other thing of value for aid or assistance in obtaining any change order to this C & A.

ARTICLE IV

CONTRACTOR agrees to indemnify and save the CITY, CITY officers, CITY agents, and CITY employees harmless from and against all loss and expense, including court costs and attorneys' fees, by reason of liability imposed on the CITY, CITY officers, CITY agents, or CITY employees, for damage because of bodily injury, death or property damage arising out of or in consequence of the performance of the work under or in any manner related to this C & A, whenever such injury, death or damage is due or claimed to be due to the negligence of the CONTRACTOR, his subcontractors, officers, agents, and/or employees.

In the event the CITY shall have occasion to either defend or assert its rights under this C & A in a court of law or equity, before a board of arbitration or otherwise, and if the CITY shall prevail in any such action, either as defendant or plaintiff (as the case may be), CONTRACTOR shall pay any and all costs of such action, including court costs and reasonable attorneys' fees, incurred by the CITY in asserting or defending its rights under this C & A.

All personal pronouns used in the Contract Documents, whether used in the masculine, feminine or neuter gender, shall include all other genders, the singular shall include the plural, and vice versa, as the context may require.

WITNESS the due execution hereof, effective November 11,2019 which date is the date of the signature of the Mayor as attested to by the City Clerk/Recorder under seal of office.

[CONTRACTOR NAME]

By: _____

Title: _____

Address: _____

Telephone No.: (_____) _____

Fax No.: (_____) _____

CITY OF GERMANTOWN, TENNESSEE

By: _____

Mike Palazzolo, Mayor

I certify that on the ____ day of _____, 2019, the signature of the Mayor was attested to by the City Clerk under seal of office on the original of this CONTRACT AND AGREEMENT.

City Clerk/Recorder

Date: _____

Approved as to form:

City Attorney

Date: _____

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, that

_____ (Name of Contractor)

_____ (Address of Contractor) a

_____ (State of formation of CONTRACTOR)

_____ (Corporation, Partnership, Limited Liability Company, Individual or Joint Venture—indicate which), hereinafter called CONTRACTOR,

and _____ (Name of Surety)

_____ (Address of Surety)

hereinafter called SURETY, are held and firmly bound unto the City of Germantown, Tennessee, 1930 South Germantown Road, Germantown, Tennessee, hereinafter called OWNER, in the penal sum of

_____ Dollars

(\$ _____), in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, and our successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the CONTRACTOR has entered into a certain Contract and Agreement (“Contract”) with the OWNER which is made a part hereof by reference for the construction of: Germantown Community Library Conference Room Addition

NOW, THEREFORE, if the CONTRACTOR shall promptly make payment to all persons, firms, and SUBCONTRACTORS furnishing materials for or performing labor in the prosecution of the work provided for in such Contract, and any extension or modification thereof, including all amounts for materials, lubricants, oil, gasoline, parts and repairs on machinery, equipment, and tools consumed or used in

connection with such work, and all insurance premiums on said work, and for all labor performed in such work, whether by SUBCONTRACTORS or otherwise, then this obligation shall be void; otherwise, same is to remain in full force and effect.

PROVIDED, FURTHER, that said SURETY, for value received, hereby stipulates and agrees that no change, extension of time, modification, alteration, or addition to the terms of the Contract, to the work to be performed thereunder or to the SPECIFICATIONS accompanying the same shall in any way release its obligation under this BOND. Said SURETY hereby waives notice of any such change, extension of time, modification, alteration, or addition to the terms of the work or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim is entitled to be satisfied by the CONTRACTOR and its SURETY.

PROVIDED, FURTHER, that the CONTRACTOR and SURETY agree that any claim under this BOND may only be litigated in a court of competent jurisdiction in Shelby County, Tennessee.

IN WITNESS WHEREOF, this instrument is duly executed, this the _____ day of _____, 2019.

(CONTRACTOR)

By: _____

Title: _____

Address: _____

(SURETY)

By: _____
(Attorney-in-Fact)

Title: _____

Address: _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that

_____ (Name of Contractor)

_____ (Address of Contractor) a

_____ (State of formation of CONTRACTOR)

_____ (Corporation, Partnership, Limited Liability Company, Individual or Joint Venture—indicate which), hereinafter called CONTRACTOR,

and _____ (Name of Surety)

_____ (Address of Surety)

hereinafter called SURETY, are held and firmly bound unto

the City of Germantown, Tennessee, 1930 South Germantown Road, Germantown, Tennessee, hereinafter

called OWNER, in the penal sum of _____ Dollars

(\$ _____), in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, and our successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that, whereas, the CONTRACTOR has entered into a certain Contract and Agreement (“Contract”) with the OWNER, which is made a part hereof by reference, for the construction of: Germantown Community Library Conference Room Addition

_____, and if the CONTRACTOR shall satisfy all claims and demands incurred under such Contract, and shall fully indemnify and save harmless the OWNER from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER all outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void; otherwise, same is to remain in full

force and effect.

PROVIDED, FURTHER, that the said SURETY, for value received hereby, stipulates and agrees that no change, extension of time, modification, alteration, or addition to the terms of the Contract or to the work to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any way release its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, modification, alteration, or addition to the terms of the Contract, to the work, or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder whose claim may be unsatisfied and which is entitled to be satisfied by the CONTRACTOR and SURETY.

PROVIDED, FURTHER, that the CONTRACTOR and SURETY agree that any claim under this BOND may only be litigated in a court of competent jurisdiction in Shelby County, Tennessee.

IN WITNESS WHEREOF, this instrument is duly executed this the ____ day of

_____, 2019.

(CONTRACTOR)

By: _____

Title: _____

Address: _____

(SURETY)

By: _____
(Attorney-in-Fact)

Title: _____

Address: _____

GERMANTOWN INSURANCE REQUIREMENT CITY PROJECT CONTRACT

The **CONTRACTOR** shall purchase and maintain the insurance outlined below to provide protection from the **CONTRACTOR'S** negligent acts. The **CONTRACTOR** shall provide this insurance as required by the Contract Documents. The negligence by any subcontractor, by anyone directly or indirectly employed by any of them, shall be considered a negligent act of the **CONTRACTOR**.

- Comprehensive General Liability in the amount of \$1,000,000 per occurrence and must include Products/Completed Operations, Explosion/Collapse/Underground Coverage and Contractual Liability. The City of Germantown must be named Additional Insured using a CG 2010 (11/85) endorsement (or equivalent) and this must be noted on the Certificate of Insurance. The Insurance Company agrees to Waive their Right of Subrogation against The City of Germantown and this must be noted on the Certificate of Insurance.
- Auto Liability Insurance in the amount of \$1,000,000 Combined Single Limit. The City of Germantown must be named Additional Insured and the Insurance Company agrees to Waive their Right of Subrogation against The City of Germantown and this must be noted on the Certificate of Insurance.
- Statutory Workers Compensation with Employers Liability Limits of 100/500/100 - The Insurance Company agrees to Waive their Right of Subrogation against The City of Germantown and this must be noted on the Certificate of Insurance.
- Umbrella Liability in the amount of \$2,000,000 per occurrence – the terms and conditions of the Umbrella must be following form to the primary insurance.
- The Cancellation Clause on the Certificate of Insurance is amended to read: Should any of the described policies on the attached Certificate of Insurance be cancelled, non-renewed or reduced in coverage – the issuing Insurance Company will mail 30 days written notice to: The City of Germantown, Procurement Department, P.O. Box 38809 Germantown, TN 38138-0809, by registered mail, return receipt requested.
- The **CONTRACTOR** shall maintain a Builder's Risk/Installation Floater equal to the contract amount naming The City of Germantown as Loss Payee until final acceptance of the work. The policy must provide "all risk" including the peril of earthquake/earth movement.
- All Certificates should be issued with an Insurance Company (or Companies) maintaining an AM Best Rating of A- or better and a Financial Size of IX or greater. All Insurance Companies shall be authorized to conduct business in The State of Tennessee.

The **CONTRACTOR** shall maintain the above insurance – with the exception of Builders Risk/Installation – through both final acceptance and any Warranty Period defined by the contract documents.

AFFIDAVIT OF CONTRACTOR

STATE OF)
) SS:
COUNTY OF)

_____, being duly sworn according
(Name of Affiant)
to law, deposes and says that he is the _____
(Title)
of _____, the CONTRACTOR,
(Name of Contractor)
in a Contract and Agreement entered into between the Contractor and
_____ the City of Germantown _____, the Owner,
for the construction of _____
_____ (the "Project"),

and that he is authorized to and does make this affidavit on behalf of said CONTRACTOR in order to induce the OWNER to make payment to the CONTRACTOR, in accordance with the provisions of the said Contract and Agreement.

Affiant further says that all persons who have furnished materials and/or labor in connection with the construction of the Project have been paid in full; that the names of all materialmen and subcontractors that furnished any material and/or services in connection with such construction and the kind or kinds of material and/or services so furnished are as listed hereinafter; and that the CONTRACTOR has delivered to the OWNER waivers and releases of liens executed by all such materialmen and subcontractors.

(Signature of Affiant)

Sworn to and subscribed
before me this _____ day
of _____, 2019.

Notary Public

My Commission Expires:

WAIVER AND RELEASE OF LIEN

WHEREAS, the undersigned, _____,
(Name of manufacturer, material man, or subcontractor)

has furnished to _____ labor and/or material for
(Name of Contractor)

use in the construction of _____ (the "Project")

belonging to the City of Germantown _____,

NOW THEREFORE, the undersigned, _____, for and in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby waive and release any and all liens, or right to claim a lien, on the above described Project and premises or right to claim under any bond furnished by the CONTRACTOR relative to the Project and/or under any law, common or statutory, on account of labor or materials, or both, heretofore or hereafter furnished by the undersigned to or for the account of

said _____ for said Project.
(Name of Contractor)

Given under my (our) hand(s) and seal this ____ day of _____, 2019.

Manufacturer, Material man or Subcontractor Name:

By: _____

STATE _____

COUNTY _____

I, _____, a Notary Public, in and for said State and County, hereby certify that _____ who is _____

(Name of Individual)

(Title

_____ of _____
(Title or Office) (Name of material man or subcontractor or furnisher)

and whose name is signed to the foregoing, and who is known to me, acknowledged before me on this day that he, with full authority, executed the foregoing instrument voluntarily for and as the act of said

(Name of material man or subcontractor or furnisher)

Given under my hand and seal this ____ day of _____, 2019.

Notary Public

My Commission Expires:

**CITY OF GERMANTOWN
PROFESSIONAL SERVICE/CONSTRUCTION APPLICATION CERTIFICATION PAYMENT FORM**

DATE: _____	TYPE OF CONTRACT	CERTIFIED BY:*	PAYMENT TO:
PROJECT #: _____	ARCHITECT		
APPLICATION #: _____	ENGINEER		
PROJECT NAME: _____	CONSTRUCTION		
	OTHER		
CONTRACT DATE: _____			
PERIOD TO: _____			INVOICE: _____
ACCOUNT NO. _____			INVOICE DATE: _____

APPLICATION FOR PAYMENT

1 ORIGINAL CONTRACT AMOUNT	_____
2 NET CHANGE BY CHANGE ORDERS	_____
3 CONTRACT SUM TO DATE (LINE 1+ LINE 2)	_____
4 TOTAL COMPLETED TO DATE	_____
5 RETAINAGE: (If Applicable)	_____
A. _____ % of Completed Work (Line 4 X Line 5)	_____
6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 total)	_____
7 LESS SUM OF PREVIOUS PAYMENTS	_____
8 ADDITIONAL FEES DUE	_____
9 OUT-OF-POCKET EXPENSES	_____
10 CURRENT PAYMENT DUE	_____
11 BALANCE TO FINISH, including retainage	_____

**SIGNATURE & NOTARIZATION OF FIRM
REQUESTING PAYMENT**
(Required for Construction Projects only)

The undersigned certifies that to the best of their knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents for this project, that all amounts have been paid by the Contractor to any subcontractors and / or suppliers for which previous Application for Payments were issued and payments received from the City of Germantown, and that current payment shown herein is now due.

COMPANY NAME: _____

Signature: _____ Date: _____

State of: _____ County of: _____

Subscribed and sworn to before me this _____ day of _____

Notary Public: _____

My Commission expires: _____

CERTIFICATION OF PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the undersigned certifies that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Company is entitled to payment of the Amount Certified.

AMOUNT CERTIFIED _____

Signature: _____ Date: _____

Dept. Project Coordinator Approval:	Dept. Director Approval:

* If CONSTRUCTION Project: "Certification of Payment" section must be completed by architect/engineering firm.

* If ARCHITECT/ENGINEERING/OTHER Contract: "Certification of Payment" section must be completed by Dept. Project Coordinator.

*** Dept. Coordinator & Dept. Director must approve ALL payment applications.**

(Attach explanation if "Amount Certified" differs from the "Current Payment Due")

MONTHLY CONSTRUCTION ESTIMATE

PROJECT _____ JOB NO. _____ ESTIMATE NO. _____

ITEM NO.	DESCRIPTION	VALUE OF ITEM AS REFLECTED IN BID	NO. OF UNITS	UNIT PRICE	AMENDED CONTRACT PRICE	QUANTITY THIS ESTIMATE	INSTALLED TO DATE	AMOUNT EARNED TO DATE	MATERIALS:		BALANCE OR OVERRUN (-)	RETAINAGE
									STORED	COMPLETED		



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

NOTICE OF AWARD

Date:

TO:

CONTRACT:

Dear _____ :

This is to inform you that by action of the Board of Mayor and Aldermen during their meeting on _____, 2019, your firm was awarded the contract for _____ in the amount of _____.

Enclosed you will find one (1) copy of the Contract and Agreement, and the Performance and Payment Bonds for you to execute as set forth on Pages "H-1 and H-2" of INFORMATION FOR SUCCESSFUL BIDDER, of the SPECIFICATION BOOKLET. Further, you should have your insurance agent execute the insurance certificate exactly as it is found in the Germantown Insurance Requirements.

Also, enclosed are the Code of Ethical Conduct and Germantown Forward 2030 Strategic Plan for the City for your review. The Organizational Profile for Corporate Sustainability Form is also included and should be returned with above documents.

Additionally, as set forth on Page "SC-2" of SPECIAL CONDITIONS, of the SPECIFICATION BOOKLET, you are required to present at the Pre-Construction Conference:

1. A general sequence of operations (schedule of work), including major work items along with anticipated completion dates and present
2. A list of all sub-contractors to be used in the execution of the work under this project at the Pre-Construction Conference.
3. ADDITIONAL INFORMATION AS REQUESTED BY PROJECT MANAGER

Failure to present these documents as required at the Pre-Construction Meeting will result in the Notice to Proceed being withheld until all required information has been received.

You have fifteen (15) days to return the above required documents, properly executed, to the City of Germantown.

Congratulations on being the successful bidder for this project.

Sincerely,

Lisa A. Piefer
Procurement Director

Enclosure

P



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

NOTICE TO PROCEED

To: _____
(Contractor)

Date: _____

Project: _____

Relative to the above referenced project, this is your official Notice to Proceed within _____ () consecutive calendar days of the date hereof and to complete the work within the time specified in the Contract and Agreement entered into by you and the City.

CITY OF GERMANTOWN

By: _____

Title: _____

ACCEPTANCE OF NOTICE TO PROCEED

Receipt of the above NOTICE TO PROCEED

is hereby acknowledged by _____
(Typed or Printed Name of Contractor)

this the ____ day of _____ 2019.

By: _____

Title: _____

Substantial Completion Date: _____

NOTE: The Contractor must promptly sign and return to the City of Germantown a copy of this Notice to Proceed.

NOTICE OF PROJECT ACCEPTANCE

City of Germantown
Procurement Department
1930 South Germantown Road
Germantown, Tennessee 38138

Date: _____
Contract Number: _____
Project Name: _____
Contractor: _____

This is to advise you that all items set forth on the Punch List for the project referenced above have been completed to our satisfaction, and the project is accepted by the City of Germantown on

_____.

CITY OF GERMANTOWN

By: _____
Name: _____
Title: _____

**CITY OF GERMANTOWN
CONTRACT CHANGE ORDER FORM**

PROJECT NAME	<input type="text"/>	DATE	<input type="text"/>
PROJECT ADDRESS	<input type="text"/>	PROJECT #	<input type="text"/>
CITY, ST ZIP	<input type="text"/>	CONTRACT DATES	<input type="text"/>
CONTRACTOR NAME	<input type="text"/>	CHANGE ORDER #	<input type="text"/>
ADDRESS	<input type="text"/>	PROJECT COORDINATOR	<input type="text"/>
CITY, STATE ZIP	<input type="text"/>	CONTRACT AMOUNT	<input type="text"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

ITEM #	DESCRIPTION OF CHANGES/JUSTIFICATIONS	DECREASE IN CONTRACT AMOUNT	INCREASE IN CONTRACT AMOUNT
TOTALS		<input type="text"/>	<input type="text"/>

ORIGINAL CONTRACT AMOUNT	\$	<input type="text"/>
NET CHANGES BY PREVIOUSLY AUTHORIZED CHANGE ORDERS	\$	<input type="text"/>
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	\$	<input type="text"/>
CONTRACT SUM WILL BE INCREASED/DECREASED BY THIS CHANGE ORDER IN THE AMOUNT OF	\$	<input type="text"/>
NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER	\$	<input type="text"/>

ORIGINAL CONTRACT COMPLETION DATE _____

CONTRACT COMPLETION CHANGE +/- (# OF DAYS) _____

CONTRACT COMPLETION DATE ADJUSTMENT TO

Project Manager

ARCHITECT

ADDRESS

BY (SIGNATURE)

(TYPED NAME)

DATE

Dept Director

CONTRACTOR

ADDRESS

BY (SIGNATURE)

(TYPED NAME)

DATE

City Administrator

OWNER

ADDRESS

BY (SIGNATURE)

(TYPED NAME)

DATE

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GENERAL PROVISIONS

1. DEFINITIONS:

- A. The word "OWNER" means the City of Germantown.
- B. The word "ENGINEER" means the City Engineer, Consultant Engineer or Architect of Germantown.
- C. The word "INSPECTOR" means a City of Germantown inspector.
- D. The word "CONTRACTOR" means the successful BIDDER and/or assigned representative to whom the contract is awarded.
- E. The words "install", "furnish", "provide", or words of like import mean the CONTRACTOR shall install, furnish, or provide, and similarly, the words "approved", "authorized", "required", "satisfactory", "acceptable", or words of like import mean approved by, authorized by, required by, satisfactory to, or acceptable to the ENGINEER, unless otherwise expressly stated.
- F. The words "indicated", "shown", "detailed", or "scheduled" mean indicated, shown, detailed, or scheduled on the contract drawings, unless otherwise expressly stated.
- G. The word "work" means the labor, materials, equipment, supplies, and services to be furnished under the contract, and the performing of all duties and obligations required by the contract documents.
- H. The word "submit" means the CONTRACTOR shall submit to the ENGINEER for approval, unless otherwise expressly stated.
- I. The word "Provide" means the CONTRACTOR shall furnish and install, complete and ready for use, unless otherwise expressly stated.
- J. The word "selected" means selected by the ENGINEER, unless otherwise expressly stated.
- K. The term "substantial completion" means the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the OWNER can occupy or utilize the Work for its intended use.

2. ENGINEER'S DECISION:

The ENGINEER shall in all cases determine the amount, quality, acceptability, and fitness of the several kinds of finished work and materials which are to be paid for hereunder, and shall decide all questions which may arise as to fulfillment of this contract on the part of the CONTRACTOR, and the ENGINEER'S interpretation of the contract and the ENGINEER'S determination and

decision thereto shall be final and conclusive. Such determinations and decisions, in case any question arises, shall be a condition precedent to the CONTRACTOR'S right to receive any money hereunder. The ENGINEER shall have the right to correct all clerical, mathematical, or minor errors or omissions in the specifications when such corrections are necessary for the proper coordination of the contract documents.

3. INSPECTOR'S RESPONSIBILITY:

The INSPECTOR will visit the job periodically to see that the terms of the plans and specifications are being performed in general accordance with the Contract Documents. Should the INSPECTOR be needed by the CONTRACTOR or his representative, these individuals may call the CITY OF GERMANTOWN DEPARTMENT OF COMMUNITY DEVELOPMENT to arrange a time that the INSPECTOR will confer with the CONTRACTOR about any aspect of the job, but the INSPECTOR will not give instructions to the CONTRACTOR. The CONTRACTOR will be responsible for compliance with the plans and specifications and all requirements of the Contract. The INSPECTOR may advise the CONTRACTOR or his representative that changes in the work should be accomplished. The INSPECTOR, acting through the authority of the Engineer, can reject work which clearly does not meet the requirements of the City.

4. CONTRACTOR'S RESPONSIBILITY:

- A. From commencement until completion and final acceptance by the OWNER, the work under this Contract shall be under the charge and control of the CONTRACTOR. During such period of control by the CONTRACTOR, all risks in connection with the construction of the work and the materials to be used therein shall be borne by the CONTRACTOR.
- B. The CONTRACTOR shall be fully responsible for the safety and protection of all persons and of all work and material connected with his contract until the project is finally accepted by the OWNER. The CONTRACTOR shall use proper precautions to fully protect all persons, his own work and that of others, and the property of the OWNER and others from injury and damage, and at his own expense he shall be liable for injury to all persons and shall make good all damage and injury to property belonging to the OWNER and others caused by himself and his employees through negligence, carelessness, or any other cause.
- C. The OWNER and ENGINEER shall not be responsible for the methods and means employed by the CONTRACTOR in the performance of the CONTRACTOR'S work. The ENGINEER shall have no responsibility for the safety of the workmen and others who may be injured during the course of the CONTRACTOR'S work.
- D. The CONTRACTOR must have a designated representative available on short notice who is capable of making decisions and giving directions at any time there is work ongoing.

5. SITE OF THE WORK:

- A. Each CONTRACTOR submitting a bid or a proposal on this project and each Subcontractor estimating and furnishing a bid under any division and/or section of this Contract to the

CONTRACTOR shall visit the site of the work and examine its present condition to inform himself as to the nature and scope of all work to be done and all difficulties that may be involved therein.

- B. The submission of a bid or a proposal by the CONTRACTOR to the OWNER or a bid furnished by a Subcontractor to the CONTRACTOR shall be accepted as evidence that the examination referred to in 5A above has been made and that all difficulties encountered have been provided for in his proposal or bid. Later foreseeable claims for extra compensation for labor, materials, and equipment will therefore not be recognized by the OWNER.

6. CONTRACTOR'S SUPERVISION:

- A. The CONTRACTOR, or his duly authorized agent with authority to control the work, shall be present at the site whenever the work is in progress. The CONTRACTOR'S authorized agent shall meet with the approval of the ENGINEER.
- B. The OWNER reserves the right to require the removal from the Project of the Superintendent or any other employee of the CONTRACTOR if, in the ENGINEER'S judgment, such removal is necessary to protect the OWNER'S interest.

7. CARE OF THE WORK:

- A. The CONTRACTOR shall indemnify and save harmless the OWNER, the ENGINEER, their agents, and their employees from all claims, suits, or proceedings of any nature whatsoever which may be brought against the OWNER, the ENGINEER, their agents, or their employees on account of any injuries to persons or property received from the CONTRACTOR or his agents or servants. See also Paragraph 24 B hereinafter.
- B. The CONTRACTOR shall be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance of the project. The CONTRACTOR shall provide adequate barricades and warning signs to properly protect his work and to safeguard the life and property of others. Barricades, open trenches, etc. shall be properly illuminated with flares and/or blinking lights at night. All Traffic Control/warning devices used shall conform with Section VI of the Manual of Uniform Traffic Control Devices.

8. SCHEDULE OF WORK:

- A. Before beginning work, the CONTRACTOR shall submit a construction schedule to the ENGINEER for approval. In general, the CONTRACTOR'S work shall be so scheduled as to interfere as little as possible with the operations of the OWNER and other contractors. All work shall be performed after 7:00 a.m. and before 6:00 p.m., local time, Monday through Saturday unless a specific requirement for overtime work is included elsewhere in the Contract Document, or is specifically granted by the ENGINEER. No work shall be performed on a Sunday without the express permission of the ENGINEER.
- C. The OWNER will use the CONTRACTOR'S work schedule to prepare notification to individual property owners of the general date(s) that they may expect work to be performed in areas

adjoining their property. It will be the CONTRACTOR'S responsibility to keep the City advised of any significant changes in the work schedule in a timely manner so that the affected private property owners may be kept informed.

9. WORKMANSHIP, TOOLS AND CONSTRUCTION EQUIPMENT:

- A. All work shall be performed in a finished and workmanlike manner, and in accordance with the best recognized trade practices.
- B. The CONTRACTOR shall provide and maintain in good operating condition all tools and construction equipment necessary for the satisfactory performance of the work. Inadequate, unsuitable, defective, worn out, or otherwise unsatisfactory tools and construction equipment shall be removed from the site and replaced with satisfactory tools and construction equipment or the proper repairs shall be made or the unsatisfactory conditions shall be remedied.

10. CODES, ORDINANCES, REGULATIONS, LAWS, PERMITS, LICENSES AND FEES:

- A. The CONTRACTOR shall comply with all City, County, State and Federal codes, ordinances, regulations and laws applicable to the work to be done and applicable to the use of public streets, alleys and highways. Such codes, ordinances, regulations and laws shall be considered as minimum requirements, and everything shown or specified in the Contract Documents in excess of these minimum requirements shall be installed in excess thereof, as shown or specified. No instructions given in the Contract Documents shall be construed as an authorization to violate any code, ordinance, regulation or law.
- B. Before beginning work, the CONTRACTOR shall obtain and pay for all licenses and permits required to perform work covered by this contract, shall obtain and pay for all necessary inspections by all applicable authorities, and shall include their cost in the bid price. Whereas certain parts of the work may require the approval of public or other authorities, all work shall be subject to the ENGINEER'S decision before proceeding with the portion of the work involved.

11. DRAWINGS AND SPECIFICATIONS:

- A. The drawings accompanying these specifications, and forming a part thereof, are listed elsewhere and, together with the specifications, they cover the work to be performed under the Contract. The CONTRACTOR and each Subcontractor employed on this work shall carefully examine all contract drawings and read all specifications. They will be bound by all things therein affecting their special work no matter under what heading they may appear.
- B. The drawings and specifications are intended to cover a complete project ready for use, and all items necessary for a complete and workable job shall be furnished and installed. All minor items not specifically covered by the drawings and specifications but required in the construction of the project shall be furnished and installed as though shown or specified. This is not intended to cover major items of equipment or labor not shown or specified, but it is intended and will be interpreted

to cover all miscellaneous labor, parts, devices, accessories, controls, and appurtenances which are: required by all applicable codes, ordinances, laws, and regulations; required to complete and place the project in satisfactory operation; and required for a first class job that is complete in every respect.

- C. The drawings and specifications are mutually explanatory and supplementary, and all features covered in one and not in the other shall have the same force and effect as though covered in both. In the event of any conflicts between the drawings and specifications, the ENGINEER'S decision shall govern. Should any error, discrepancy, or variance be discovered in the drawings or specifications by the Contractor or his Subcontractor, the CONTRACTOR shall immediately notify the ENGINEER before beginning the work and submit the question to the ENGINEER for his interpretation and decision. The ENGINEER will be governed by the overall meaning of the documents.
- D. The CONTRACTOR shall keep at least one copy of all drawings and specifications on the project site in good condition and available to the ENGINEER and to his representatives at all times.
- E. No deviations from the drawings and specifications shall be made without the ENGINEER'S prior written approval.
- F. The GENERAL PROVISIONS and the SPECIAL CONDITIONS shall apply to every division and/or section of the STANDARD SPECIFICATIONS, as fully as if quoted verbatim therein.

12. STANDARD PUBLICATIONS:

Wherever in these documents reference is made to standard specifications, standards, codes, or other standard publications, such as "ASTM" (American Society for Testing and Materials), "AASHTO" (American Association of State Highway and Transportation Officials), "ANSI" (American National Standards Institute), "AWWA" (American Waterworks Association), "ACI" (American Concrete Institute), "AISC" (American Institute of Steel Construction), "AWS" (American Welding Society), Federal Specifications, "NEC" (National Electrical Code), or others, in all cases the latest published editions of such referenced standard publications in effect at the time of receipt of bids shall apply.

13. STANDARD EQUIPMENT AND EQUIPMENT INSTALLATION:

Except where special equipment is required, it is the general intent of the STANDARD SPECIFICATIONS that manufacturers' standard equipment shall be furnished. Minor variations from the Technical Specifications to accommodate manufacturers' standard equipment will be permissible, provided that the proposed equipment complies substantially with the STANDARD Specifications and that it will accomplish the required results, all to the ENGINEER'S satisfaction.

14. STANDARDS FOR MATERIALS:

- A. All materials shall be new, unless used or salvaged materials are authorized by the ENGINEER.

- B. The use of manufacturers' names and catalog numbers in these specifications or on the drawings indicates the type, size, rating, capacity, design, quality, or kind of materials required, and a closed specification is not intended, and similar and equal products of any reputable manufacturer which will satisfactorily perform the required functions will be acceptable, unless otherwise indicated by the words NO SUBSTITUTES, or unless otherwise specifically stated. The ENGINEER reserves the right to reject all materials which he deems not equal to those specified, or which he decides will not satisfactorily perform the required functions.
- C. As promptly as possible after award of contract, and prior to the purchase of materials, the CONTRACTOR shall submit to the ENGINEER for approval a complete list of all proposed materials. The CONTRACTOR shall include with such list complete catalog data and descriptive literature of all materials.

15. **SAMPLES:**

The CONTRACTOR shall furnish to the ENGINEER for approval all samples as specified or requested. Unless otherwise specified, the CONTRACTOR shall submit duplicate samples of adequate size showing quality, type color range, finish, texture, or other specified features. The work shall be in accordance with approved samples.

16. **MATERIALS, SERVICES AND FACILITIES:**

Except as otherwise specifically stated in the Contract Documents, the CONTRACTOR shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete and deliver the work within the specified time.

17. **INSPECTION AND TESTING OF MATERIALS:**

Where specifically provided for in the specifications, the inspection and testing of materials and finished articles to be incorporated in the work at the site shall be made by bureaus, laboratories, or agencies approved by the ENGINEER. The cost of such inspection and testing shall be paid by the CONTRACTOR. The CONTRACTOR shall furnish evidence satisfactory to the ENGINEER that the materials and finished articles have passed the required tests prior to the incorporation of such materials and finished articles in the work. The CONTRACTOR shall promptly segregate and remove rejected materials and rejected finished articles from the site of the work.

18. **PATENTS:**

The CONTRACTOR shall hold and save harmless the OWNER and its officers, agents, servants, and employees from liability of any nature or kind, including cost and expenses for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the OWNER, unless otherwise specifically stipulated in the Contract Documents.

19. ACCURACY OF DATA AND INTERFERENCES:

- A. Before beginning any work, the CONTRACTOR shall examine carefully the site of the work and all contract drawings, and shall verify all dimensions, elevations, and all existing conditions.
- B. All work shall be installed to conform as nearly as possible with the dimensions, elevations, locations, and arrangements indicated, with only such minor adjustments as necessary to coordinate the work of the various trades and specification divisions and/or sections: coordinate the work of this contract with that of other contracts; accommodate the actual equipment furnished; avoid all interferences between the various parts of the work; and accommodate existing conditions which may differ from those indicated. Any and all parts of the work installed under this contract which interfere with other parts of the work or other contracts or which deviate from the drawings and specifications without the ENGINEER'S prior approval shall be altered by the CONTRACTOR, at his own expense, to clear such interferences or to comply with the drawings and specifications. All interferences or discrepancies which may be discovered or anticipated shall be reported promptly to the ENGINEER for decision before proceeding with the work. The ENGINEER shall have the privilege of authorizing minor changes without additional cost, provided that such changes are made prior to the commencement of work on the item involved.

20. LINES, GRADES, STAKES, AND TEMPLATES:

- A. At his own expense, the CONTRACTOR shall furnish all stakes, templates, patterns, platforms, and labor which may be required in setting and cutting or laying out each part of the work.
- B. Upon CONTRACTOR'S request, the ENGINEER will furnish locations and bench marks reasonably necessary for the execution of the work. The CONTRACTOR shall furnish all lines and grades and will be held responsible for the proper execution of the work to such lines and grades. Lines and grade stakes which are destroyed shall be replaced by the CONTRACTOR at his own expense.

21. LAND ACQUISITIONS AND RIGHTS OF WAY:

The properties on which the items included in the contract are to be located will be provided by the OWNER without cost to the CONTRACTOR, and all rights-of-way and easements across private or public property required for the installation of the work will be obtained by the OWNER. The OWNER will make every effort to obtain easements and rights-of-way in sufficient time to allow work to progress in an orderly and expeditious manner. Failure on the OWNER'S part to obtain rights-of-way and easements in sufficient time to cause no interference with the progress of the work will be considered as just cause for allowing extensions of time to the CONTRACTOR in accordance with the time lost because of the lack of rights-of-way and easements.

22. CONTRACT SECURITY:

- A. The CONTRACTOR shall furnish Performance and Payment Bonds as security for the faithful performance and payment of all his obligations under the contract documents. These bonds shall

be in amounts as shown in the Instructions to Bidders and in the form and with sureties acceptable to the OWNER.

- B. The OWNER shall have the right to waive the surety bond requirements, in which case the CONTRACTOR shall reduce his bid price in the amount of the CONTRACTOR'S cost for such security.

23. WAGE RATES:

The CONTRACTOR shall pay at least the minimum wage rates established by law. Such wage rates are minimum rates only, and the OWNER will not consider any claims for additional compensation made by their CONTRACTOR because of payment by the CONTRACTOR of any wage rates in excess of minimum rates, nor will the OWNER consider any claim for additional compensation made by the CONTRACTOR because of wage increases established by law during the life of the contract.

24. SUBCONTRACTING:

- A. The CONTRACTOR shall not award any subcontract to any Subcontractor without the ENGINEER'S prior approval. Only those Subcontractors of proven ability whose reputation is known to the ENGINEER for executing first-class work will be approved. The ENGINEER'S approval will not be given until the CONTRACTOR submits to the ENGINEER an itemized written statement designating the name of each Subcontractor and the amount of each subcontract. This statement shall also designate the items of the contract which the CONTRACTOR proposes to execute directly with his own organization. The amount of these items, combined with the amounts of the various subcontract proposals, shall correspond to the contract price for the entire project. The contract will not be signed until all subcontractors have been approved.
- B. The CONTRACTOR shall be as fully responsible to the OWNER for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
- C. The CONTRACTOR shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind Subcontractors to the CONTRACTOR by the terms of the General Provisions and other Contract Documents insofar as applicable to the work of Subcontractors, and give the CONTRACTOR the same power to terminate any subcontract that the OWNER may exercise over the CONTRACTOR under any provisions of the Contract Documents.
- D. Nothing contained in this contract shall create any contractual relation between any Subcontractor and the OWNER. The contractual relationship shall exist between the OWNER and the CONTRACTOR only. It is the CONTRACTOR'S duty, in his own interest, to enter into subcontractual agreements in strict accordance with all provisions of the Contract Documents. The failure of the CONTRACTOR to make the proper agreements with his Subcontractors and suppliers shall in no way relieve the CONTRACTOR of his responsibilities and obligations to the OWNER.

- E. The Standard Specifications are grouped under the various divisions and/or sections for convenience of reference only. Each trade involved is not necessarily represented by a separate specification division and/or section, but rather, such divisions and/or sections are arbitrary and the CONTRACTOR will be permitted to allot portions of the work to Subcontractors at his own discretion, subject to the requirements of this Article 24 of the General Provisions, regardless of grouping of the specifications. It shall be the sole responsibility of the CONTRACTOR to settle definitely with each Subcontractor the portion of the work which each Subcontractor will be required to do. Neither the OWNER nor the ENGINEER will assume any responsibility whatsoever for any claims or disclaims by any of the Subcontractors or trades concerning the responsibility for performing any particular portion of the work, or jurisdiction over any particular type of work.
- F. The CONTRACTOR and all Subcontractors for the various branches of work employed on the project shall cooperate fully with each other to facilitate the progress of the work, and to avoid all interferences between the various parts of the work.
- G. Whenever his work is in progress, each Subcontractor shall have present at the job site a Job Superintendent, foreman, or other duly authorized agent with authority to control the Subcontractor's work. This duly authorized agent shall meet with the approval of the ENGINEER. The ENGINEER reserves the right to remove from the project the Subcontractor's agent or any other employee of the Subcontractor, if, in the ENGINEER'S judgment, such removal is necessary to protect the OWNER'S interest.

25. PAYMENTS BY CONTRACTORS:

The CONTRACTOR shall pay:

- (1) for all transportation and utility services not later than the twentieth (20th) day of the calendar month following that in which such services are rendered;
- (2) for all materials, tools, and other expendable equipment to the extent of ninety-five percent (95%) of cost thereof not later than the twentieth (20th) day of the calendar month following that in which such materials, tools, and equipment are delivered to the project site; and
- (3) to each of his Subcontractors, not later than the fifth (5th) day following each payment to the CONTRACTOR, the respective amounts allowed the CONTRACTOR on account of the work performed by his Subcontractor, to the extent of each Subcontractor's interest therein.

26. TIME FOR COMPLETION FOR WEATHER DELAYS:

- A. WET CONDITIONS: The required time of completion is given in calendar days in the BID. It is expressly understood and agreed, by and between the Contractor and the Owner, that the time for completion of the work described in the Contract Documents is a reasonable time for completion of the same, taking into consideration the average climatic range and usual lost time due to normal seasonal weather in this locality.

Time for completion in the Contract Documents includes the average number of days that are lost due to wet conditions. The table below shows the average number of days lost in each month due to wet conditions on outdoors civil projects, as heretofore determined by the Memphis and Shelby County Airport Authority and the Associated General Contractors Association, and it will be used to calculate additional time that will be allowed for time lost due to wet conditions.

For the purpose of consistency, the parties hereby agree that they will use the information contained in the table below as a guide, regardless of any differences in the weather at the site of the Project and the Memphis International Airport. The information in the table below was developed by the Associated General Contractors Association and the Memphis and Shelby County Airport Authority to determine a standard for wet conditions that stop outside work. The table below is not simply a summary of days that it rained, rather, the table shows the average number of days lost in each month due to wet conditions on outdoor civil projects as heretofore determined by the aforesaid parties in relation to one or more outdoor civil projects. This table will be used to calculate additional time that will be allowed for time lost due to wet conditions. The OWNER and the CONTRACTOR agree that it is an acceptable standard and agree to abide by it.

<u>MONTH</u>	<u>AVERAGE DAYS LOST TO NORMAL WET CONDITIONS*</u>
January	11.55
February	14.40
March	7.45
April	8.40
May	7.50
June	7.25
July	5.95
August	4.85
September	5.90
October	6.50
November	14.85
December	14.50

*Determined by the Memphis and Shelby County Airport Authority in conjunction with the Associated General Contractors Association based on ten (10) consecutive years of Shelby County weather data. The total contract time includes these days that are expected to be lost each month.

Because the Contract Documents prohibit work on Sunday, and because the average number of days of wet weather in the above chart are based on all days of the month and Sundays might or might not be one of such days, to maintain a fair standard for purposes of calculating wet weather days, it will be assumed that an additional two (2.0) wet weather days occurred during each month.

- B. ICE, STANDING SNOW AND FROZEN GROUND: In addition to the work being delayed due to wet conditions (see A. above), it is recognized that the work may also be delayed due to certain conditions relating to ice, snow and frozen ground. Loss of working time may also be claimed and allowed for such conditions in accordance with the provisions of this paragraph. The average

number of days lost per month in this locality due to ice, standing snow and frozen ground conditions shall be considered to be zero. Lost days due to ice, standing snow and frozen ground conditions may be claimed, however, if it is caused by one or more of the following conditions which prevent outside construction activity or access to the site within a 24-hour period:

1. Ice which does not melt on a substantial portion of the project by 10 a.m.;
2. Temperatures which do not rise above 32 degrees Fahrenheit by 10 a.m.; or
3. Standing snow in excess of one inch (1.00").

C. FURTHER PROVISIONS REGARDING TIME FOR COMPLETION:

- (a) A weather delay day may be counted only if worse than average weather prevents work on the project for fifty percent (50%) or more of the CONTRACTOR'S scheduled work day.
- (b) The CONTRACTOR must submit a Daily Job Site Work Log showing which and to what extent construction activities have been affected by weather on a monthly basis.
- (c) The CONTRACTOR must submit actual weather data to support a claim for the time extension obtained from the nearest NOAA weather station or other independently verified source approved by the Owner at the beginning of the project.
- (d) The CONTRACTOR must maintain a rain gauge, thermometer and clock at the job site and keep daily records of precipitation, temperature and the time of each occurrence throughout the project.
- (e) The CONTRACTOR must organize the claim documentation to facilitate its evaluation on the basis of calendar month periods and submit it monthly to the Owner.
- (f) If an extension of the contract time is appropriate, it shall be effected in accordance with the provisions of Paragraph 27.
- (g) No extra cost will be incurred by the OWNER for any extra time increase to the contract.

EXAMPLE: The following example is given for further clarification of how extra time for wet conditions and/or ice, standing snow or frozen ground is to be calculated. If wet conditions were to occur for a total of sixteen (16) days during the month of January, then the extra contract time allowed would be 16 days minus 11.55 days (from table in 26.A.), or 4.45 days, which may be rounded up to the nearest whole day, or 5.0 days, plus 2.0 additional wet weather days for a total of 7.0 days. Also, if during that same month there was standing snow or any combination of conditions as in B. above for three (3) days, then the Contractor would be allowed an extra 3.0 days in addition to the 7.0 days for wet conditions. The Contractor would get a total of 10.0 extra days. No extra cost will be incurred by the Owner for any extra time increase to the Contract.

27. CHANGE OF CONTRACT TIME

The contract time may only be changed by a change order or by a written amendment. Any claim for an adjustment in the contract time shall be based on written notice submitted by the CONTRACTOR within thirty (30) days after the event which caused the delay. The OWNER will render a decision on such a claim within thirty (30) days, and if the OWNER does not render a decision, a decision denying the claim shall be deemed to have been issued thirty-one (31) days after the claim was received. No extra cost will be incurred by the OWNER for any extra time increase to the Contract.

28. LIQUIDATED DAMAGES:

- A. It is hereby understood and mutually agreed, by and between the CONTRACTOR and the OWNER, that the date of beginning and the time for completion as specified in the Contract for the work to be done hereunder are ESSENTIAL CONDITIONS of this contract and that TIME IS OF THE ESSENCE with respect to this contract; it is further mutually understood and agreed that the work embraced in this Contract shall be commenced not later than a date to be specified in the "Notice to Proceed".
- B. The CONTRACTOR agrees that said work shall be processed regularly, diligently and uninterruptedly at such rate of progress as will ensure full completion thereof within the time specified. It is expressly understood and agreed, by and between the CONTRACTOR and the OWNER, that the time for the completion of the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual conditions prevailing in this locality. If the CONTRACTOR shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the OWNER, then the CONTRACTOR does hereby agree, as a part consideration for the awarding of this contract, to pay the OWNER the amount stated in the BID per day, not as a penalty, but as liquidated damages, for such breach of contract, for each and every calendar day that the CONTRACTOR shall be in default after the time stipulated in the contract for completing the work.
- C. The aforesaid amount is fixed and agreed upon by and between the CONTRACTOR and the OWNER because both parties recognize that the OWNER and its citizens will suffer actual damages if the CONTRACTOR fails to complete the work within the time specified herein but such damages are indeterminable and difficult to measure at the time of contracting. In making their agreement regarding liquidated damages, the parties have considered, among other things: (a) that this is a public project, i.e. a project being built by the OWNER for the benefit of and use by its citizens and the public generally, and that any delay in its scheduled completion will cause damages to those persons anticipated to use the project, which will be difficult to measure; and (b) that the OWNER'S staff will be required to monitor the CONTRACTOR throughout the pendency of construction, and the longer that construction takes, the longer the owner will be required to devote the services of its personnel and, in some instances employ the services of its consultants, all at additional expense to the OWNER. The CONTRACTOR recognizes the foregoing, and agrees that the amount of liquidated damages fixed and agreed upon herein is a reasonable estimate made at the inception of the Contract and agrees that such is not a penalty.

- D. It is further agreed that time is of the essence of each and every portion of this contract and of the SPECIFICATIONS wherein a definite and certain length of time is fixed for the performance of any act whatsoever. Where under the Contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence for this Contract. The CONTRACTOR shall not be charged with liquidated damages or any excess cost when the OWNER determines that the CONTRACTOR is without fault and the CONTRACTOR's reason(s) for the time extension are acceptable to the OWNER. The CONTRACTOR shall not be charged with liquidated damages or any excess cost when the delay of completion of the work is due:
- (a) to unforeseeable cause beyond the control and without the fault or negligence of the CONTRACTOR; or
 - (b) to any delays of SUBCONTRACTORS or suppliers occasioned by any of the causes specified in subsection (a) immediately above.

Provided, however, that the CONTRACTOR shall, within ten (10) days from the beginning of such delay, notify the OWNER in writing of the causes of the delay. The OWNER shall then ascertain the facts and extent of the delay and notify the CONTRACTOR within a reasonable time of its decision in the matter.

29. NOTICES AND SERVICE THEREOF:

- A. All notices, demands, requests, instructions, approvals and claims shall be in writing.
- B. Each notice to or demand upon the CONTRACTOR shall be sufficiently given if delivered at the office of the CONTRACTOR shown by him in the BID (or at such other office as the CONTRACTOR may from time to time designate to the OWNER in writing), or sent via facsimile transmission to CONTRACTOR'S fax number, in each case addressed to such office.
- C. Unless otherwise specified in writing to the CONTRACTOR, all papers required to be delivered to the OWNER shall be delivered to the ENGINEER, and each notice to or demand upon the OWNER shall be sufficiently given if delivered to the ENGINEER'S office or sent via facsimile transmission to the OWNER'S fax number. In each case such shall be addressed to the ENGINEER or to such other representative of the OWNER or to such other address as the OWNER may subsequently specify in writing to the CONTRACTOR for such purposes.
- D. Each such notice or demand shall be deemed to have been given or made as of the time of actual delivery if delivered, or, in the case of facsimile transmissions, at the time when same are properly transmitted by telecommunication device.

30. RIGHTS OF THE OWNER TO TERMINATE CONTRACT:

If the CONTRACTOR should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed for the CONTRACTOR or any of his property, or if he should persistently or repeatedly refuse or fail to supply enough properly skilled workmen or proper material, or if he should refuse or fail to make prompt payment to persons

supplying labor or material for the work under the Contract, or persistently disregard instructions or fail to observe or perform any provisions of the OWNER'S instructions, or fail to observe or perform any provisions of the Contract Documents, or otherwise be guilty of a violation of any provision of the Contract Documents, then the OWNER may, by at least five (5) days prior written notice to the CONTRACTOR, without prejudice to any other rights or remedies of the OWNER under the circumstances, terminate the CONTRACTOR'S right to proceed with the work. In such event, the Surety shall take over the work and prosecute it to completion, by contract or otherwise, and the Surety shall be liable for all costs in excess of the contract price. In such case, the Surety may take possession of, and utilize in completing the work, such materials, appliances, and plant as may be on the site of the work and necessary therefor. The foregoing provisions are in addition to, and not a limitation of, the rights of the OWNER under all other provisions of the Contract Documents.

31. ASSIGNMENT OF CONTRACT:

The CONTRACTOR shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without the OWNER'S written consent. In case the CONTRACTOR assigns all or any part of any monies due or to become due under this Contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any monies due or to become due to the CONTRACTOR shall be subject to prior liens or claims of all persons, firms, and corporations for services rendered or materials supplied for the performance of the work called for in this Contract.

32. CLAIMS FOR EXTRA COST:

If the CONTRACTOR claims that any instructions by drawings or otherwise involve extra cost or an extension of time, he shall so notify the OWNER in writing within ten (10) days after the receipt of such instructions, and in all cases before proceeding to execute the work. Thereafter, the procedure shall be the same as that described in Article 33, CHANGES IN WORK. No such claim shall be valid unless it is made in accordance with the terms of Article 33.

33. CHANGES IN WORK:

A. At any time, by a written order and without notice to the sureties, the OWNER may make changes in the drawings and specifications of this Contract and within the general scope thereof. In making any change, the charge or credit for the change will be determined by the OWNER by one of the following methods prior to the issuance of the order for the changed work:

- (I) Method I: The order shall fix the total lump sum value of the change, and shall establish the amount which shall be added to or deducted from the contract price. On all changes involving extras which will be added to the contract price, the price of the extras shall include the CONTRACTOR'S overhead and profit, which shall be as described in Method (4) below. On all changes which involve a new credit to the OWNER, no allowance for overhead and profit shall be figured, except as otherwise noted in Method (2) below;

- (2) Method 2: If the change involves construction items for which unit bid prices are shown in the BID, the amount to be added to or deducted from the contract price shall be determined by multiplying the unit quantities of the items to be added or omitted by the corresponding unit bid prices for the items involved, without further allowance for CONTRACTOR'S overhead and profit;
 - (3) Method 3: If the work is performed on a unit price basis and the change involves adding construction items for which no unit prices are shown in the BID, the unit prices for the items involved shall be estimated by Method (1) above or Method (4) below, based upon cost data of similar bid items. The amount to be added to the contract price shall be determined by multiplying the unit quantities of the item to be added by this estimated unit price;
 - (4) Method 4: Upon the OWNER'S order, the CONTRACTOR shall proceed with the work and keep and present to the OWNER, in such form as the OWNER may authorize, a correct account of the total cost of the change, together with all vouchers therefor. The total cost shall be determined as follows:
 - a. Compute the net cost of the change, which shall include: direct labor and items incidental to labor, such as public liability insurance, workmen's compensation insurance, and social security; materials and sales taxes on materials; the actual use of power tools and equipment; power; and pro-rata charges for foremen.
 - b. Except as otherwise specified in Paragraph B below, compute an allowance for overhead and profit. This allowance shall not exceed the following percentages of the net cost of the change as determined in Paragraph (4)a above: for all work performed, an allowance of 10% overhead and 10% profit shall be allowed; and an additional allowance of a 5% handling charge may be allowed for work performed by a sub-contractor. In no case shall the 10% overhead and 10% profit be applied to any work which has previously had these allowances added, nor shall the 5% handling charge be applied to any work which is not Subcontracted. The 5% handling charge may be applied to the net cost of the change plus its allowable overhead and profit. Among the items which may be considered as overhead are: bond or bonds; supervision; superintendents; timekeepers; clerks; watchmen; small tools; incidental job burdens; general office expenses; and insurance other than that noted in Paragraph (4)a above.
 - c. The sum of the amounts computed in accordance with Paragraphs (4)a and (4)b above shall constitute the total cost of the Change Order, except as otherwise specified in Paragraph B below.
- B. Where a cash allowance is included in the BID for authorized Contract Amendments or other purposes, the CONTRACTOR shall include in his total bid price all overhead, profit, and handling charges on the stated amount of the allowance. On all changes in the work which are to be paid for by this allowance, the CONTRACTOR shall not add to the net cost of the change any additional overhead and profit or any handling charges. However, if any part of such work is subcontracted,

each Subcontractor and Sub-subcontractor may allow himself not more than 10% overhead and 10% profit, as described in Paragraph (4)b above, but shall not include any handling charges.

- C. Where required by the OWNER, the CONTRACTOR shall furnish to the OWNER an itemized breakdown of the quantities and prices used in computing the value of each change that may be authorized.
- D. In figuring changes, instructions for measurement of quantities as set forth in the specifications shall be followed.
- E. During the progress of the work, should the CONTRACTOR encounter, or the ENGINEER or OWNER discover, subsurface or latent conditions at the site differing materially from those shown on the drawings or indicated in the specifications, or unknown conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the drawings and specifications, the ENGINEER'S attention shall be called immediately to such conditions before they are disturbed. The ENGINEER will thereupon promptly investigate the conditions. If he finds that they do materially differ, with the written approval of the OWNER, the Contract will be modified to provide for the increase or decrease of cost and difference in time resulting from such conditions.

34. SANITARY FACILITIES:

Where satisfactory sanitary facilities are not available to the job, the CONTRACTOR shall construct and maintain, at his expense, temporary toilet facilities complying with all local health department requirements and satisfactory to the ENGINEER, and shall remove them after completion of the project.

35. CUTTING AND PATCHING:

- A. Generally, cutting of new construction shall be avoided wherever possible by the proper coordination between the various trades, and by the placing of proper sleeves, inserts, bolts, and other items in the construction as the work progresses.
- B. However, where subsequent cutting of new construction or cutting of existing construction is required, it shall be done in a neat, careful, and approved manner, without unnecessary or extensive damage to the construction involved, and only to such an extent that is reasonably necessary for the installation of the work.
- C. All patching, repairing, and altering shall be done only by mechanics skilled in the various trades involved, using materials and workmanship to match those of the original construction in type and quality.
- D. All existing construction which is disturbed or damaged in any way by the CONTRACTOR'S operations shall be restored at least to the conditions which existed before work was begun, unless otherwise indicated.

36. REMOVAL OF DEBRIS:

During the progress of the work, the CONTRACTOR shall remove and properly dispose of the resultant dirt and debris and keep the premises reasonably clear thereof. Upon completion of the work he shall: remove all construction equipment and unused materials provided for the work; put all the buildings, structures, and premises in a neat and clean condition; and do all cleaning and washing required by the specifications.

37. USE OF COMPLETED WORK:

- A. The ENGINEER may accept a section or sections of a project before the entire project is completed. Such section(s) shall be of reasonable size, as determined by the ENGINEER, and shall be completed in full accordance with the Plans, Specifications and all other applicable provisions of the Contract. The acceptance of a section or sections of a project shall in no way void or alter any of the terms of the Contract.
- B. Upon written request to the CONTRACTOR, the OWNER may elect to place any one or more of the approved completed portions of the work in operation, in which event the OWNER shall assume complete and sole responsibility for those portions of the work covered in the written request; provided, however, that nothing contained herein shall relieve the CONTRACTOR of any liability with respect to defective workmanship and materials as provided for under Article 40, GUARANTEE, below.

38. STARTING, TESTING, AND ADJUSTING:

Upon substantial completion of all work under this contract and after the ENGINEER'S preliminary inspection thereof, the CONTRACTOR shall maintain one or more qualified competent workers on the job as required: to put the project in operation; to conduct all specified tests; to make all necessary corrections and adjustments to obtain specified, indicated, and satisfactory operation; and if a trial run is specified in SPECIAL CONDITIONS or the TECHNICAL SPECIFICATIONS, to cooperate with, assist, and instruct the OWNER'S representatives during the required trial run. Failure of the CONTRACTOR to comply with this requirement of the contract shall be considered just cause for delaying final approval and acceptance of the work, delaying the commencement of the guarantee period, and withholding any and all funds which may then be due the CONTRACTOR.

39. TAXES:

The CONTRACTOR shall pay all applicable Federal, State and Local taxes and shall include the total amount of the taxes in the bid price.

40. GUARANTEE

- A. All labor and material furnished by the CONTRACTOR covered by the drawings and specifications and official modifications thereof shall be guaranteed by the CONTRACTOR for a period of one (1) year from the date of final acceptance of the completed project by the OWNER. All necessary repairs required during this period due to defective workmanship or material shall be made promptly by the CONTRACTOR without cost to the OWNER at times convenient to the OWNER. An additional one (1) year guarantee period from the date of acceptance of the repaired item by the OWNER shall apply to any such repaired item.
- B. The ENGINEER shall have the sole right to establish the beginning of the guarantee period for all portions of the project, and if so stated in the SPECIAL CONDITIONS or the STANDARD SPECIFICATIONS, the guarantee period shall not begin until a trial run has been completed with satisfactory operation, to be determined in the sole discretion of the OWNER, for the period of time stated in the SPECIAL CONDITIONS or the STANDARD SPECIFICATIONS. It shall be the CONTRACTOR'S duty to make all final adjustments, perform all miscellaneous clean-up work, and conduct all specified performance tests. Final acceptance will not be given until the completion of all final adjustments, clean-up work, and tests.
- C. Where certain portions of the project are placed in use before the entire project is completed, the guarantee period for the equipment or items placed in use shall begin prior to the acceptance date of the entire project.

41. SAFETY AND HEALTH REGULATIONS

- A. The CONTRACTOR shall comply with the Department of Labor Safety and Health Regulations for construction promulgated under the Occupational Safety and Health Act of 1970 (PL 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 91-54).
- B. Authorized representatives of the Department of Labor shall be permitted free access to the project for inspections.

42. ARCHITECTURAL PROVISIONS:

The following provisions shall be applicable in the event that a licensed architect is involved with the Project:

- A. The drawings, specifications and other documents prepared by the ARCHITECT are instruments of the ARCHITECT'S service through which the Work to be executed by the CONTRACTOR is described. The CONTRACTOR may retain one contract record set. Neither the CONTRACTOR nor any Subcontractor, Sub-subcontractor or material or equipment supplier shall own or claim a copyright in the drawings, specifications and other documents prepared by the ARCHITECT, and unless otherwise indicated the ARCHITECT shall be deemed the author of them and will retain all common law, statutory and other reserved rights, in addition to the copyrights. All copies of the drawings, except the Contractor's record set, shall be returned or suitably accounted for to the ARCHITECT, on request, upon completion of the work. The drawings, specifications and other

documents prepared by the ARCHITECT, and copies thereof furnished to the CONTRACTOR are for use solely with respect to this Project. They are not to be used by the CONTRACTOR or any Subcontractor, Sub-subcontractor or for additions to this Project outside the scope of the Work without the specific written consent of the OWNER and ARCHITECT. The CONTRACTOR, Subcontractors, Sub-subcontractors and material or equipment suppliers are granted a limited license to use and reproduce applicable portions of the drawings, specifications and other documents prepared by the ARCHITECT appropriate to and for use in the execution of Work under the Contract Documents. All copies made under this license shall bear the statutory copyright notice, if any, shown on the drawings, specifications and other documents prepared by the ARCHITECT. Submittal or distribution to meet official requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the ARCHITECT'S copyright or other reserved rights. PROVIDED, HOWEVER, notwithstanding any provision in this Section 42.A to the contrary, it is understood and agreed that the OWNER shall be the owner of all drawings, specifications and other documents prepared by the ARCHITECT for this Project and that the OWNER may make any use of same as is lawful.

- B. The ARCHITECT will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the CONTRACTOR'S responsibility. The ARCHITECT will not be responsible for the CONTRACTOR'S failure to carry out the Work in accordance with the Contract Documents. The ARCHITECT will not have control over or charge of and will not be responsible for acts or omissions of the CONTRACTOR, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.
- C. The ARCHITECT will have authority to reject Work, which does not conform to the Contract Documents. Whenever the ARCHITECT considers it necessary or advisable for implementation of the intent of the Contract Documents, the ARCHITECT will have authority to require additional inspection or testing of the Work whether or not such Work is fabricated, installed or completed. However, neither this authority of the ARCHITECT nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the ARCHITECT to the CONTRACTOR, Subcontractors, material and equipment suppliers, their agents or employees, or other persons performing portions of the Work.
- D. The ARCHITECT will review and approve or take other appropriate action under the CONTRACTOR'S submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The ARCHITECT'S action will be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the OWNER, CONTRACTOR or separate contractors, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the CONTRACTOR as required by the Contract Documents. The ARCHITECT'S review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the ARCHITECT, of any construction means, methods,

techniques, sequences or procedures. The ARCHITECT'S approval of a specific item shall not indicate approval of an assembly of which the item is a component.

- E. The ARCHITECT will interpret and decide matters concerning performance under the requirements of the Contract Documents on written request of either the OWNER or CONTRACTOR. The ARCHITECT'S response to such requests will be made with reasonable promptness and within any time limits agreed upon.
- F. Interpretations and decisions of the ARCHITECT will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the ARCHITECT will endeavor to secure faithful performance by both OWNER and CONTRACTOR, will not show partiality to either and will not be liable for results of interpretations or decisions so rendered in good faith.

43. MODIFICATIONS TO GENERAL PROVISIONS

Modifications to these GENERAL PROVISIONS, if any, shall be as specified in SPECIAL CONDITIONS.

[END OF GENERAL PROVISIONS]

SPECIAL CONDITIONS

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I. SCOPE OF THE CONTRACT:

- A. The work required under this Contract includes furnishing and paying for all necessary materials, labor, tools, equipment, and other items and construction improvements of the Germantown Community Library Conference Room Addition complete in every detail, ready for the City's beneficial use as specified herein and/or indicated on the contract drawings. The conference room addition will begin inside the Germantown Community Library located at 1925 Exeter Rd. The project shall consist of, but is not limited to, the following items:

1. Demolition
2. Mechanical
3. Electrical
4. Fire Protection
5. Carpentry
6. Wall and Floor finishes
7. Other Related Work

B. See paragraphs 1 and 10 of the General Provisions.

2. WORK ITEMS AND MATERIAL NOT LISTED IN THE BID:

Cost for work and/or material and/or services not specifically listed in the BID but needed for a complete product as set forth in the Plans and Specifications shall be incidental to the work items listed in the BID, unless otherwise shown on the drawings or specified herein.

3. AWARD OF CONTRACT:

A. See Information for Bidders and Information for Successful Bidder.

B. Instances of conflict between unit price and amount shown in the BID shall be by the unit price. The amount to be considered in the bid will be the product of the quantity shown multiplied by the unit price shown by the bidder.

4. PRE-CONSTRUCTION CONFERENCE:

A. After the Contract is awarded, and incident to the issuance of the Notice to Proceed, the ENGINEER will conduct a pre-construction conference.

B. The CONTRACTOR shall be prepared during the conference to:

1. Present a general sequence of operations, including major work items along with anticipated completion dates.
2. Present a list of all sub-contractors to be used in the execution of the work under this project.
3. Discuss any of the submittals and/or respond to any questions the OWNER may have regarding the submittals.
4. Advise the OWNER of all anticipated construction problems and difficulties with the OWNER'S operations, and present plans to avoid unnecessary interference therewith.
5. Discuss conflicts between the proposed work and any existing utilities with the representatives of the affected utilities. Determine the relocation plans, if required, of the utilities and develop a schedule that will coordinate the relocation plans of the utility with the work.
6. Obtain the interpretation, clarification, and/or the OWNER'S decision concerning requirements of the drawings, specifications, or other contract documents which the CONTRACTOR finds unclear. Discuss any other items pertaining to the work, as desired.

C. The ENGINEER will furnish to the CONTRACTOR written minutes of the Pre-Construction

Conference, verifying the interpretations, clarification, instructions, agreements, and other information pertinent to the Project resulting from the conference.

5. LINES, GRADES, STAKES, AND TEMPLATES:

- A. The construction horizontal and vertical control staking shall be performed by a licensed engineer or land surveyor acceptable to the OWNER.
- B. The following shall be the minimum requirements of the Project for construction control staking:
 - 1. Establish Centerline or Baseline Control
 - a. Establish in field all control points, P.I.'s, P.C.'s, P.T.'s, P.O.T.'s, etc.
 - b. Establish in field points on line of Centerline or Baseline.
 - 1. Maximum 100' intervals for straight tangents
 - 2. Maximum 50' intervals for horizontal curves
 - c. The stationing used shall correspond to the Centerline or Baseline stationing used in the plans. All points shall be labeled with the appropriate station.
 - d. All control points shall be referenced so they may be easily and accurately re-established.
 - e. The establishment of the Centerline or Baseline Control for the entire Project shall be established before any construction staking will be undertaken.
 - 2. Field notes shall be kept in a Surveyor's Field Book of all construction and staking performed. The Field Book shall be available for review or reference by the OWNER or CONTRACTOR at all times.
- C. Prior to final acceptance, the CONTRACTOR shall have a licensed engineer or land surveyor certify that the work has been constructed and completed essentially to the lines and grades shown on the contract drawings. Receipt of said certification under the signed seal of the engineer or land surveyor shall be a condition of release of the final payment for the Contract.

6. WATER AND ELECTRICITY & GAS FOR CONSTRUCTION:

- A. Water: At no cost to the CONTRACTOR, the OWNER will furnish all necessary water for testing, sterilizing, flushing, dust control and other construction purposes, subject to following conditions:
 - 1. Water will be available from existing facilities at locations designated by the OWNER. The CONTRACTOR shall obtain a fire hydrant use permit. The fee for the permit will be waived; however, the CONTRACTOR should be prepared to provide the estimated quantity of water to be used. The CONTRACTOR shall provide all necessary hoses,

temporary pipework, portable tanks, and other equipment to convey and use water.

2. The CONTRACTOR and subcontractors shall carefully conserve all water, and not waste it unnecessarily. If, in the opinion of the OWNER, the CONTRACTOR is using excessive amounts of water, the OWNER may require the CONTRACTOR to begin paying for all water used after such determination.

B. Electricity: At its own expense, the CONTRACTOR shall provide all electric power & gas for the Project construction.

7. **LABORATORY TESTING:**

A. The cost of laboratory testing services specified for earth work, concrete work, paving materials, and base course, and the cost of laboratory inspection, and stamping of pipe, fittings, equipment and other materials shall be included in the various unit prices; no separate payment shall be made thereof.

B. The OWNER may, at its own expense, make arrangements for any additional testing services that it may deem appropriate. These tests shall in no way release the CONTRACTOR of his responsibility to provide a quality product meeting the specification requirements for materials and workmanship of the project.

8. **EXISTING UTILITIES, STRUCTURES, AND OTHER PROPERTY:**

A. The position of pole lines, conduits, water mains, sewers, storm drains, natural gas lines, and other above and below ground utilities and structures is not necessarily shown on the contract drawings. Where shown, the accuracy of the position of such utilities and structures is not guaranteed. Before construction begins, the CONTRACTOR shall inform himself of the exact location of all such utilities and structures, and shall assume all liability for damaging them. Unless otherwise specified, the CONTRACTOR shall support all such utilities and structures, or temporarily remove them, and restore them to the satisfaction of the owners of the utilities and /or structures.

B. After commencing work, the CONTRACTOR shall use every precaution to avoid interfaces with existing underground and surface utilities and structures, and to protect them from damage.

C. The CONTRACTOR shall contact owners of underground utilities to determine the exact location of those utilities before performing any construction in the immediate vicinity of those respective utilities. Contact for relocation shall be made through the Tennessee One Call service, telephone number 1-800-351-1111. The location of the services must be requested three (3) days prior to digging.

Utility	Owner	Telephone
Gas and Electricity	Memphis Light, Gas, and Water	901-367-3300 (Hickory Hill Work Center)
Sewer and Water	City of Germantown	901-757-7350
Cable Television	Comcast	800-351-1111
Telephone	AT&T	800-351-1111
Traffic Signal	City of Germantown	901-757-7281

D. The CONTRACTOR shall repair or pay for any damage caused by his operations to all utility property, and private property whether it is above or below ground, and he shall settle in total cost all damage suits which may arise as a result of his operations.

9. EXISTING UTILITY RELOCATIONS AND/OR ADJUSTMENTS:

- A. All relocations and/or adjustments required for electrical facilities, natural gas mains and service lines, and related appurtenances shall be performed by Memphis Light, Gas, and Water.
- B. Telephone lines and cables, above and below ground, shall be relocated and/or adjusted as needed by AT&T Telephone Company.
- C. Television cable lines shall be relocated and/or adjusted as necessary by Comcast.
- D. If the plans for the Project provide for relocation and/or adjustment of sanitary and/or related service lines and/or storm drainage facilities, the CONTRACTOR shall be responsible for performing such work at his expense.
- E. The CONTRACTOR shall cooperate fully with each of the companies named in A, B, and C above. The CONTRACTOR shall cooperate and schedule his work with these utilities to avoid all interference with each utility's and CONTRACTOR'S work.
- F. Existing utilities and telecom lines located within the City's right of Way and on City projects will be relocated or adjusted by the appropriate utility/telecom provider at no cost to the Contractor

10. ACCESS TO PROPERTIES DURING CONSTRUCTION:

- A. Each property owner affected by the Project will be provided with continuous access to his respective property. The CONTRACTOR shall plan his work so as to ensure this. When the situation requires, the CONTRACTOR shall provide signage and barricades to redirect local traffic to the appropriate detour.
- B. Failure to provide appropriate signage and barricades shall be cause for the OWNER to stop work on all activities associated with the Project.

11. VEHICULAR TRAFFIC AND PEDESTRIAN WARNINGS:

The Contractor shall:

- A. Schedule and perform all work to interfere as little as possible with vehicular and pedestrian traffic flow. Poor planning and gross inconsideration of traffic flow will be just cause to stop the CONTRACTOR'S work until the unsatisfactory conditions have been remedied.
- B. Mark clearly all open ditches, open excavations, soft backfill, parked equipment, etc. with signs, fences, and/or barricades during daytime hours, and, in addition, with lights at night and maintain all flares, signs, fences, and/or barricades during weekend, holiday and all other times when work is not in progress.
- C. Provide adequate signage, barricades, fences, and watchmen to comply with the requirements of all authorities having jurisdiction, and, as necessary, for the safety and convenience of the general public.
- D. All traffic control shall conform to Section VI of the Manual on Uniform Traffic Control Devices as adopted by the Federal Highway Administration and the Tennessee Department of Transportation.
- E. All existing structures, trees, fences, etc. that are not required to be removed in the execution of the work shall be preserved as specified in the appropriate sections of the Technical Specifications portion of this document.

12. EROSION AND SILTATION:

The Contractor shall:

- A. During Project construction, use every precaution and make all provisions as required to minimize erosion and siltation, and to prevent damage to adjacent properties by erosion and siltation resulting from performance under this Contract.
- B. All adjacent properties damaged by erosion and/or siltation resulting from this Project are shall be restored to at least pre-construction conditions by the CONTRACTOR.

13. AIR QUALITY PROTECTION:

- A. General: The CONTRACTOR shall use suitable precautions to minimize air pollution during the progress of the work. The CONTRACTOR shall maintain all excavations, stockpiles, and all other work areas within and without the Project boundaries free from dust that would cause the standards for air pollution to be exceeded, thus causing a hazard or nuisance to others. All equipment utilized for dust control shall be of safe design

and/or of sufficient capacity for the intended work. The CONTRACTOR shall perform dust control as the work proceeds and when a dust hazard or nuisance occurs.

- B. Burning: No burning will be permitted.

14. CHANGES IN WORK:

- A. See Paragraph 33 of the General Provisions.
- B. If conditions described in Paragraph 33E of the General Provisions are encountered and the CONTRACTOR fails to notify the ENGINEER and/or proceeds to work in area(s) without written permission from the ENGINEER, the CONTRACTOR shall assume full responsibility for all work performed. All unacceptable work performed under these conditions shall be promptly repaired or replaced at the CONTRACTOR'S expense with no cost to the City. No extra cost shall be allowed for any work performed in the area(s) described in Paragraph 33E without written approval from the ENGINEER.

15. CLEAN UP:

In addition to the requirements of Paragraph 36 of the General Provisions, the site and structures to be constructed thereon shall be maintained and kept clean and free of rubbish, unused materials, and equipment during the construction period. The CONTRACTOR shall remove all dirt, rubbish, and surplus materials of all descriptions, including equipment not in use, and maintain the site in a neat and orderly condition, all as approved by the OWNER in its sole discretion. Materials and equipment known to belong to others shall not be removed from the site without duly notifying the owner thereof.

16. WEATHER CONDITIONS:

In the event of temporary suspension of work, or during a period of inclement weather, or whenever the ENGINEER shall direct, the CONTRACTOR will protect, and will cause his subcontractor(s) to protect, the CONTRACTOR'S and the respective subcontractor's work and materials against damage or injury from the weather. If, in the opinion of the ENGINEER, any work or materials are damaged by reason of the failure of the CONTRACTOR or any of his subcontractors to protect said work or materials, such work or materials shall be removed and replaced at the expense of the CONTRACTOR.

17. SUBSTANTIAL COMPLETION:

- A. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the OWNER can occupy or utilize the Work for its intended use.
- B. When the CONTRACTOR considers that the Work, or a portion thereof which the OWNER agrees to accept separately, is substantially complete, representatives of the OWNER and

the CONTRACTOR will make a thorough inspection of the entire Project and prepare a "Punch List" of all items requiring correction or additional work prior to final payment. Failure to include an item on such list does not alter the responsibility of the CONTRACTOR to complete all Work in accordance with the Contract Documents.

- C. Upon receipt of the CONTRACTOR'S Punch List, the ENGINEER or the OWNER'S designee (as applicable) will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the inspection by the ENGINEER or the OWNER'S designee (as applicable) discloses any item, whether or not included on the CONTRACTOR'S Punch List, which is not sufficiently complete in accordance with the Contract Documents so that the OWNER can occupy or utilize the Work or designated portion thereof for its intended use, the CONTRACTOR shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the ENGINEER, or the OWNER'S designee, (as applicable). In such case, the CONTRACTOR shall then submit a request for another inspection by the ENGINEER or OWNER'S designee to determine Substantial Completion.
- D. When the Work or designated portion thereof is substantially complete, the ENGINEER or OWNER'S designee will prepare a Certificate of Substantial Completion, which shall establish the date of Substantial Completion, shall establish responsibilities of the OWNER and CONTRACTOR for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the CONTRACTOR shall finish all items on the Punch List accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.
- E. The Certificate of Substantial Completion shall be submitted to the OWNER and CONTRACTOR for their written acceptance of responsibilities assigned to them in such Certificate.

18. PARTIAL OCCUPANCY OR USE:

- A. The OWNER may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated in accordance with the Special Conditions herein contained, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Work. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the OWNER and CONTRACTOR have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the CONTRACTOR considers a portion substantially complete, the CONTRACTOR shall prepare and submit a Punch List to the ENGINEER or OWNER'S designee (as applicable) as provided under Section 17.

- B. Immediately prior to such partial occupancy or use, the OWNER, the CONTRACTOR and ENGINEER or OWNER'S designee (as applicable) shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

19. FINAL INSPECTION AND FINAL PAYMENT:

- A. After the CONTRACTOR has corrected all of the items listed on the Punch List to the satisfaction of the ENGINEER or the OWNER'S designee (as applicable), the ENGINEER or the OWNER'S designee (as applicable) will notify the CONTRACTOR, in writing, that the project is accepted (i.e., the "Notice of Acceptance") and final payment will be made to the CONTRACTOR not less than thirty (30) days thereafter.
- B. The CONTRACTOR'S one (1) year guarantee period will commence with the date of the Notice of Acceptance. All necessary repairs required during this period due to defective workmanship or material shall be made promptly by the CONTRACTOR without cost to the OWNER at times convenient to the OWNER. An additional one (1) year guarantee period from the date of acceptance of the repaired items by the OWNER shall apply to any such repaired item.
- C. Neither final payment nor any retained percentage shall become due until the CONTRACTOR submits to the OWNER: (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the OWNER or the OWNER'S property might be responsible or encumbered (less amounts withheld by OWNER) have been paid or otherwise satisfied; (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be cancelled or allowed to expire until at least thirty (30) days' prior written notice has been given to the OWNER; (3) a written statement that the CONTRACTOR knows of no reason that the insurance will not be renewed to cover the period required by the Contract Documents; (4) consent of surety, if any, to final payment; and (5) other data requested by the OWNER establishing payment or satisfaction of obligations, such as receipts, releases and waivers of liens, claims, security interests or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the OWNER. If a Subcontractor refuses to furnish a release or waiver required by the OWNER, the CONTRACTOR may furnish a bond satisfactory to the OWNER to indemnify the OWNER against such lien. If such 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 lien, including all costs and reasonable attorneys' fees.
- D. If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the CONTRACTOR or by issuance of Change Orders affecting final completion, the OWNER may in the OWNER'S sole and absolute discretion, upon application by the CONTRACTOR without terminating the Contract, make payment of the

balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the CONTRACTOR to the ENGINEER or OWNER'S representative (as applicable) prior to certification of such payment. Such payment, if any, shall be made under terms and conditions governing final payment.

- E. The making of final payment shall not constitute a waiver of claims by the OWNER.
- F. Acceptance of final payment by the CONTRACTOR, a Subcontractor or material supplier shall constitute a waiver of claims by that payee.

[END OF SPECIAL CONDITIONS]

TECHNICAL SPECIFICATIONS

Unless noted otherwise herein or in the construction drawings, all work shall be performed in accordance with the City of Memphis and Shelby County standard Construction Specifications.

CONSTRUCTION DRAWINGS

Project Description: Addition of a conference room inside of an existing library.

Applicable Codes:

- Local:**
- 2015 International Building Code (with local amendments)
 - 2015 International Existing Building Code (with local amendments)
 - 2015 International Energy Conservation Code (with local amendments)
 - 2015 International Mechanical Code of Memphis & Shelby County (with local amendments)
 - 2015 International Plumbing Code of Memphis & Shelby County (with local amendments)
 - 2015 International Fuel Gas Code of Memphis & Shelby County (with local amendments)
 - 2014 National Electrical Code (with local amendments)
 - 2015 International Fire Code with Local Amendments (with local amendments)

Occupancy Type: Assembly (A-3)

Construction Type: Type II-B, Unprotected, sprinklered

Building Data: (Allowed / Provided)

Fire Protection: Sprinklers provided
 Building Height: 36'-0" - Existing
 Number of Stories: 3 permitted / 1 provided
 Gross Floor Area: 38,000 sf for a single story sprinklered building (per IBC Table 506.2)
 Provided: 35,000 s.f.

Fire Resistance:

Exterior Walls: For separations of 10' or greater: No Rating Required
 Corridors: No rating for sprinklered building
 Enclosed Stairwells: N/A (1 story building)
 Mechanical Shaft: N/A (1 story building)
 Elevator Machine Rooms: N/A (1 story building)
 Elevator Shafts: N/A (1 story building)
 Electrical Rooms: 1-Hr. Rating; 45-min. Protected Openings

Fire Safety:

Sprinklers: In compliance with NFPA 13
 Portable Fire Extinguishers: In compliance with NFPA 10
 Smoke Alarms: In compliance with NFPA 72

Interior Finishes:

Assembly Occupancy finishes in vertical exits and passageways shall be Class B; finishes in exit access corridors and other exit ways and rooms shall be Class B, and enclosed spaces shall be Class C.

Egress:

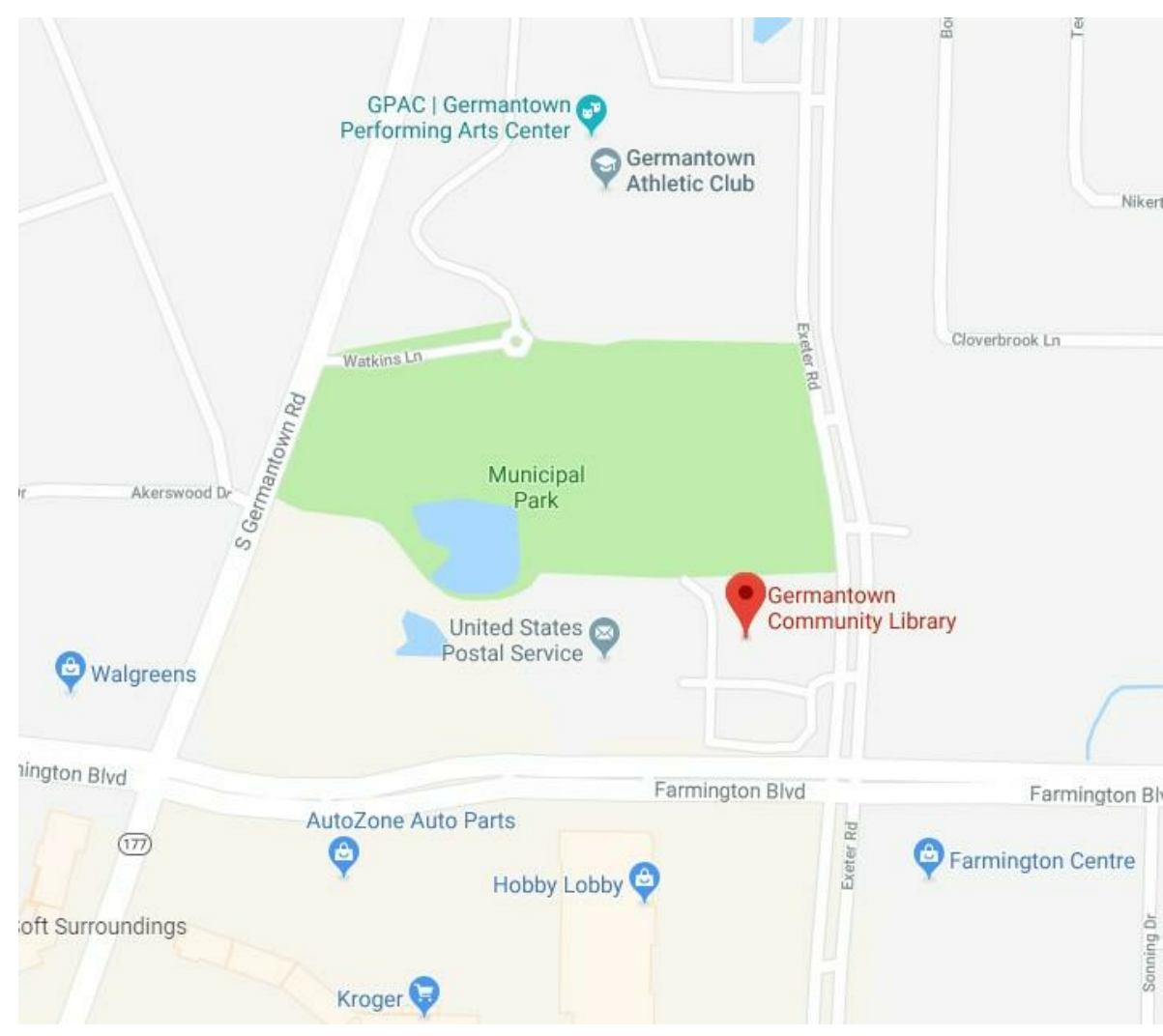
Exit Width Per Occupant (with sprinkler system): 0.2 inches per occupant for ramps, doors, other egress components
 Maximum Common Path of Travel: 0.3 inches for stairways
 Assembly Occupancies: 75 feet
 Maximum Travel Distance: Assembly Occupancies: 250 feet
 Dead End Corridor Limitations: Assembly Occupancies: 20 feet

Means of Egress (Per 2012 NFPA 101 Chapter 7 Means of Egress)

2012 NFPA 101 7.3.3 Egress Capacity
 TABLE 7.3.3.1: Egress capacity for approved components of means of egress
 Stairway Width: 0.3" width per person
 Level Components: 0.2" width per person

2012 NFPA 101 28.3.6 Corridors
 28.3.6.1.3: In Buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with 28.3.5, corridor walls in an Assembly Occupancy building have no requirements.

VICINITY MAP



GERMANTOWN COMMUNITY LIBRARY CONFERENCE ROOM ADDITION

1925 Exeter Road
 Germantown, TN 38138
 7/19/2019



BOARD OF MAYOR AND ALDERMEN

MIKE PALLAZOLLO
 MARY ANNE GIBSON
 FORREST OWENS
 ROCKY JANDA
 SCOTT SANDERS
 DEAN MASSEY

MAYOR
 ALDERMAN
 ALDERMAN
 ALDERMAN
 ALDERMAN
 ALDERMAN

PATRICK LAWTON

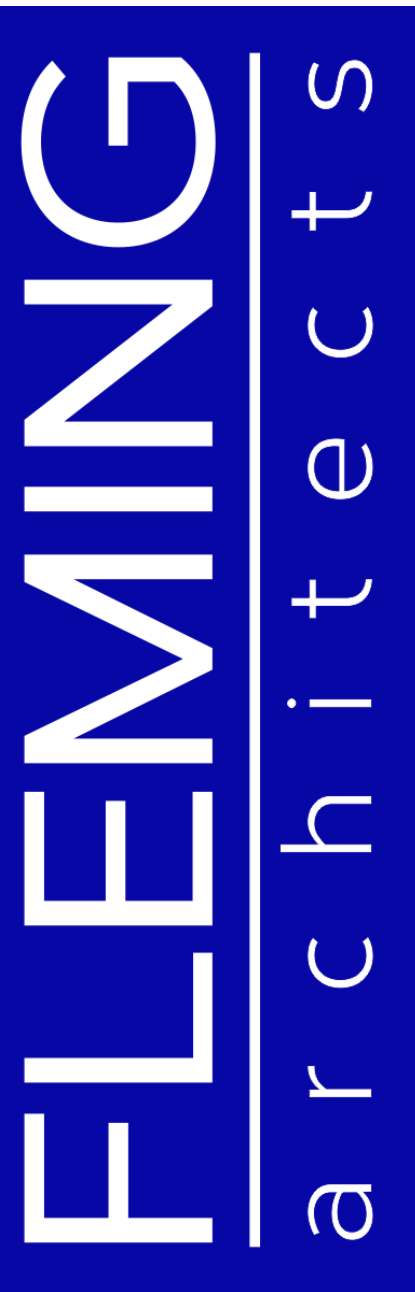
CITY ADMINISTRATOR

CONSULTANTS

MECH./PLUMB./ELEC.
 HNA ENGINEERING
 11880 CRANSTON DRIVE
 STE. 104
 ARLINGTON, TENNESSEE 38002
 (901) 290-6378

INDEX OF DRAWINGS

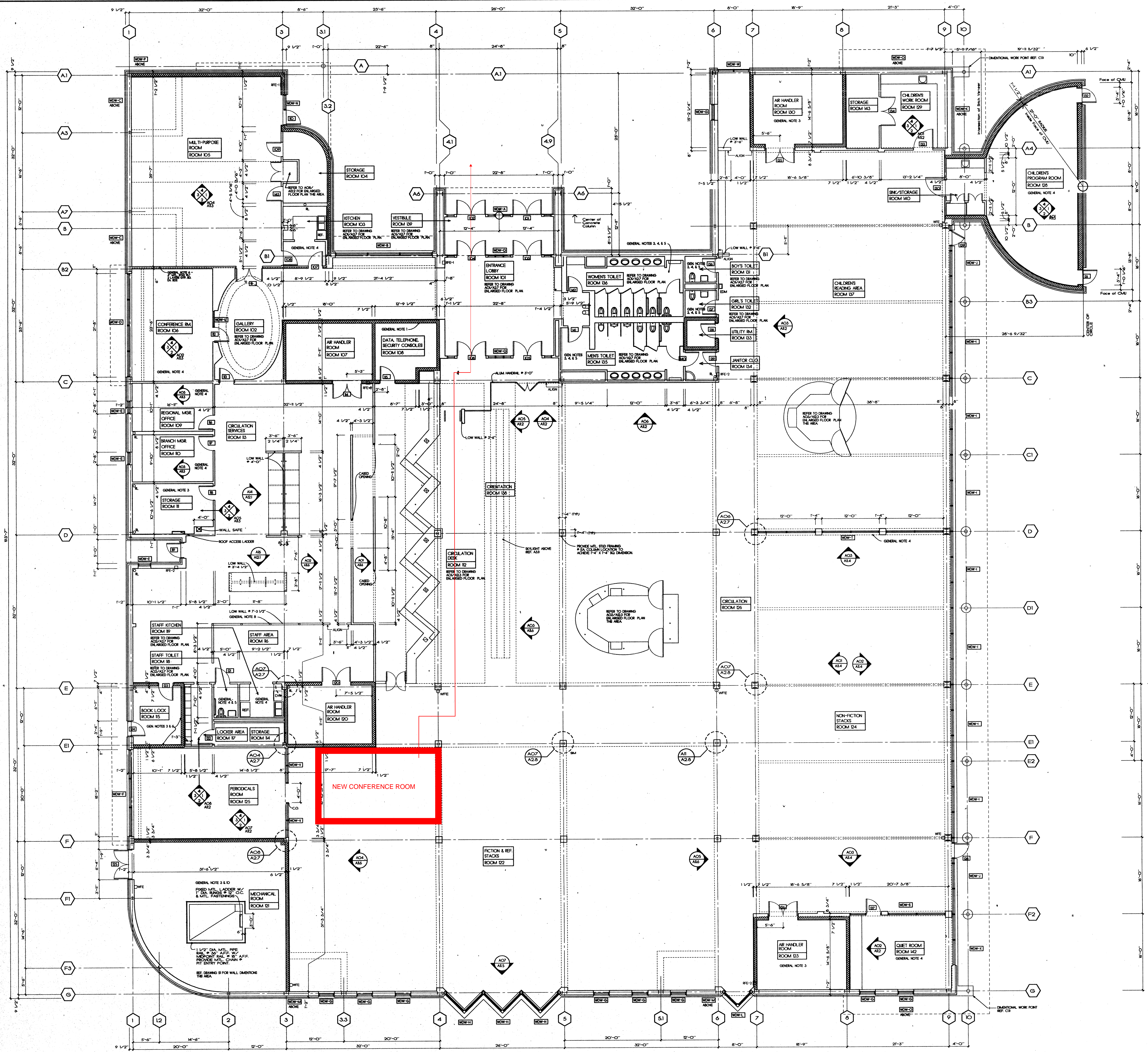
GENERAL	
0.0	COVER
LIFE SAFETY	
LS1.1	LIFE SAFETY PLAN
ARCHITECTURAL	
A1.1	FLOOR PLANS
A1.2	INTERIOR ELEVATIONS
MECHANICAL	
M0.1	ABBREVIATIONS, SYMBOLS, NOTES & SCHEDULES - MECHANICAL
M1.1	FLOOR PLANS - MECHANICAL
M2.1	DETAILS - MECHANICAL
FIRE PROTECTION	
FP1.1	FLOOR PLANS - FIRE PROTECTION
ELECTRICAL	
E0.1	LEGENDS AND SCHEDULES - ELECTRICAL
E0.2	NOTES - ELECTRICAL
E0.3	DETAILS - ELECTRICAL
ED1.1	FLOOR PLANS - DEMOLITION - ELECTRICAL
E2.1	FLOOR PLANS - LIGHTING - ELECTRICAL



5101 WHEELIS DRIVE,
 SUITE 215
 MEMPHIS, TN 38117
 T: 901.767.3924 | F:
 901.767.3924
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GERMANTOWN COMMUNITY LIBRARY
 CONFERENCE ROOM ADDITION
 1925 Exeter Road
 Germantown, TN 38138
BID SET





1. PROVIDE 3/4" PLYWD. SUBSTRATE IN WEST WALL IN RM 103 FULL HEIGHT. REF. ELEC DRAWINGS FOR PANEL LOCATIONS. CONTRACTOR TO PROVIDE ALL NECESSARY BLOCKING FOR WALL MTD. EQUIPMENT.
2. ALL 8" BLOCK WALLS INDICATED AS 20001 REQUIRE 7/8" FURRING CHANNEL W/ 5/8" GYP. BD. EA. SIDE EXCEPT MECH. ROOMS.
3. RUN PARTITION TO DECK THIS AREA.
4. SOUND BATT. INSULATION THIS AREA.
5. MOISTURE RESISTANT GYP. BD. THIS AREA.
6. 2 HOUR RATED WALL SEPARATION.
7. 2" GYP. INTERIOR WALL PARTITION REQUIRE 5/8" GYP. BD. 3 5/8" MTL. STUD.
8. LOW WALL W/ 4" STL. TUBES @ 4'-0" O.C.
9. SEE P21 FOR RAIN LEADER REL. LOCATIONS. COORDINATE ROUTING W/ LOCATION OF INTERIOR PARTITIONS.
10. REF. STRUCT. 59'A FOR ADDITIONAL INFORMATION REGARDING THE PUMP PIT CONSTRUCTION. WATERPROOFING TO BE PROVIDED FOR EXTERIOR SURFACES OF PUMP PIT WALLS.

AO1 BUILDING FLOOR PLAN
 1/8"=1'-0" ARCHITECTURAL FLOOR PLAN

AO2 GENERAL NOTES

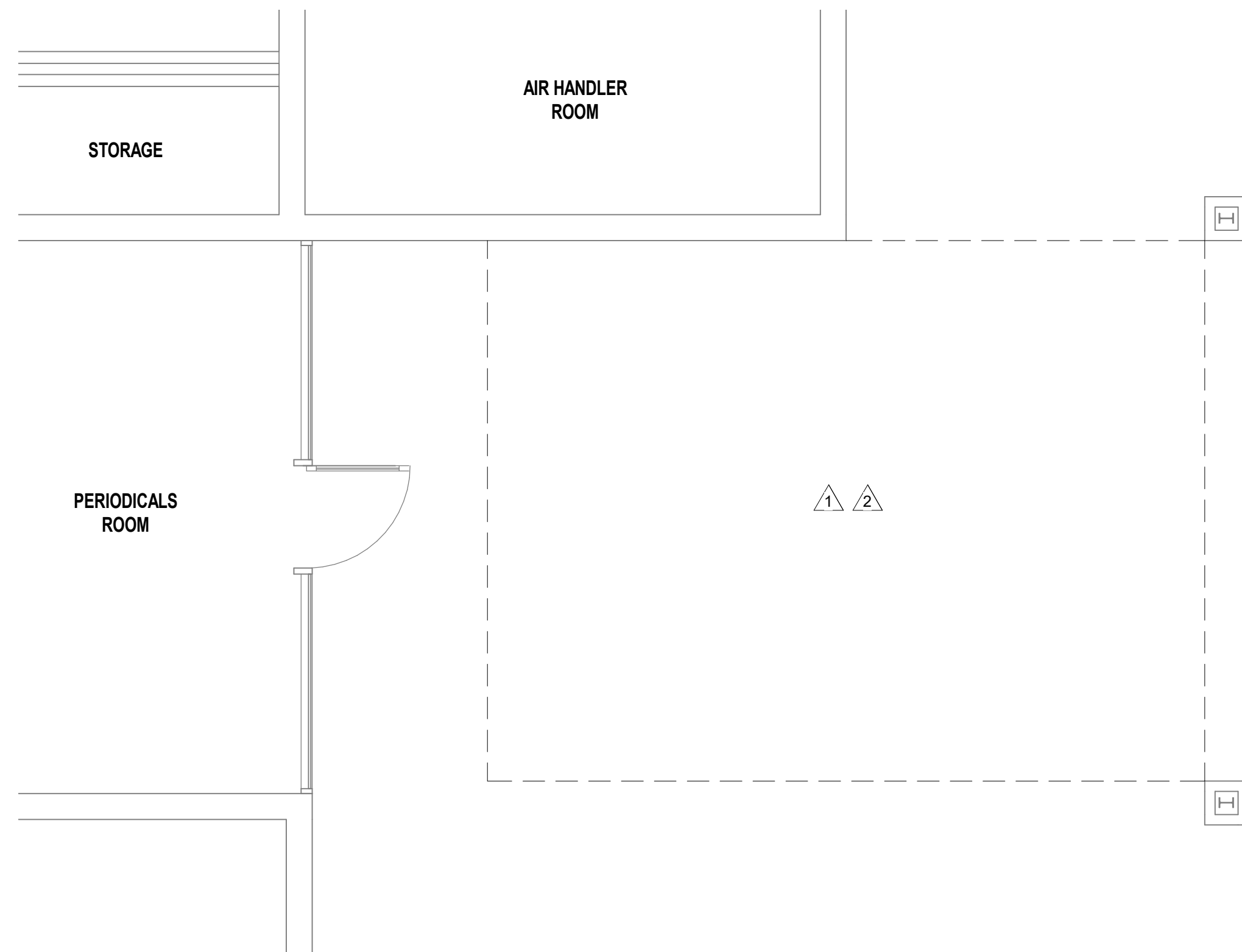
GERMANTOWN COMMUNITY LIBRARY
 TENNESSEE
 GERMANTOWN,

PHASE FOUR/ CONSTRUCTION DOCUMENTS
 ARCHITECTURAL FLOOR PLAN

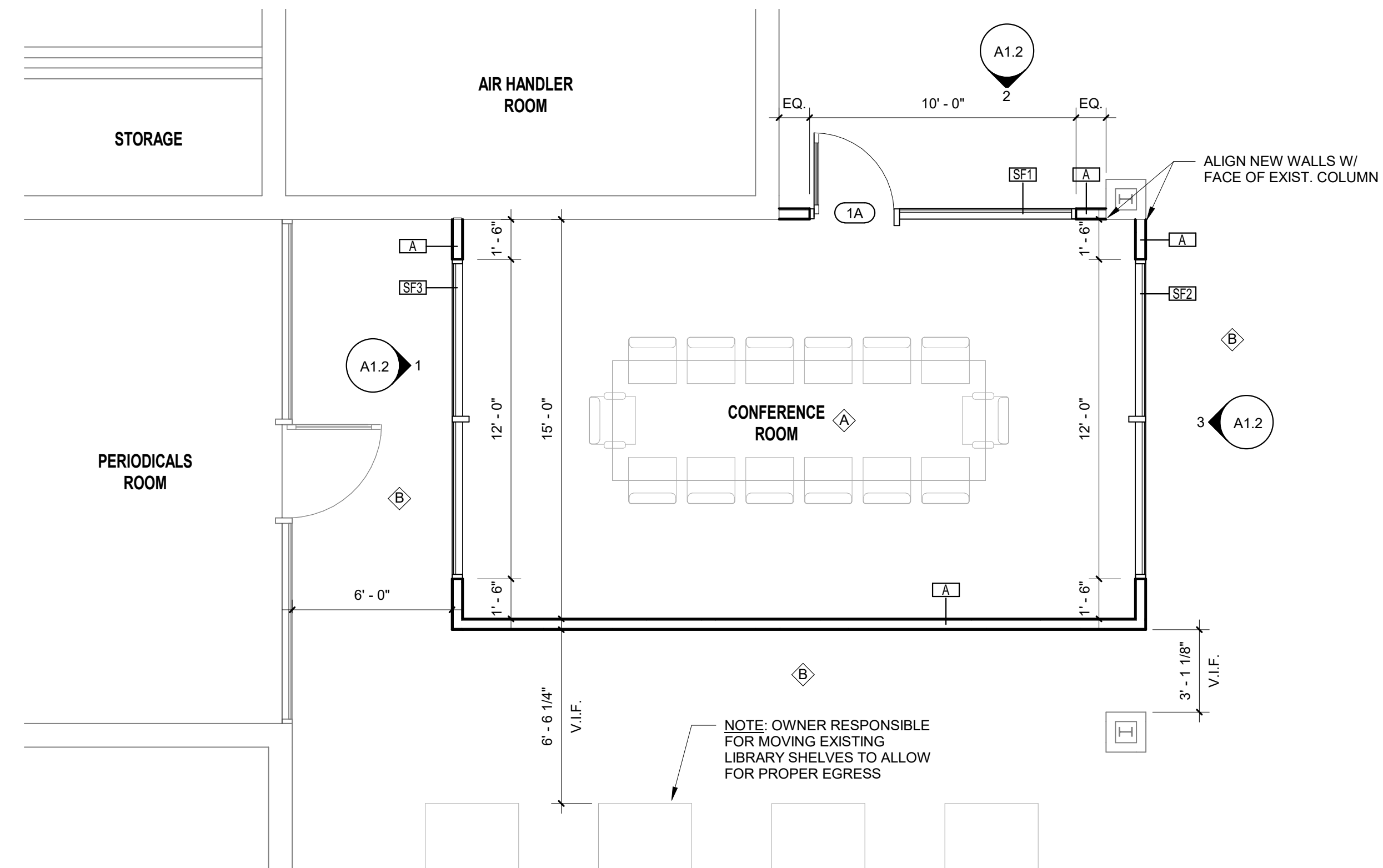
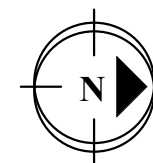
DO NOT SCALE DRAWINGS.
 USE DIMENSIONS ONLY.
 THIS DRAWING IS THE PROPERTY OF THE ARCHITECT.
 IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFIC CONDITIONS AT JOB SITE.
 CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE.
 REVISION NO.

PROJECT NO.
 4105
 DATE
 JUNE 13, 1995
 SHEET

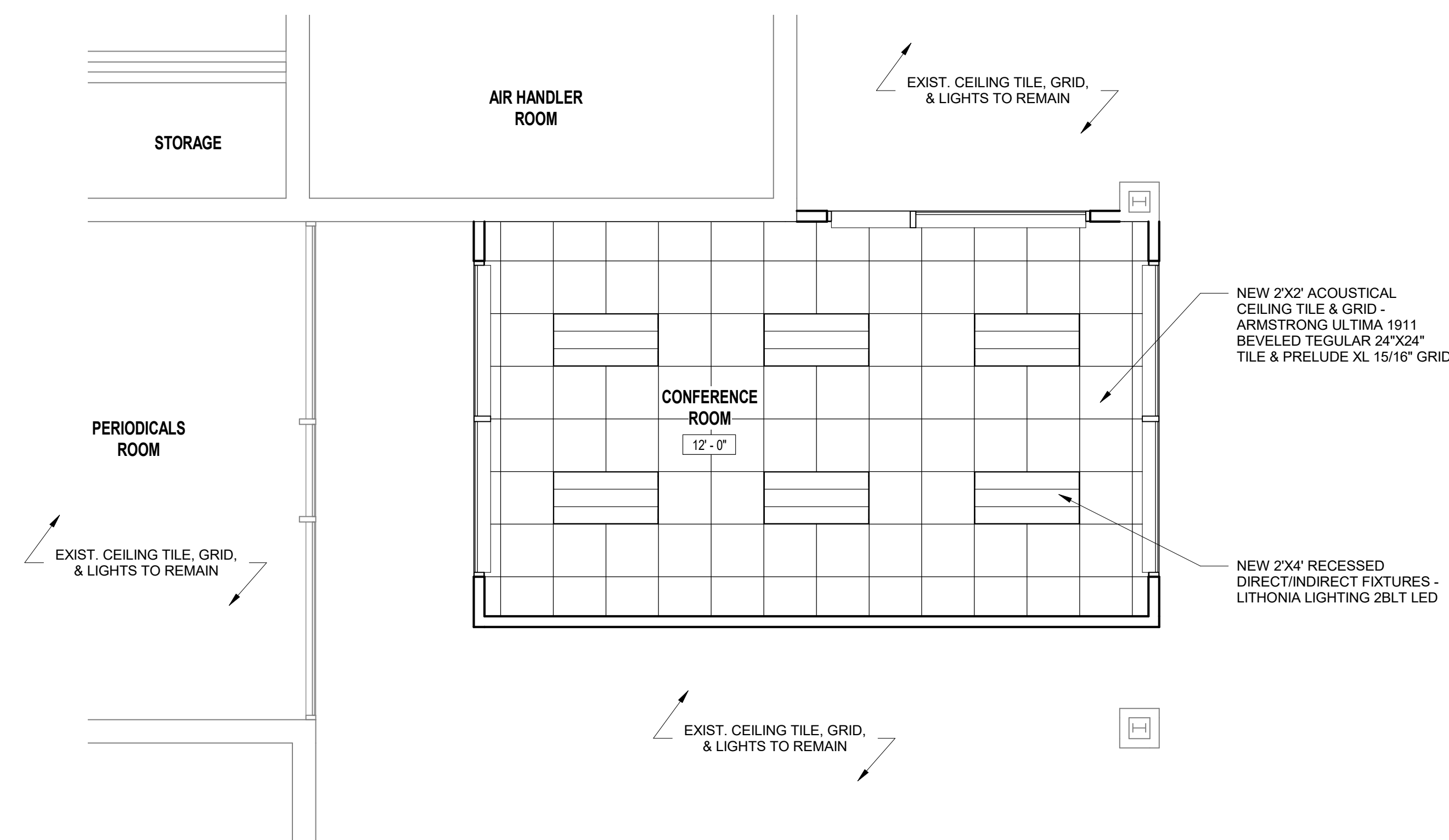
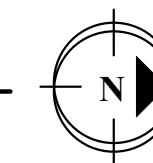
LS1.1



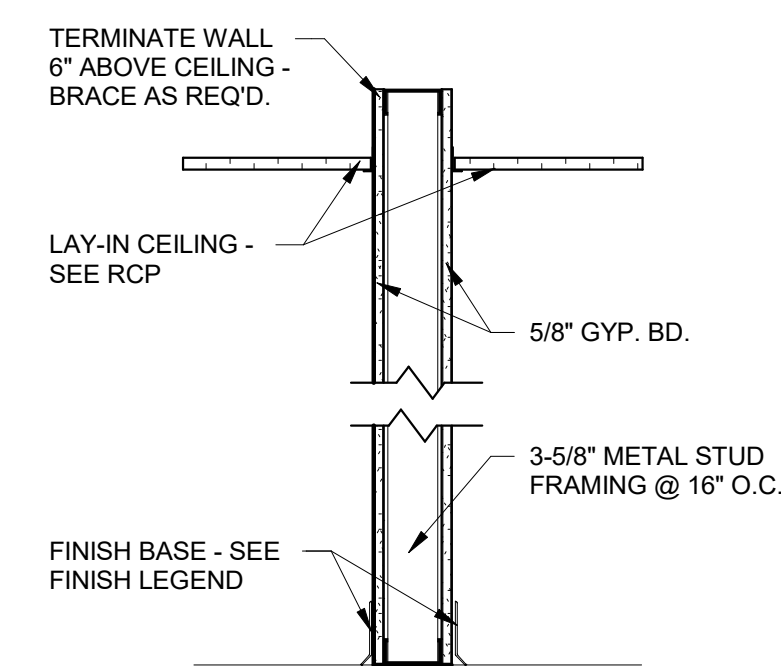
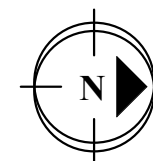
1 DEMOLITION FLOOR PLAN
1/4" = 1'-0"



2 REFERENCE FLOOR PLAN
1/4" = 1'-0"



3 REFLECTED CEILING PLAN
1/4" = 1'-0"



WALL TYPE A

TYP. NON-RATED 3-5/8" METAL STUD PARTITION NOT TO DECK

WALL TYPES
1" = 1'-0"

SYMBOL LEGEND	
	NORTH ARROW
	ELEVATION
	DOOR NUMBER
	WALL/STOREFRONT TYPE

DEMO LEGEND	
	REMOVE EXIST. CARPET AND BASE AS REQUIRED FOR NEW CONSTRUCTION
	REMOVE EXIST. CEILING TILE, GRID, LIGHTS, & CEILING EQUIPMENT AS REQUIRED FOR NEW CONSTRUCTION. SALVAGE CEILING EQUIPMENT FOR REUSE

FINISH LEGEND	
	FLOOR: NEW LVT BASE: NEW RUBBER BASE (MATCH EXIST.) WALLS: NEW PAINT
	FLOOR: EXIST. CARPET TO REMAIN BASE: EXIST. BASE TO REMAIN; NEW RUBBER BASE ON NEW WALLS ONLY WALLS: EXIST. PAINT TO REMAIN; NEW PAINT ON NEW WALLS ONLY

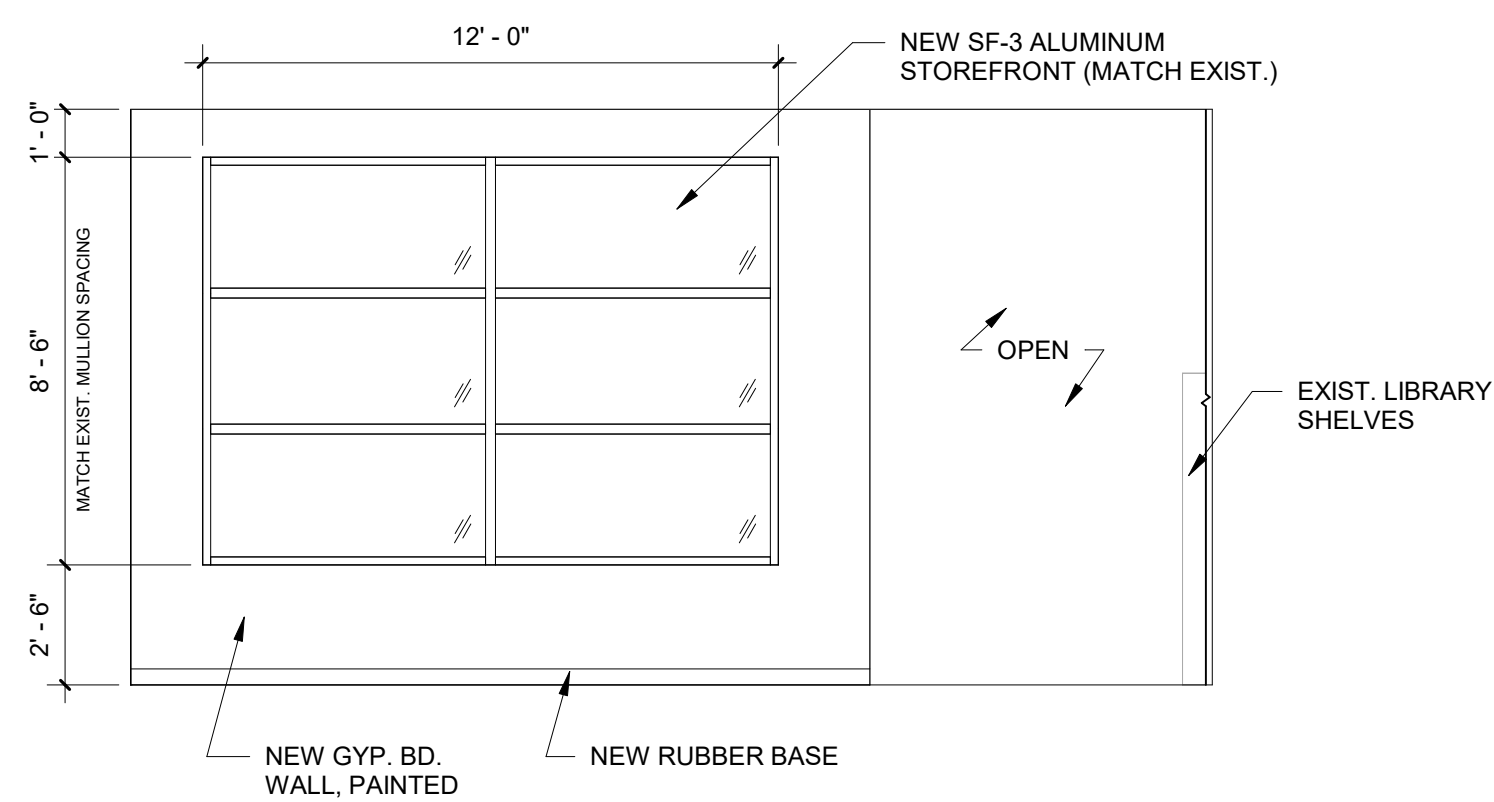
FINISH NOTES	
1.	NEW LVT - TBD
2.	NEW RUBBER BASE TO MATCH EXISTING.
3.	NEW PAINT TO MATCH EXISTING.

RCP NOTES	
1.	PROVIDE NEW SPRINKLER HEADS & ADJUST SPRINKLER HEAD LAYOUT IN RENOVATED AREA TO COMPLY W/ BUILDING REQUIREMENTS PER LOCAL CODE.
2.	LIGHTING AND MECHANICAL DESIGN TO BE DESIGN/BUILD BY OTHERS. ELECTRICAL AND MECHANICAL DESIGN TO BE SUBMITTED FOR APPROVAL SEPARATELY.
3.	REINSTALL SALVAGED CEILING EQUIPMENT. G.C. TO COORDINATE LOCATIONS W/ NEW CEILING TILE & GRID LAYOUT

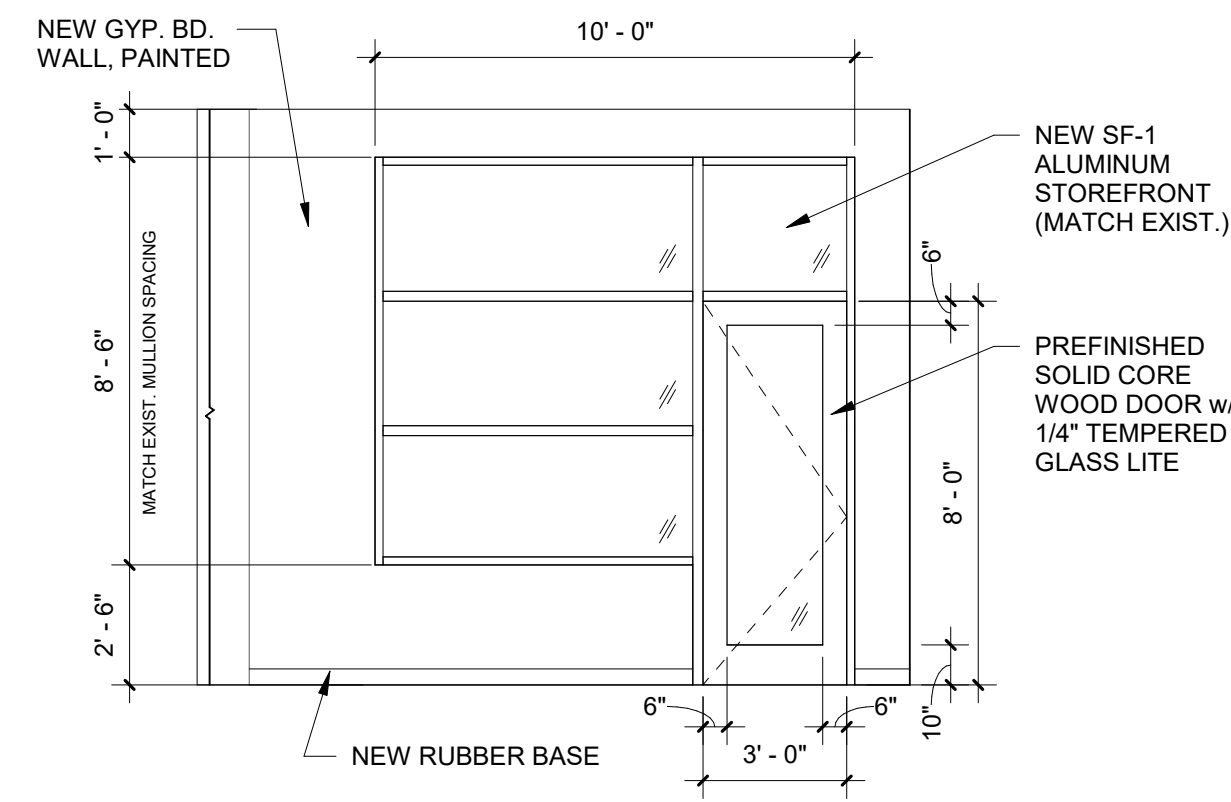


REVISIONS		
Revision Date	Rev. #	Revision Description

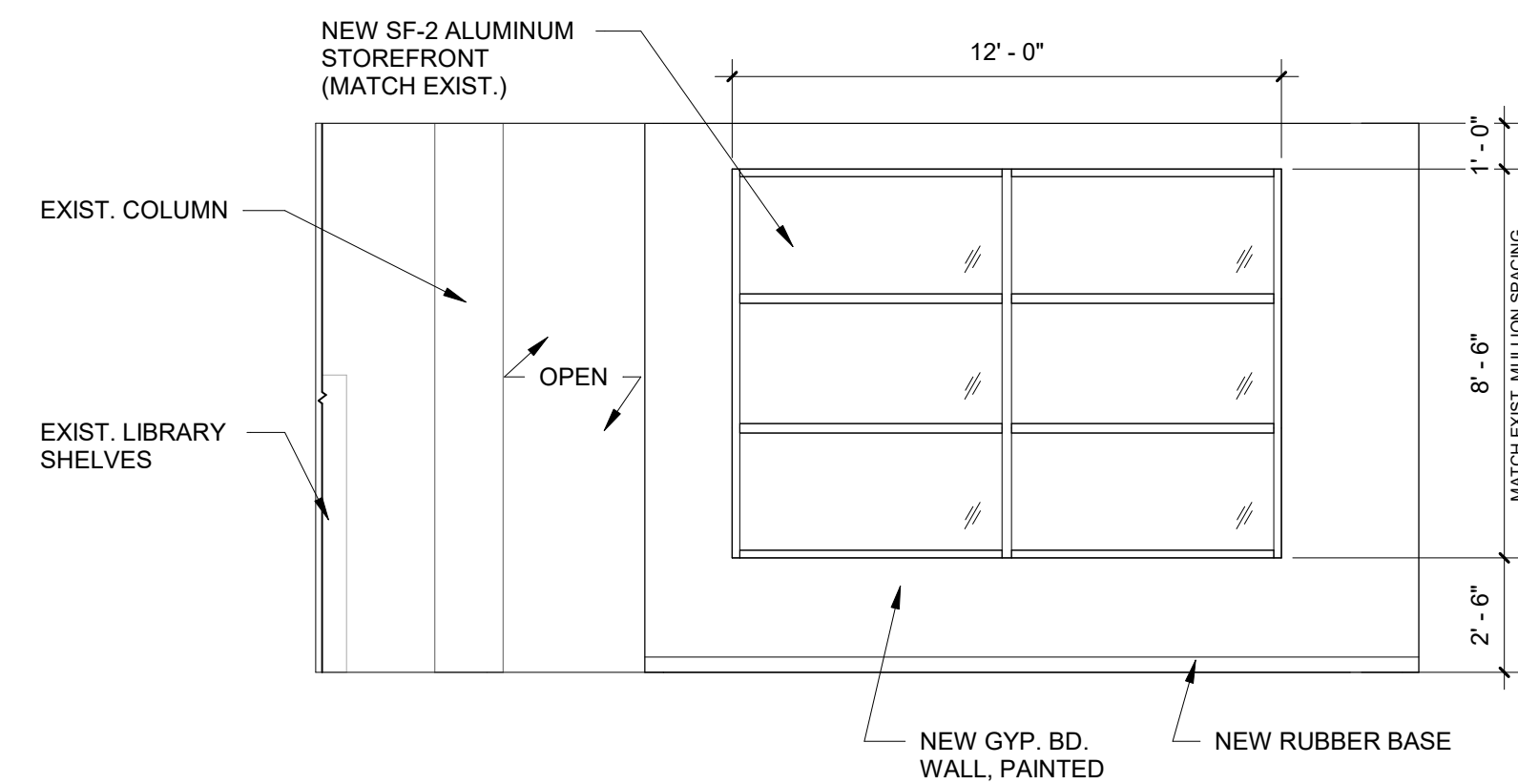
PROJECT NUMBER	280219
DATE OF ORIGINAL ISSUE	7/19/2019
SHEET NUMBER	A1.1



1 INTERIOR ELEVATION - EAST
1/4" = 1'-0"



2 INTERIOR ELEVATION - SOUTH
1/4" = 1'-0"



3 INTERIOR ELEVATION - WEST
1/4" = 1'-0"

NOTE: ALL INTERIOR STOREFRONT SHALL BE SINGLE PANED, 1/4" TEMPERED CLEAR GLASS, CENTER GLAZED. BASIS OF STOREFRONT DESIGN IS KAWNEER TRI-FAB 400 NON-THERMAL FRAMING SYSTEM WITH A 4" DEPTH AND 1 3/4" SITELINE. COLOR OF FRAMES TO MATCH EXISTING (DARK BRONZE). SUBSTITUTION REQUESTS WILL BE REVIEWED BY THE ARCHITECT FOR QUALITY AND CONFORMANCE.

GERMANTOWN COMMUNITY LIBRARY
CONFERENCE ROOM ADDITION

1925 Exeter Road
Germantown, TN 38138



REVISIONS		
Revision Date	Rev. #	Revision Description
PROJECT NUMBER 280219		
DATE OF ORIGINAL ISSUE 7/19/2019		
SHEET NUMBER A1.2		

INTERIOR ELEVATIONS

SA	SUPPLY AIR	MCA	MINIMUM CURRENT AMPS
SAD	SUPPLY AIR DUCT	MOC	MAXIMUM OVER-CURRENT PROTECTION
SAG	SUPPLY AIR GRILLE	AFF	ABOVE FINISHED FLOOR
RA	RETURN AIR	CFM	CUBIC FEET PER MINUTE
RAD	RETURN AIR DUCT	TYP	TYPICAL
RAG	RETURN AIR GRILLE	8φ	ROUND DUCTWORK
OA	OUTSIDE AIR	10x6	RECTANGULAR DUCT (WIDTHxDEPTH)
OAD	OUTSIDE AIR DUCT	MFR	MANUFACTURER
OSA	OUTSIDE AIR	TSTAT	THERMOSTAT
EA	EXHAUST AIR	VAV-1	VARIABLE AIR VOLUME UNIT
EAD	EXHAUST AIR DUCT	DN	DOWN
EAG	EXHAUST AIR GRILLE	LAT	LEAVING AIR TEMP
TAD	TRANSFER AIR DUCT	EAT	ENTERING AIR TEMP
TAG	TRANSFER AIR GRILLE	DX	DIRECT EXPANSION
		ESP	EXTERNAL STATIC PRESSURE





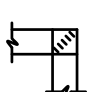
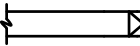
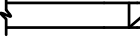
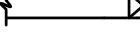




1 ABBREVIATIONS - MECHANICAL
NOT TO SCALE

- FURNISH AND INSTALL ALL NECESSARY LABOR AND MATERIALS FOR A COMPLETE SYSTEM. ANY APPLIANCES OR MATERIALS OBVIOUSLY A PART OF THE SYSTEM AND NECESSARY FOR ITS PROPER OPERATION, ALTHOUGH NOT SPECIFICALLY MENTIONED HEREIN, SHALL BE FURNISHED AND INSTALLED AS IF CALLED FOR IN DETAIL.
- WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH ALL STATE AND LOCAL CODES.
- ATTAIN AND PAY FOR ALL REQUIRED PERMITS AND FEES.
- DRAWINGS ARE GENERALLY DIAGRAMMATIC AND DO NOT NECESSARILY SHOW FITTING AND DETAIL. INSTALL DUCTS, EQUIPMENT, PIPING, ETC., IN A NEAT WORKMANLIKE MANNER, AND IN ACCORDANCE WITH GOOD PRACTICE FOR A COMPLETE WORKABLE INSTALLATION. AVOID CONFLICT WITH OTHER WORK; MAKE ADEQUATE PROVISIONS FOR PREVENTING NOISE AND VIBRATION. ARRANGE EQUIPMENT INTO THE AVAILABLE SPACE IN A MANNER TO MAKE ALL WORKING PARTS ACCESSIBLE FOR MAINTENANCE AND SERVICE.
- MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED AGAINST DEFECTS FOR ONE YEAR.
- PROTECT ALL MATERIALS AND EQUIPMENT FROM DAMAGE.
- CONSTRUCT AIR DUCTS IN ACCORDANCE WITH SMACNA DUCT MANUALS LATEST EDITION.
- HVAC WORK INDICATED DIAGRAMMATICALLY, EXACT LOCATION OF ALL COMPONENTS ARE TO BE DETERMINED IN THE FIELD AND BY THE ACTUAL BUILDING CONDITIONS.
- ALL WORK SHALL BE COORDINATED WITH ALL OTHER TRADES BEFORE ANY INSTALLATION IS MADE.
- ALL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH STATE CODES, MANUFACTURER'S APPROVED PUBLISHED LITERATURE, AND AUTHORITIES HAVING JURISDICTION. A COPY OF THE MFR'S INSTALLATION INSTRUCTIONS SHALL BE KEPT ON THE JOB SITE AT ALL TIMES.
- INSTALLATION OF ALL EQUIPMENT SHALL PERMIT ACCESSIBILITY FOR SERVICE AND/OR REPLACEMENT.
- COORDINATE VOLTAGE AND PHASE OF EACH PIECE OF EQUIPMENT WITH ELECTRICAL CONTRACTOR BEFORE ORDERING.
- FLEXIBLE DUCT RUNOUTS TO CEILING DIFFUSERS SHALL BE INSTALLED FREE OF KINKS AND SAGS. MAXIMUM LENGTH OF FLEXIBLE DUCT SHALL BE 3'-0".
- COMPLETION AND TESTS SHALL INCLUDE CLEANING AND LUBRICATION OF ALL EQUIPMENT, AND ADJUSTMENTS FOR PROPER OPERATION. ADJUST DAMPERS, REGISTERS AND DIFFUSERS FOR PROPER AIR DISTRIBUTION. CHECK SYSTEM UNDER ACTUAL OPERATING CONDITIONS AND MAKE ADJUSTMENTS FOR A UNIFORM TEMPERATURE THROUGH THE CONDITIONED SPACE.

3 NOTES - MECHANICAL
NOT TO SCALE

HOT WATER HEATING VAV BOX SCHEDULE												
UNIT	MAX CFM	HTG CFM	INLET SIZE IN.	WATER TEMP F		GPM	AIR TEMP F		HEATING CAPACITY BTU/HR	PIPE RUNOUT SIZE IN.	MAXIMUM NC RADIATED/DISCHARGE	COMMENTS
				ENT WTR	LVG WTR		ENT AIR	LVG AIR				
VAV4-10	440	220	8	180	160	1.0	55	90	8,300	3/4	30/30	1

1. VAV TO BE EQUAL TO TRANE VCWF. PROVIDE CONTROL TRANSFORMER AND UNIT MOUNTED DISCONNECT.

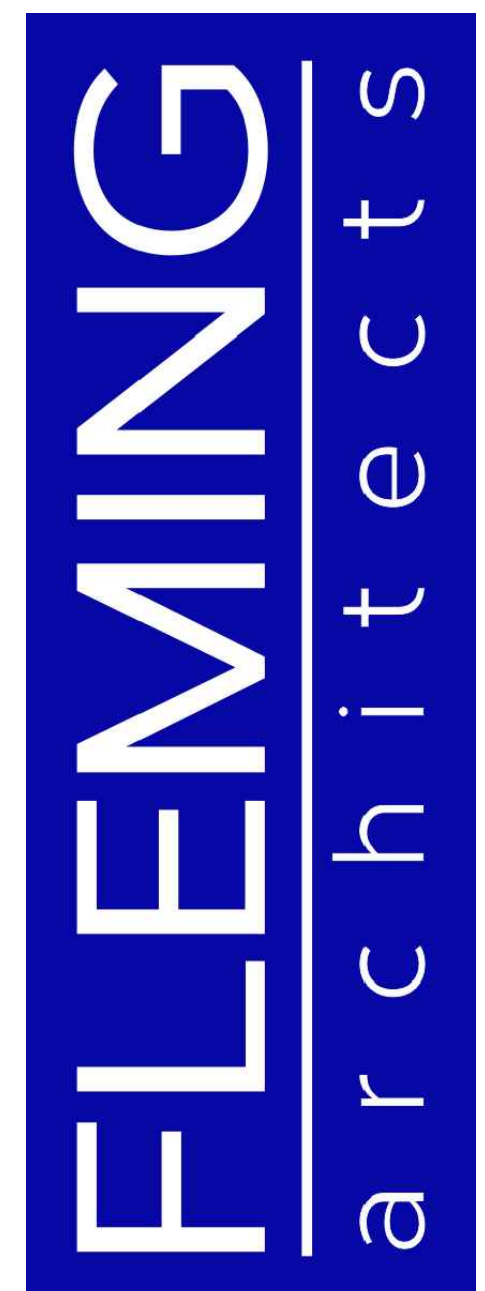
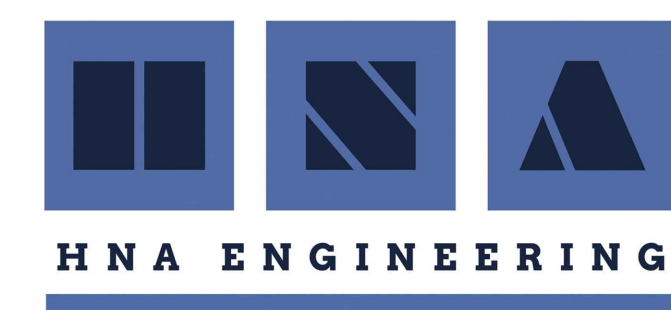
-  CONNECT NEW TO EXISTING
-  NEW WORK
-  WORK TO BE DEMOED
-  EXISTING WORK TO REMAIN
-  TURNING VANES
-  SUPPLY DUCT IN SECTION
-  RETURN DUCT IN SECTION
-  EXHAUST DUCT IN SECTION
-  SUPPLY DIFFUSER
-  DIFFUSER CFM AND TYPE
-  RETURN/EXHAUST AIR DEVICE
-  THERMOSTAT

2 LEGEND - MECHANICAL
NOT TO SCALE

- LOCATIONS SHOWN FOR EQUIPMENT ARE APPROXIMATE LOCATIONS. CONTRACTOR SHALL COORDINATE WITH THE FIELD CONDITIONS FOR THE EXACT LOCATION AND MODIFY DUCTS/PIPES ACCORDINGLY.
- CONTRACTOR SHALL FIELD VERIFY AVAILABLE SPACE FOR DUCTWORK BEFORE FABRICATING. CONTRACTOR SHALL MODIFY DUCTWORK TO FIT AVAILABLE FIELD CONDITIONS.
- SIZE REFRIGERANT PIPING PER MANUFACTURERS RECOMMENDATIONS FOR ACTUAL LINE LENGTHS AND VERTICAL LIFT REQUIRED.
- ALL EXTERIOR WALL AND ROOF PENETRATIONS SHALL BE SEALED WATERPROOF.
- PROVIDE FIRESTOP WHERE PIPES, CONDUITS, BUS DUCTS, WIRES, DUCTS, AND SIMILAR BUILDING SERVICE EQUIPMENT PENETRATING RATED FLOORS AND WALLS.
- ALL CEILING EQUIPMENT SHALL BE INSTALLED IN SUCH A WAY THAT LIGHTS, PIPING, AND DUCTWORK DO NOT BLOCK ACCESS TO UNITS AND RELATED ACCESSORIES.
- ALL DUCT SIZES SHOWN ARE NET INSIDE CLEAR DIMENSIONS.
- PROVIDE VOLUME DAMPERS AT EACH BRANCH TAKEOFF AND IN SUCH OTHER LOCATIONS WHERE REQUIRED TO PROPERLY BALANCE THE SYSTEM.
- PROVIDE INSTRUMENT TEST HOLES WITH CAPS IN AIR DISTRIBUTION SYSTEMS WHEREVER VOLUME DAMPER ARE SHOWN.
- ALL MISCELLANEOUS STRUCTURAL SUPPORTS REQUIRED FOR HVAC EQUIPMENT INSTALLATIONS SHALL BE PROVIDED BY HVAC CONTRACTOR.
- ALL TRANSFER DUCT SHALL BE INTERNALLY LINED.
- ALL THE MITERED ELBOWS SHALL BE PROVIDED WITH TURNING VANES. ALL THE ROUND ELBOWS SHALL A CENTER TO FACE OF 1,5 X THE DUCT WIDTH.
- ALL PIPING AND DUCTS IN FINISHED ROOMS OR SPACES SHALL BE CONCEALED IN FURRED CHASES OR SUSPENDED CEILINGS UNLESS OTHERWISE NOTED.
- ACCESS PANELS IN SUSPENDED CEILINGS ARE REQUIRED FOR ALL VALVES, DAMPERS, CONTROLS, ETC., AND SHALL BE FURNISHED UNDER ARCHITECTURAL SPECIFICATIONS.
- PROVIDE ONE 12"x12" TAD FOR EVERY 400 CFM AS REQUIRED FOR RA PATH BACK TO UNIT IN ROOMS WHERE WALLS GO TO DECK.
- ALL MATERIAL INSTALLED IN RETURN AIR PLENUM SHALL HAVE FLAME SPREAD INDEX OF NOT MORE THAN 25 AND A SMOKE DEVELOPED INDEX OF NOT MORE THAN 50. INSTALL PLENUM RATED ELECTRICAL AND LOW VOLTAGE CABLE IN RETURN AIR PLENUM.
- ALL MOTORIZED DAMPERS SHALL BE LOW VOLTAGE AND POWERED BY THE ASSOCIATED EQUIPMENT.

AIR DISTRIBUTION DEVICE SCHEDULE					
MARK	NECK SIZE	FACE SIZE	MAX. N. C. RATING	MAXIMUM S. P. DROP, IN.	COMMENTS
(A)	10"φ	12x12	30	0, 1	(1)
(B)	14"φ	24x24	30	0, 1	(1)

- (1) SUPPLY AIR DEVICE TO BE EQUAL TO NAILOR RNS WITH FACTORY INSULATED BACK.
- (2) RETURN/EXHAUST AIR DEVICE TO BE EQUAL TO NAILOR 4260 EGG CRATE.



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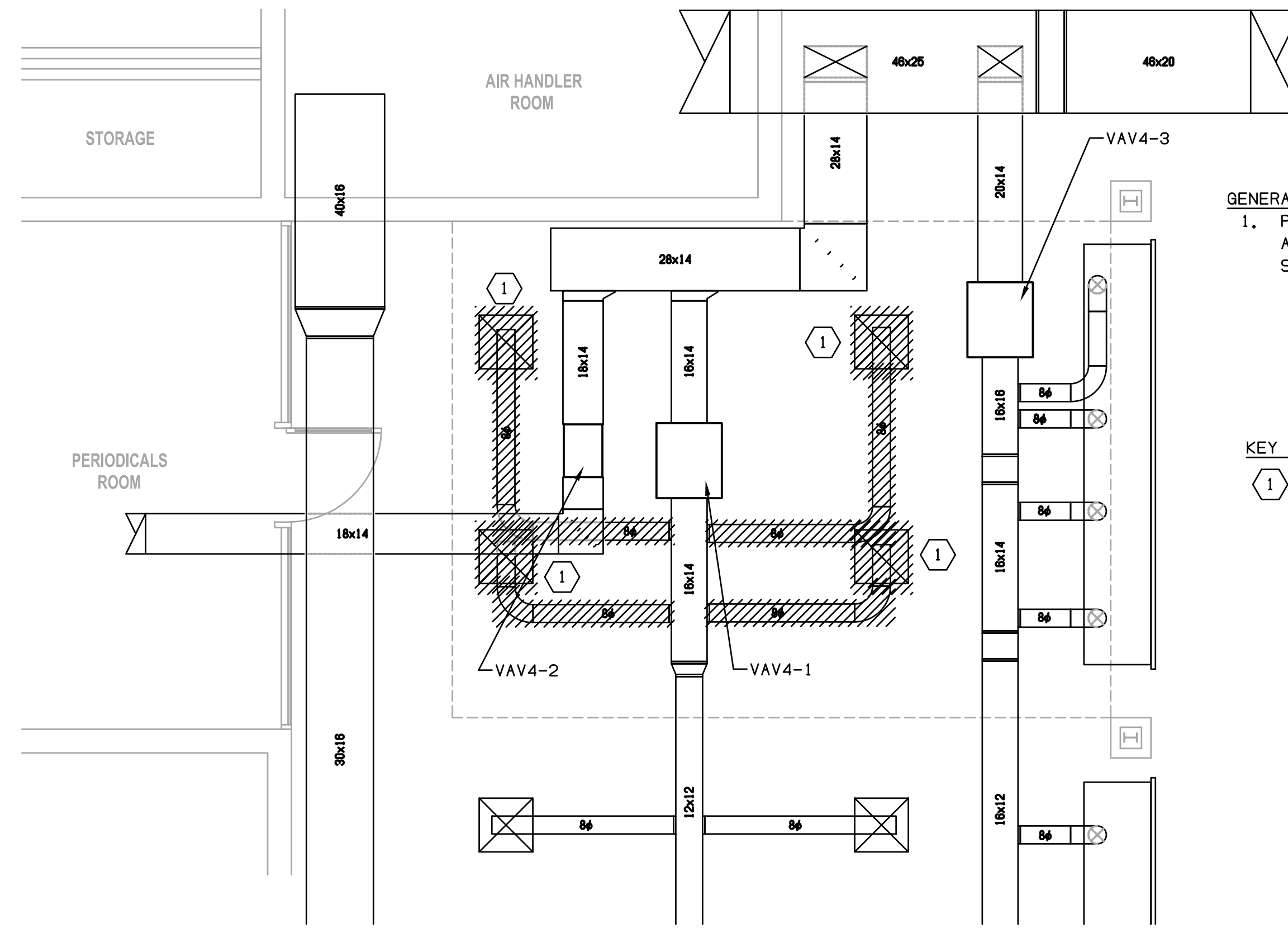
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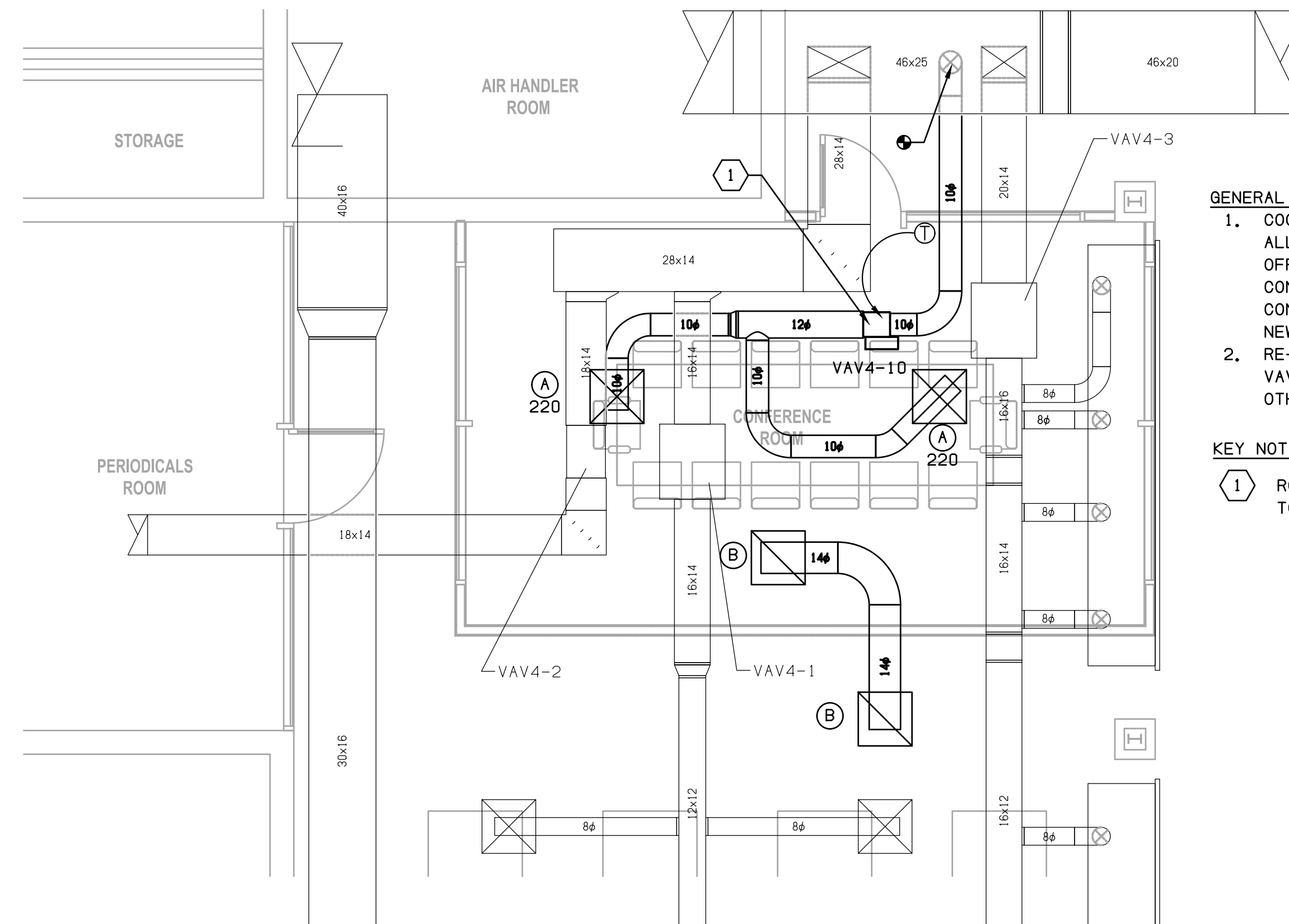
ABBREVIATIONS, SYMBOLS, NOTES, SCHEDULES - MECHANICAL



GENERAL NOTES:
 1. PRIOR TO DEMO, MEASURE CFM OF ALL SAGS ASSOCIATED WITH VAV4-1. NOTE THAT NOT ALL SAGS ARE SHOWN. TOTAL NUMBER OF SAGS IS 9.

KEY NOTES:
 ① REMOVE EXISTING SAG, REMOVE ASSOCIATED SAD BACK TO MAIN AND CAP.

① DEMO PLAN - MECHANICAL
 1/4" = 1'-0"



GENERAL NOTES:
 1. COORDINATE EXACT ROUTING AND LOCATION OF ALL NEW WORK WITH ALL EXISTING WORK. OFFSET NEW WORK AS REQUIRED TO AVOID CONFLICTS. FIELD VERIFY EXISTING CONDITIONS PRIOR TO ORDERING/FABRICATING NEW WORK.
 2. RE-BALANCE EXISTING SAGS ASSOCIATED WITH VAV4-1 FOR PRE-DEMO AIRFLOW UNLESS OTHERWISE NOTED.

KEY NOTES:
 ① ROUTE 3/4" HWS/R PIPING FROM NEAREST EXISTING MAIN TO VAV4-10.

② FLOOR PLAN - MECHANICAL
 1/4" = 1'-0"

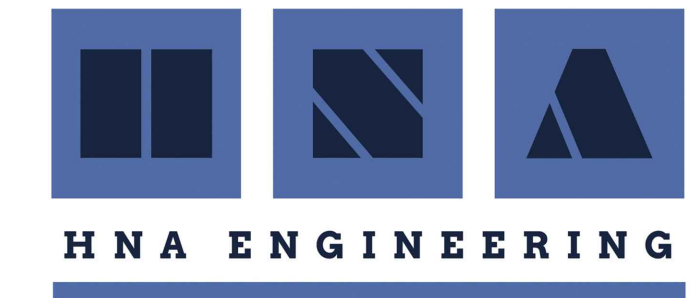


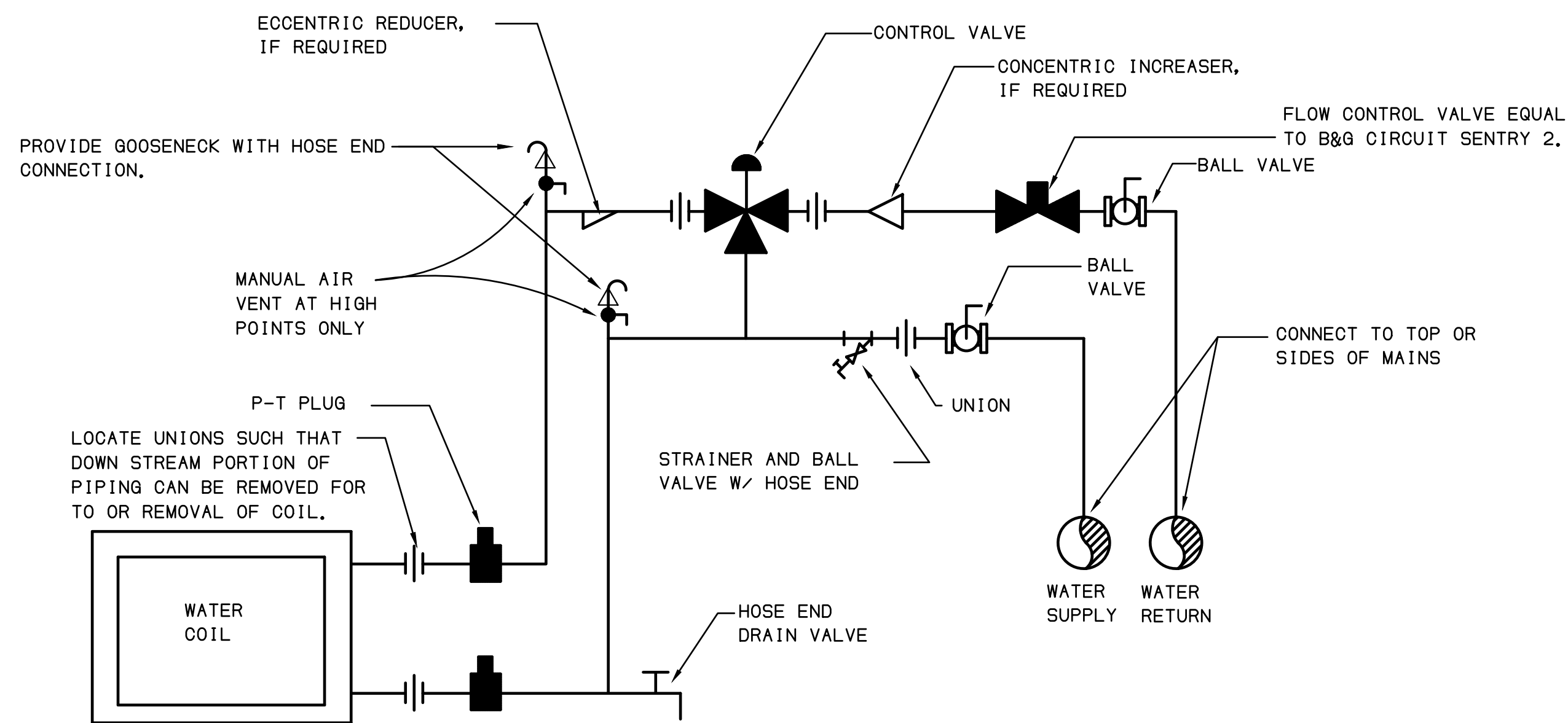
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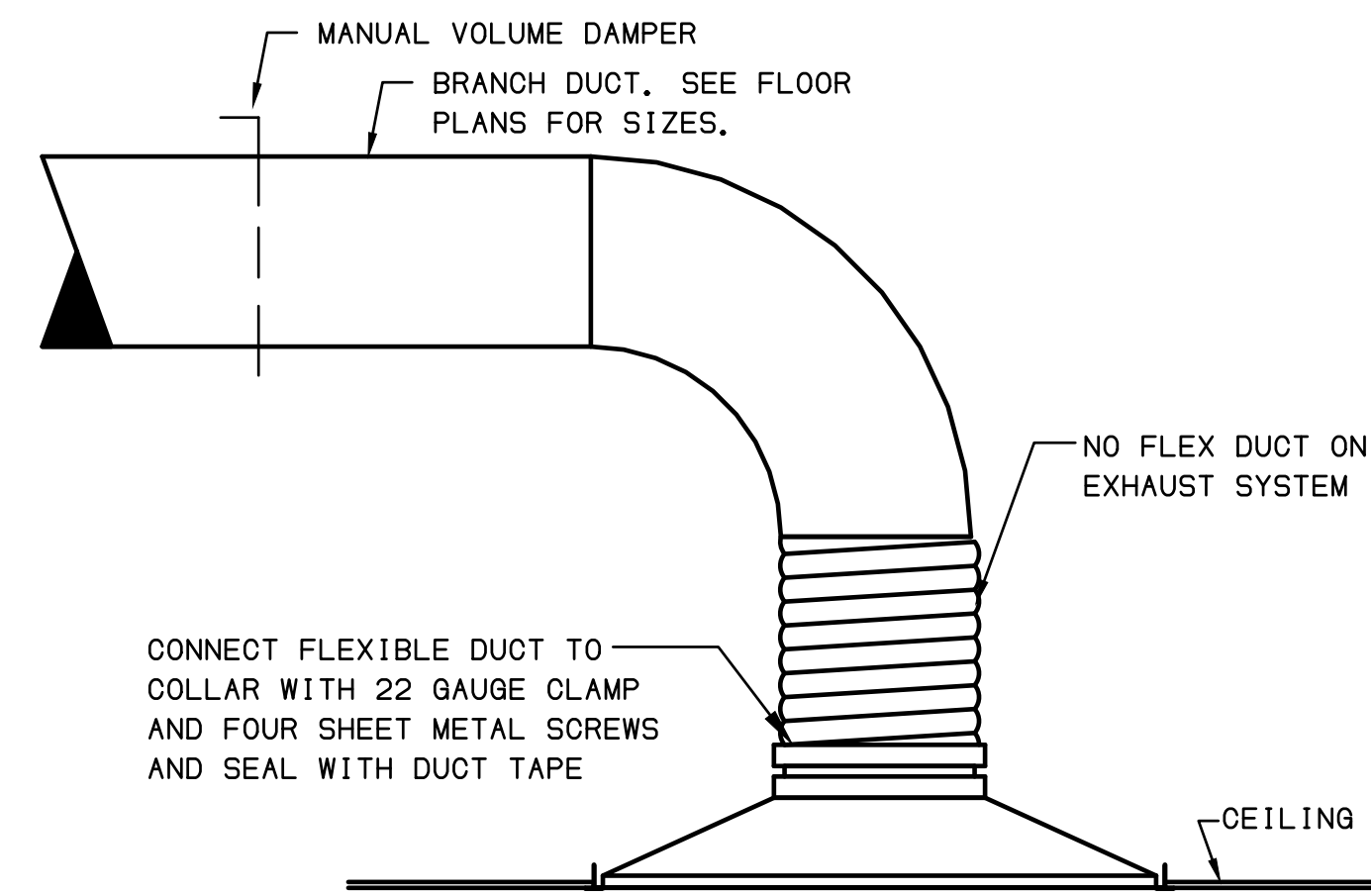




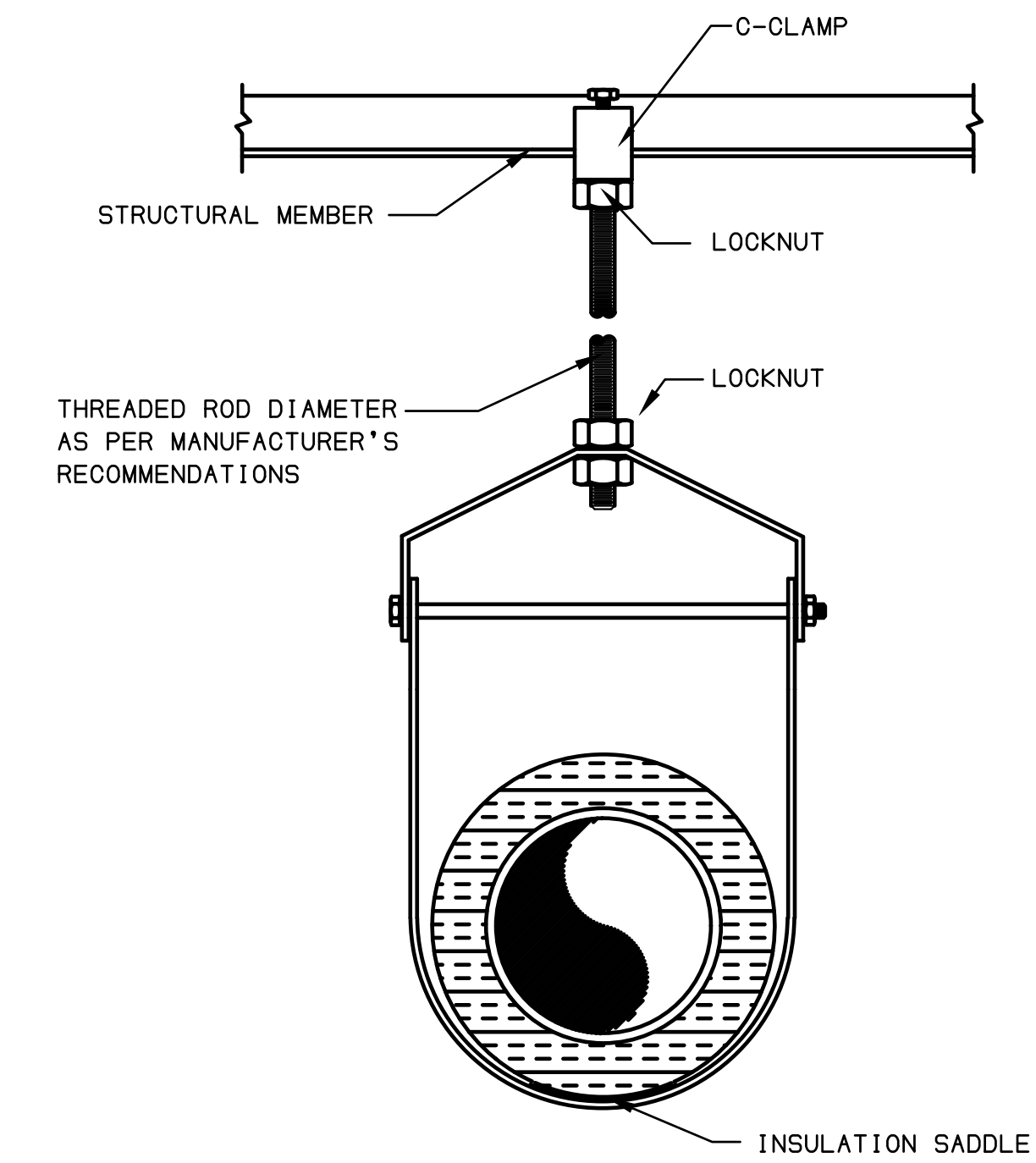
NOTES:

1. FACTORY PIPING PACKAGE WITH ABOVE COMPONENTS IS AN ACCEPTABLE SUBSTITUTION

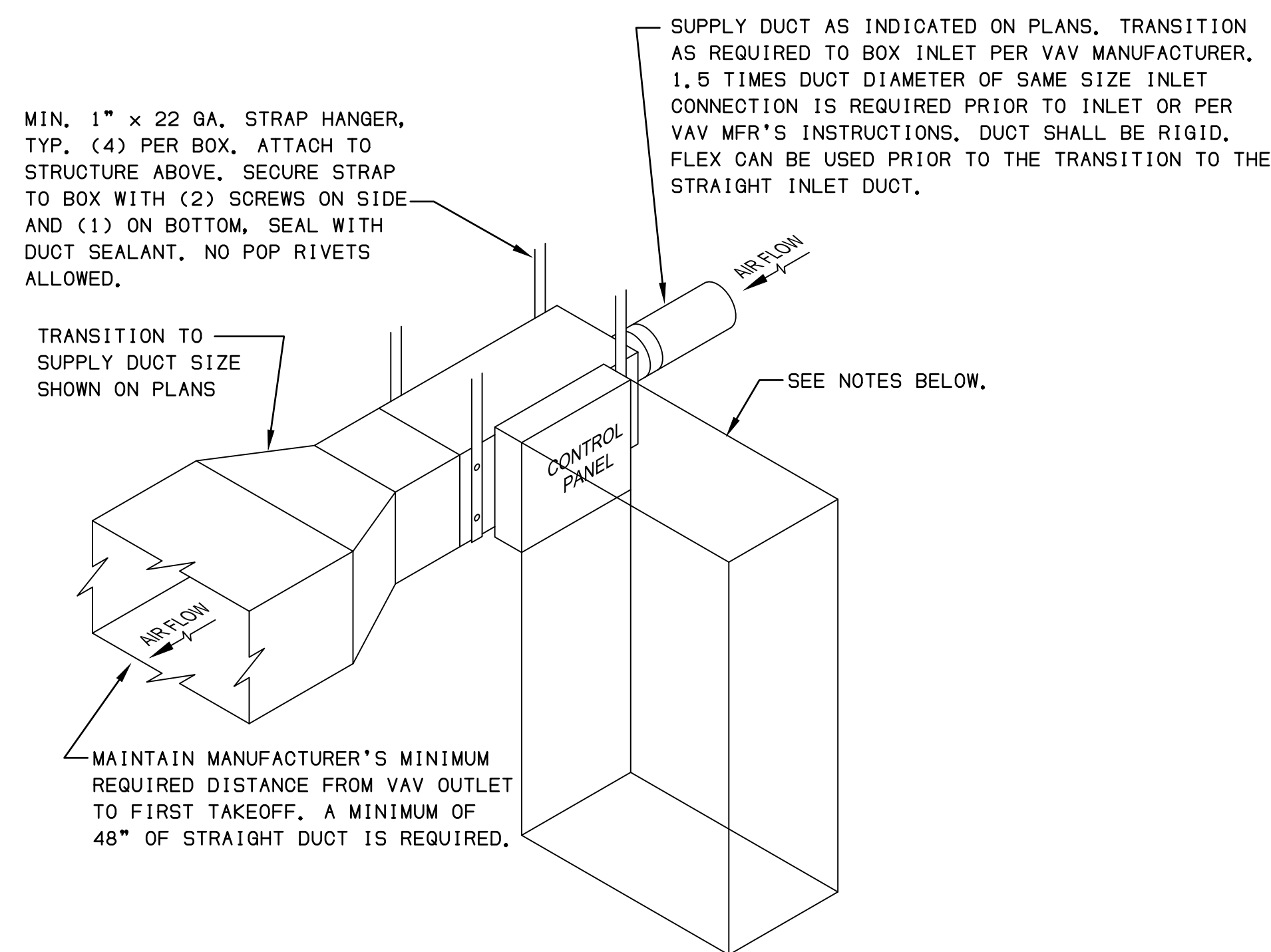
① VAV REHEAT COIL PIPING SCHEMATIC
NOT TO SCALE



② AIR DEVICE CONNECTION DETAIL
NOT TO SCALE



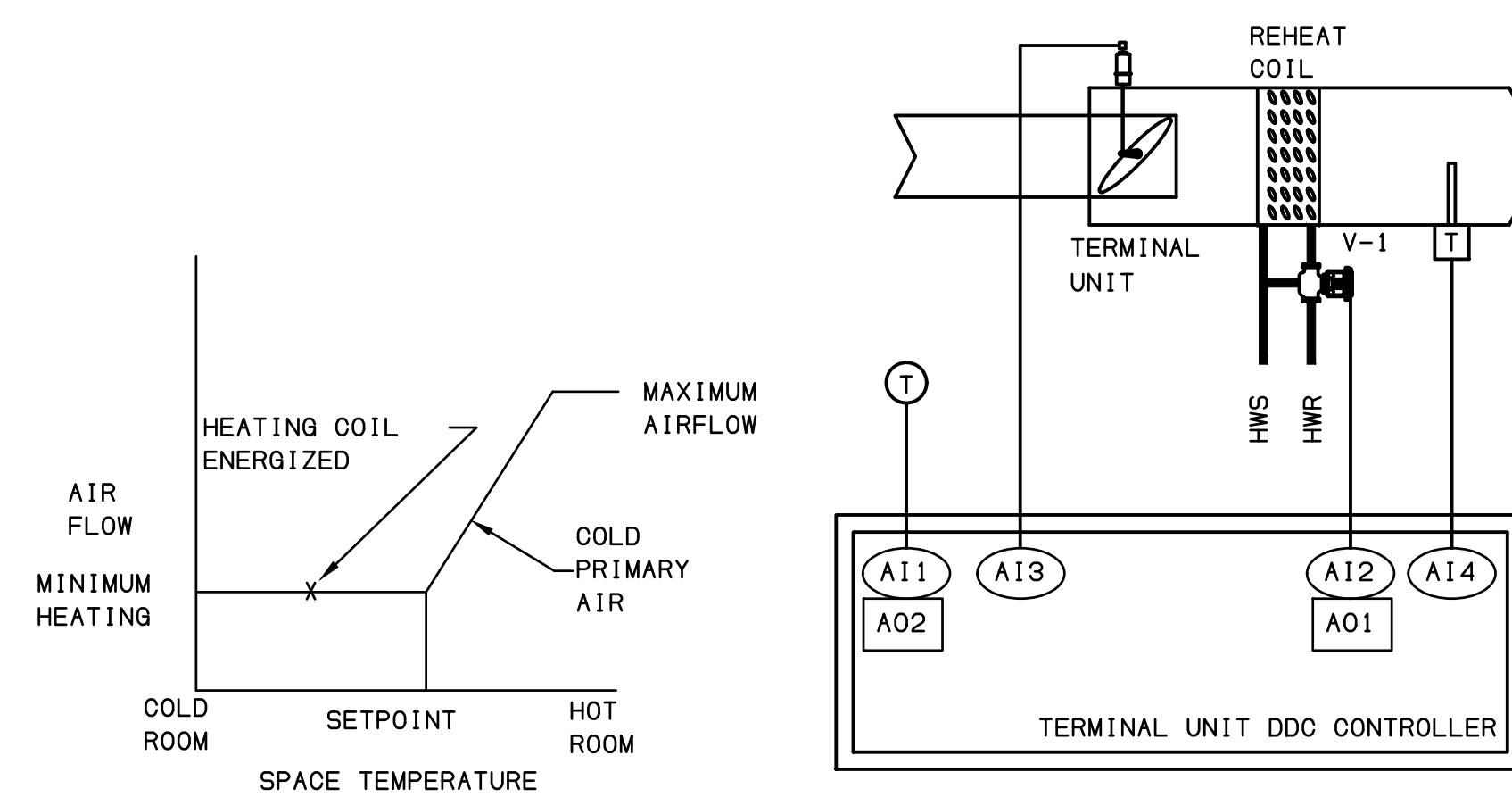
③ PIPE CLEVIS HANGER DETAIL
NOT TO SCALE



NOTES:

1. MAINTAIN MIN. 36" CLEARANCE (OR PER N.E.C.) IN FRONT OF ALL VAV ELECTRICAL CONTROL PANELS. WORKING CLEARANCE AREA SHALL ALSO EXTEND BELOW LEVEL PANEL TO ALLOW ACCESS FROM BENEATH. NO PIPES, SPRINKLERS, CONDUITS, ETC. SHALL BE INSTALLED WITHIN THIS ZONE. COORDINATE CAREFULLY WITH ALL OTHER TRADES.
2. WHERE VAV'S OR THEIR WORKING CLEARANCE FALL ABOVE LIGHT FIXTURES, THE FIXTURE MUST HAVE A FLEXIBLE WHIP TO ALLOW TEMPORARY RELOCATION FOR ACCESS TO VAV, COORDINATE WITH ELECTRICAL CONTRACTOR, SEE ELECTRICAL PLAN NOTES.
3. PROVIDE A MINIMUM OF 6" CLEARANCE BETWEEN THE TOP AND BOTTOM OF ALL UNITS OR PER THE MFR'S RECOMMENDATIONS.

④ VAV DUCT CONNECTION DETAIL
NOT TO SCALE

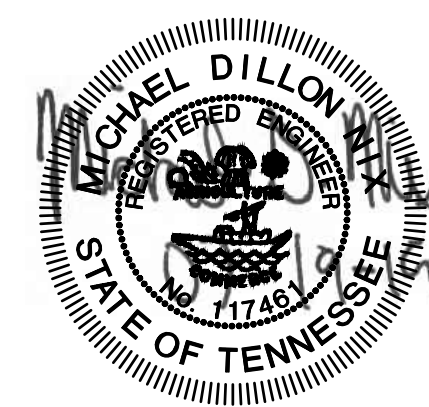


SEQUENCE OF OPERATION

1. GENERAL
 - 1.1 UNIT IS NORMALLY CONTROLLED BY DDC CONTROL PANEL OR REMOTELY AT DDC SYSTEM. ROOM THERMOSTAT SHALL CONTROL PRESSURE INDEPENDENT DDC TERMINAL UNIT CONTROLLER.
2. TEMPERATURE CONTROL
 - 2.1 UPON DROP IN TEMPERATURE BELOW THERMOSTAT SETPOINT, TERMINAL AIRFLOW SHALL BE REDUCED TO A MINIMUM POSITION BY MODULATING THE TERMINAL UNIT ACTUATOR. UPON A FURTHER DROP IN ROOM TEMPERATURE, THE HOT WATER VALVE SHALL BE MODULATED OPEN. UPON A RISE IN ROOM TEMPERATURE, THE SEQUENCE SHALL BE REVERSED.
3. SPACE TEMPERATURE ALARM
 - 3.1 UPON THE SENSING OF SPACE TEMPERATURE 3°F ABOVE OR 3°F (ADJ.) BELOW THE THERMOSTAT SETPOINT FOR A TIME PERIOD OF 5 MINUTES (ADJUSTABLE), AN ALARM CONDITION SHALL BE SIGNALLED AT THE DDC SYSTEM.

⑤ VAV WITH REHEAT CONTROL DIAGRAM
NOT TO SCALE

TERMINAL UNIT W/ REHEAT	
LOCAL DDC CONTROLLER	
INPUTS	
ANALOG	(A11) SPACE TEMPERATURE SENSOR
	(A12) HOT WATER CONTROL VALVE STATUS (V-1)
	(A13) TERMINAL UNIT STATUS
	(A14) SUPPLY AIR TEMPERATURE
OUTPUTS	
ANALOG	(A01) HOT WATER CONTROL VALVE (V-1)
	(A02) TERMINAL UNIT CONTROLLER
DIG.	



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FIRE PROTECTION NOTES:

- A 100 PERCENT HYDRAULICALLY CALCULATED AUTOMATIC SPRINKLER SYSTEM SHALL BE INSTALLED BY FIRE PROTECTION CONTRACTOR IN ACCORDANCE WITH NFPA-13 REQUIREMENTS.
- CLASSIFICATIONS PER NFPA-13 ARE AS FOLLOWS:
CORRIDORS, LOBBIES, VESTIBULES, OFFICES, ETC: LIGHT HAZARD
MECHANICAL ROOMS, EQUIPMENT ROOMS, STORAGE ROOMS, ETC: ORDINARY HAZARD GRP 1
- SYSTEMS SHALL BE INSTALLED PER NFPA, FEDERAL, STATE CODES AND LOCAL AUTHORITY HAVING JURISDICTION, CONTRACT DOCUMENTS AND INSURANCE UNDERWRITER. THE INSURANCE UNDERWRITER REQUIREMENTS SHALL HAVE AUTHORITY OVER CONTRACT DOCUMENTS IF CONTRACT DOCUMENTS ARE LESS STRINGENT THAN INSURANCE UNDERWRITER REQUIREMENTS.
- CONTRACTOR SHALL INSTALL SYSTEM THAT DOES NOT VIOLATE ANY CHAPTERS OF NFPA.
- CONTRACTOR SHALL COORDINATE WITH ALL OTHER TRADES, PARTITION LAYOUTS, WALL LAYOUTS AND OBSTRUCTIONS PRIOR TO INSTALLATION OF SYSTEM TO AVOID CONFLICTS IN PIPE ROUTING, SPRINKLER HEAD PLACEMENTS AND INSTALLATION OF SYSTEM.
- EXCEPTIONS AND ADJUSTMENTS PER NFPA-13 SHALL TAKEN INTO CONSIDERATION WITH THE LAYOUT OF SPRINKLER HEADS.
- SPRINKLER HEAD SHALL BE INSTALLED 12" MAXIMUM OF FLOOR/ROOF DECK IN AREAS WITH NO CEILINGS.
- CONTRACTOR SHALL INSTALL SPRINKLER HEADS IN A NEAT AND ORDERLY FASHION AND SHALL INSTALL IN THE CENTER OF CEILING TILES WHERE THERE IS A CEILING GRID.
- CONTRACTOR SHALL PROVIDE REQUIRED AMOUNT OF SPRINKLER HEADS TO COVER AREA AROUND ALL OBSTRUCTIONS PER NFPA-13.
- CONTRACTOR SHALL OBTAIN THE REQUIRED FLOW TEST PER NFPA FROM LOCAL UTILITY COMPANY OR LOCAL FIRE DEPARTMENT.
- CONTRACTOR SHALL PROVIDE AND INSTALL AN APPROVED UL LISTED FIRE STOP SYSTEM FOR RATED PENETRATIONS.
- CONTRACTOR SHALL COORDINATE WITH ARCHITECTURAL SERIES AND SPECIFICATIONS FOR ALL SLEEVEING AND SEALING OF NON RATED PENETRATIONS.
- ALL SPRINKLER PIPING SHALL BE SCH. 10 OR 40 BLACK STEEL, THREADED, GROOVED OR WELDED JOINTS AND FITTINGS MAY BE USED. FLEXIBLE SPRINKLER DROPS SERVING SPRINKLERS IN CEILINGS SHALL BE ALLOWED. IF FLEXIBLE DROPS ARE USED THEN THEY SHALL BE BRAIDED STAINLESS STEEL WITH A MINIMUM OF 1" ID.
- CONTRACTOR SHALL PROVIDE AND INSTALL ADDITIONAL SPRINKLER HEADS PER NFPA-13 FOR COVERAGE AROUND OBSTRUCTIONS, DUCTWORK, ETC.
- CONTRACTOR SHALL PROVIDE SHOP DRAWINGS THAT HAVE A COMPLETE SPRINKLER SYSTEM RISER SCHEMATIC WITH SYSTEM AND SUPPLY PRESSURE GAUGES, MAIN DRAIN, 4 WAY BRACING, HYDRAULIC DESIGN DATA PLATE AND TAMPERS PER NFPA 13.8.16.
- CONTRACTOR SHALL PROVIDE 10 PERCENT PRESSURE CUSHION WITH AVAILABLE STREET PRESSURE WHEN SIZING SYSTEM.

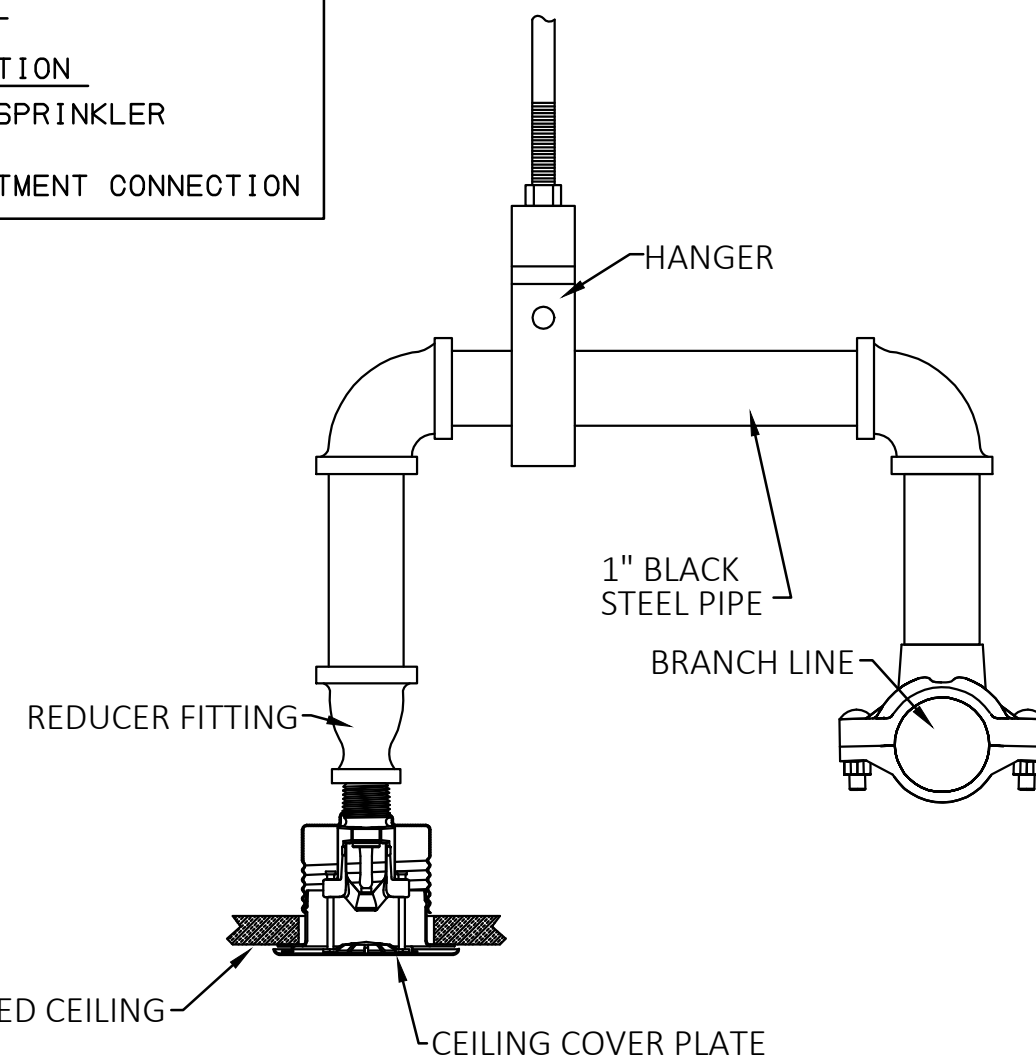
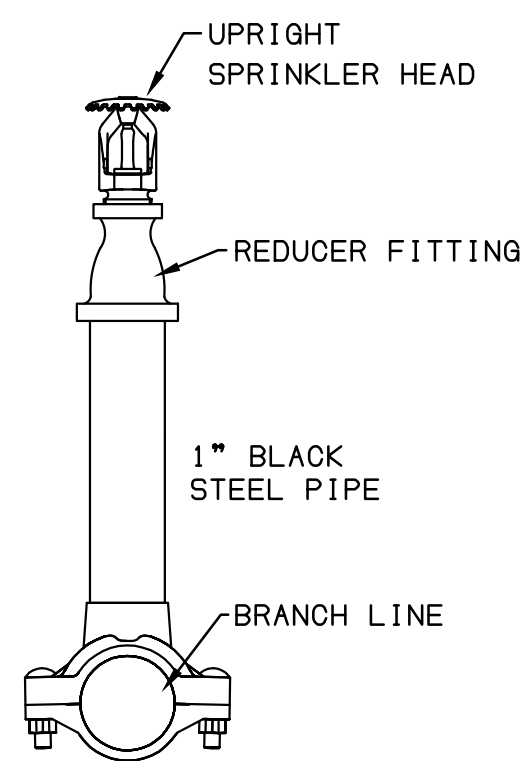
LEGEND - SPRINKLER HEADS

SYMBOL	TEMP.	DESCRIPTION & REMARKS	K	CONN.
⊙	VARIES	EXTENDED COVERAGE QUICK RESPONSE CONCEALED PENDENT,	5, 6	1/2"

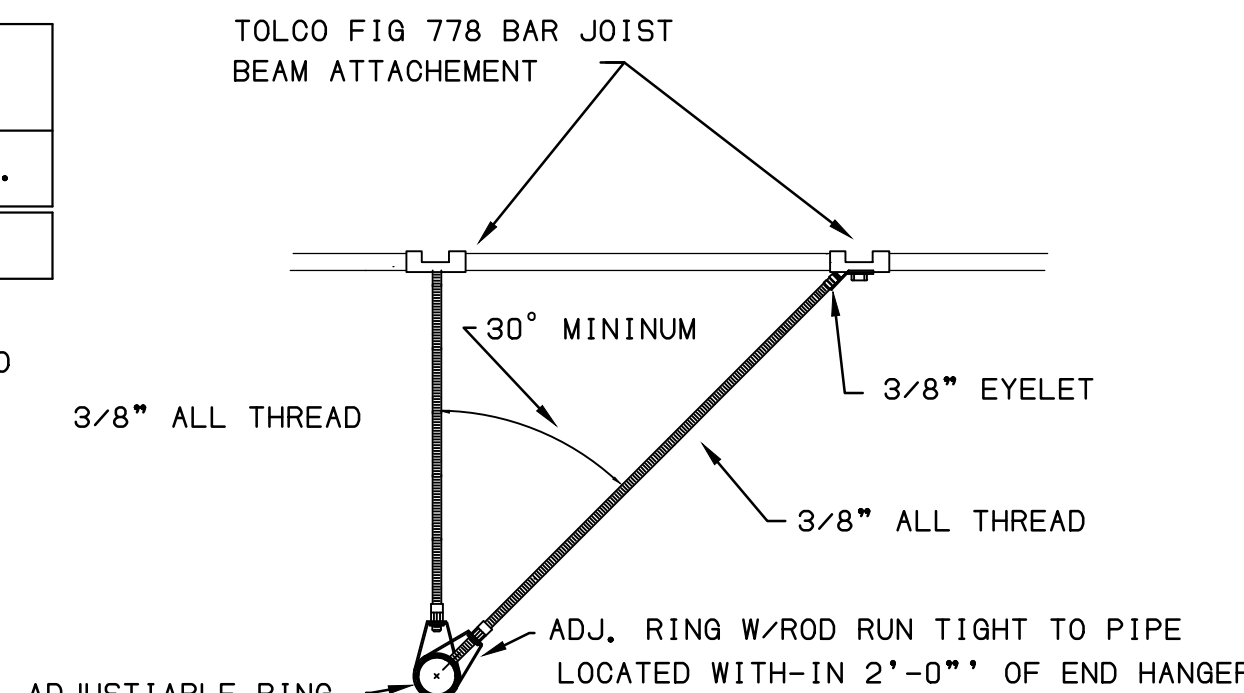
NOTES:
 * CONTRACTOR SHALL COORDINATE ALL TEMPERATURE REQUIREMENTS OF SPRINKLER HEADS PER NFPA-13 PRIOR TO ORDERING SPRINKLERS.
 * CONTRACTOR SHALL PROVIDE AND FURNISH COVER PLATES, SPRINKLERS AND ESCUTCHEON'S COLORS PER ARCHITECT.

FIRE LEGEND

LINE TYPE	DESCRIPTION
—A/S—	AUTOMATIC SPRINKLER
—F—	FIRE
—FDC—	FIRE DEPARTMENT CONNECTION



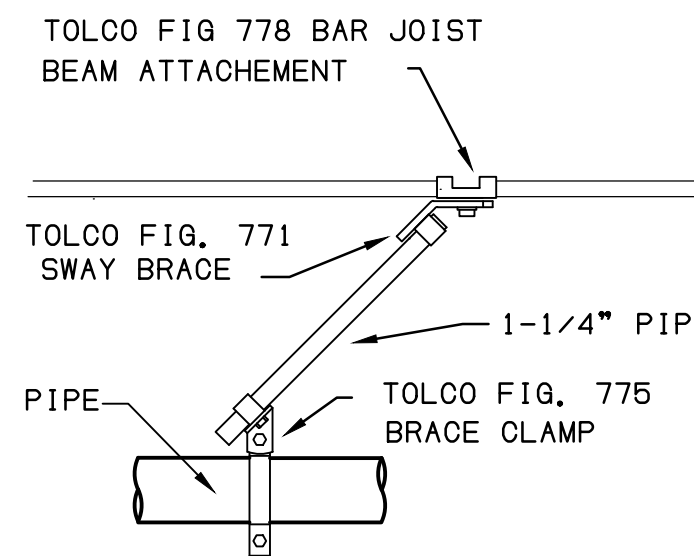
SPRINKLER HEAD DETAIL
NO SCALE



- FOR 6" & 8" PIPE USE 1/2" MATERIALS IN LIEU OF 3/8"

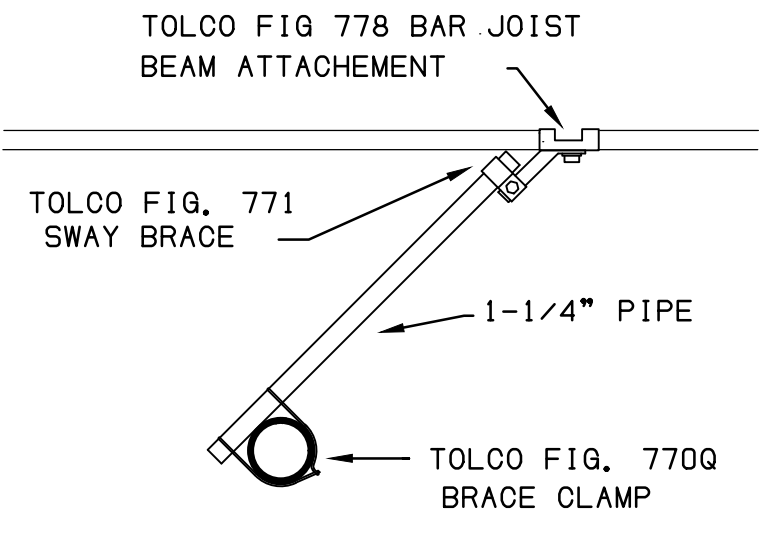
BRANCHLINE END RESTRAINT
NO SCALE

PROVIDE HANGERS AND SEISMIC RESTRAINTS AS REQUIRED BY NFPA-13



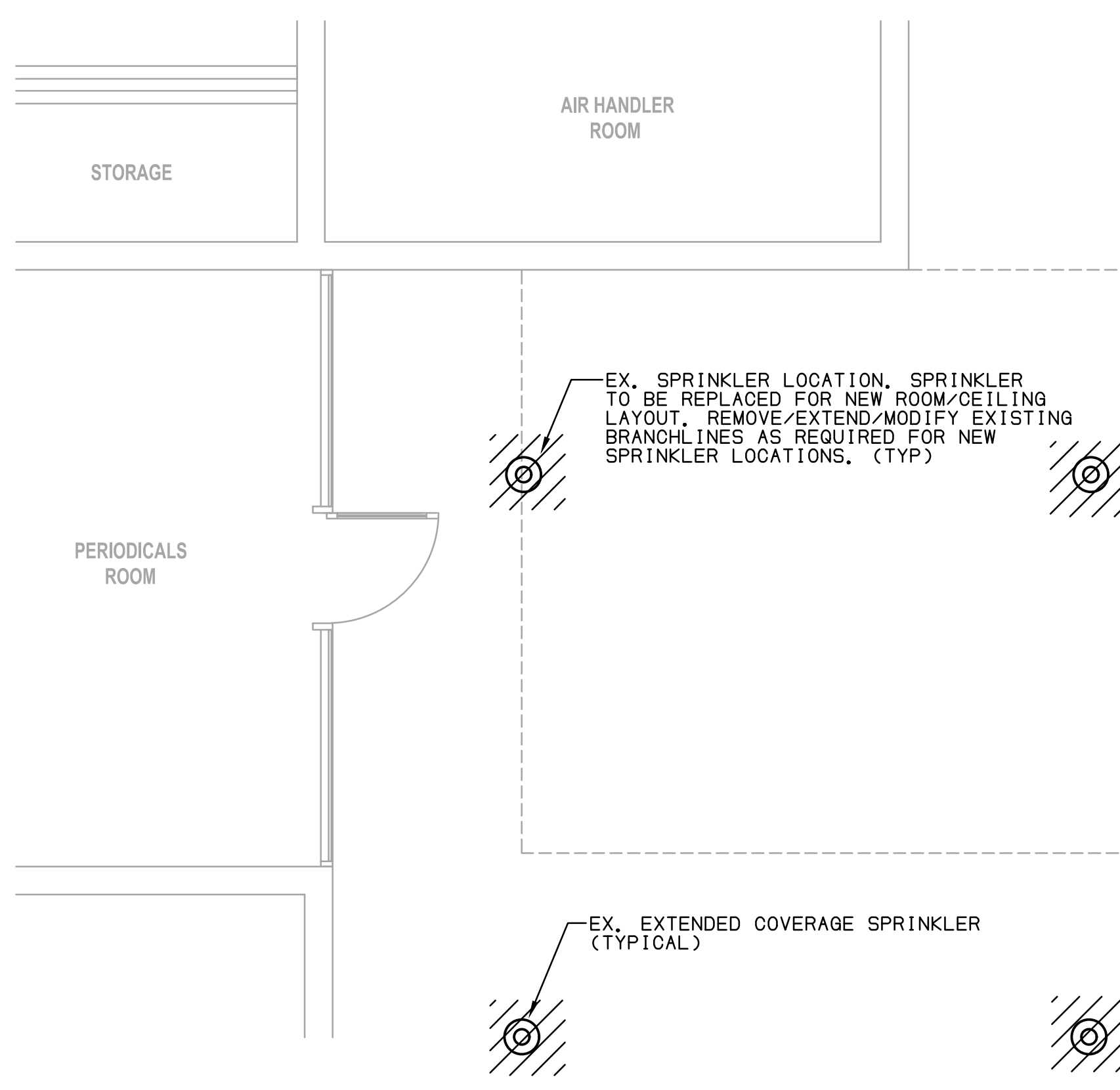
- FOR 6" & 8" PIPE USE 1/2" MATERIALS IN LIEU OF 3/8"

LONGITUDINAL SWAY BRACE
NO SCALE

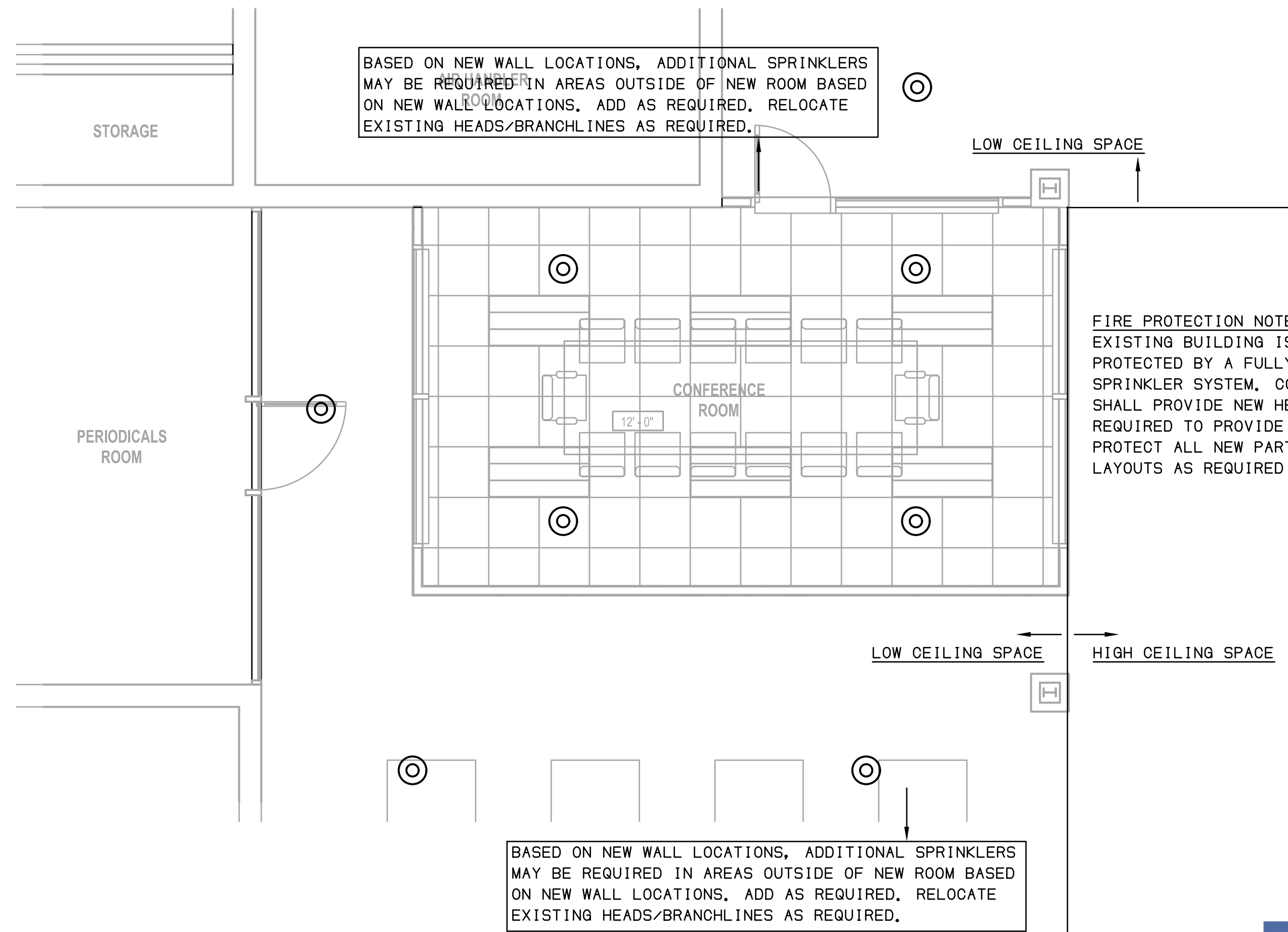


- FOR 6" & 8" PIPE USE 1/2" MATERIALS IN LIEU OF 3/8"

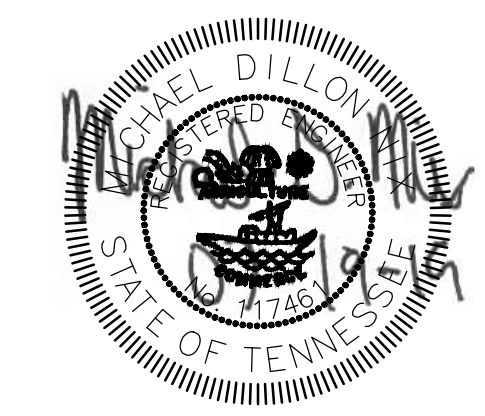
LATERAL SWAY BRACE DETAIL
NO SCALE



1 DEMO PLAN - FIRE PROTECTION
1/4" = 1'-0"



1 FLOOR PLAN - FIRE PROTECTION
1/4" = 1'-0"

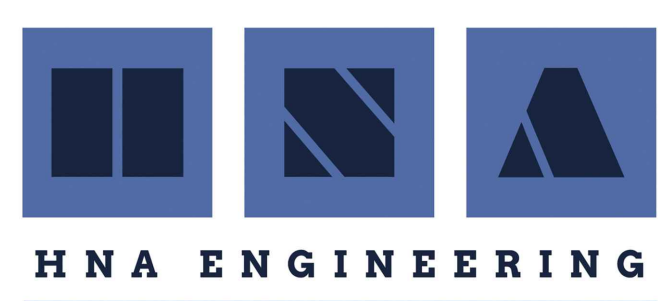


FIRE PROTECTION NOTE:
EXISTING BUILDING IS FULLY PROTECTED BY A FULLY AUTOMATIC SPRINKLER SYSTEM. CONTRACTOR SHALL PROVIDE NEW HEADS AS REQUIRED TO PROVIDE COVERAGE TO PROTECT ALL NEW PARTITIONS AND LAYOUTS AS REQUIRED PER NFPA-13.

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FLOOR PLANS - FIRE PROTECTION



EXISTING SCHEDULE										
CALLOUT	SYMBOL	LAMP	DESCRIPTION	MOUNTING	MODEL	INPUT WATTS	VOLTS	NOTE 1	NOTE 2	NOTE 3
EX C		(2) 64W T8	EXISTING 1'x4' PARABOLIC FIXTURE	SURFACE	EXISTING 4' FLUORESCENT FIXTURE	32	120V 1P 2W			

LUMINAIRE SCHEDULE										
CALLOUT	SYMBOL	LAMP	DESCRIPTION	MOUNTING	MODEL	INPUT WATTS	VOLTS	NOTE 1	NOTE 2	NOTE 3
B		39W LED	2'x4' ARCHITECTURAL TROFFER	RECESSED	LITHONIA #2BLT4-40L-ADSM-EZ1-LP840	39	277V 1P 2W			4000K

FIXTURE SCHEDULE NOTES

1. ARCHITECT/ENGINEER RESERVES THE RIGHT TO REJECT ANY AND ALL FIXTURES NOT PRE-APPROVED BY ARCHITECT/ENGINEER 10 DAYS PRIOR TO BID.
2. PROVIDE 4100° KELVIN TEMPERATURE LAMPS WITH MINIMUM 85 CRI, U01.

RECEPTACLE SCHEDULE					
CALLOUT	SYMBOL	VOLTS	NOTE 1	NOTE 2	NOTE 3
Duplex Outlet		120V 1P 2W	DUPLEX RECEPTACLE, MTD AT 18" AFF TO BOTTOM, U01		
J-Box (120V)		120V 1P 2W	JUNCTION BOX, USE AS INDICATED		
Tele & Data		120V 1P 2W	EMPTY 1" CONDUIT STUB UP TO ABOVE CEILING FOR TELEPHONE & DATA	MTD AT 18" AFF TO BOTTOM, U01	

SWITCH SCHEDULE				
CALLOUT	SYMBOL	NOTE 1	NOTE 2	NOTE 3
Occ Sensor - Ceiling Mount Low Voltage		CEILING MOUNTED, DUAL TECHNOLOGY, LOW VOLTAGE OCC SENSOR	ACUITY CONTROLS #CM-PDT-10	ACUITY CONTROLS #PP20
Switch-Dimmer		WALL MOUNTED 0-10V DIMMER SWITCH, PROVIDE ALL 0-10V WIRING AS REQUIRED.	MTD AT 48" AFF, U01	

DEVICE NOTE

1. ALL SWITCHES, RECEPTACLES, DEVICES, AND FACEPLATE FINISHES ARE TO BE COORDINATED WITH OWNER/ARCHITECT.

SYMBOL LEGEND		
Existing Conditions		DEVICE, FIXTURE, OR EQUIPMENT TO BE DEMOLISHED
Existing Conditions		DASHED DEVICE OR LIGHT FIXTURE INDICATES EXISTING TO REMAIN, U01.
Power		FEEDER RUN OVERHEAD - CONCEALED IN OR ABOVE CEILING IN WALL OR EXPOSED ON STRUCTURE - #12 COPPER CONDUCTORS IN 0.75"Ø CONDUIT, U01. #10 INDICATES #10 AWG CU
Power		FEEDER RUN CONCEALED BELOW FLOOR, IN WALL OR BELOW GRADE
Power		INDICATES GROUNDING CONDUCTOR - #12 COPPER GROUNDING CONDUCTOR, U01. #10 INDICATES #10 AWG CU
Power		PANELBOARD

EQUIPMENT SCHEDULE							
CALLOUT	SYMBOL	VOLTS	AMPS	KVA	HP	CIRCUIT	CUSTOM PANEL DESCRIPTION
VAV 4-10		120V 1P 2W	0.83	0.1		EX RP1-6	VAV 4-10

ELECTRICAL SYMBOLS

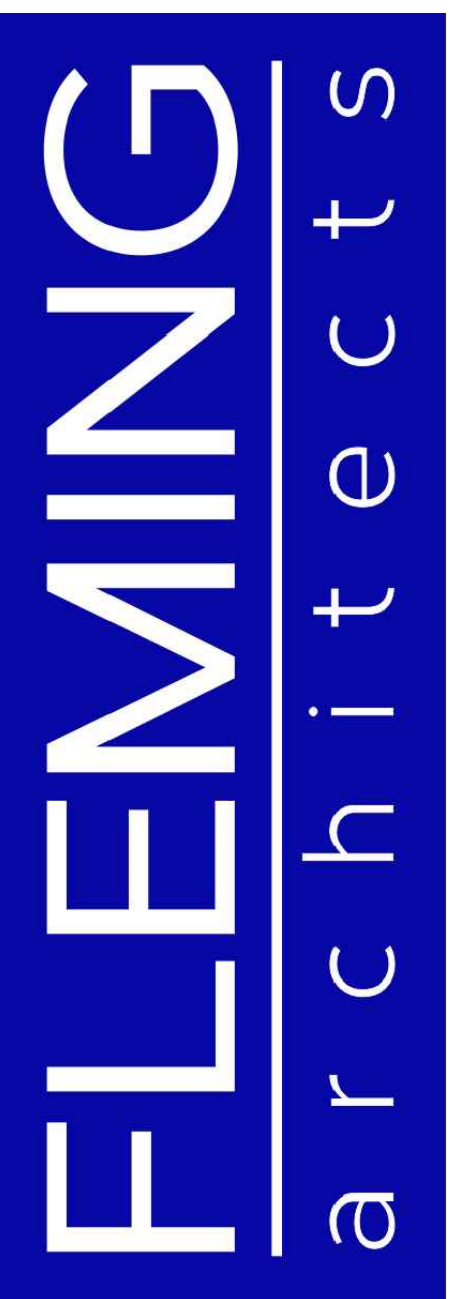
- NONFUSED DISCONNECT SWITCH - SIZE AS INDICATED
- FUSED DISCONNECT SWITCH - SIZE AS INDICATED
- COMBINATION STARTER/DISCONNECT - SIZE AS INDICATED
- \$ TOGGLE SWITCH
- FEEDER/BRANCH RUN OVERHEAD - CONCEALED IN OR ABOVE CEILING, IN WALL, OR EXPOSED ON STRUCTURE
- EMERGENCY, NIGHT LIGHT, OR FEEDER/BRANCH CONCEALED BELOW FLOOR, IN WALL, OR BELOW GRADE
- HOME RUN TO CIRCUIT PANEL, NEUTRAL/HOT/GROUND. #12 COPPER, U01

ABBREVIATIONS

- GC GENERAL CONTRACTOR
- EC ELECTRICAL CONTRACTOR
- MC MECHANICAL CONTRACTOR
- U01 UNLESS OTHERWISE INDICATED
- GFCI GROUND FAULT CIRCUIT INTERRUPTER
- WP WEATHERPROOF
- a, b, c, etc. DENOTES SWITCHING SCHEME
- AFF ABOVE FINISHED FLOOR
- AC MOUNT ABOVE COUNTER
- MTD MOUNTED
- AFG ABOVE FINISHED GRADE
- BFG BELOW FINISHED GRADE
- SPD SURGE PROTECTIVE DEVICE
- STB SHUNT TRIP BREAKER
- EX EXISTING
- EP EXPLOSION PROOF
- OFCI OWNER FURNISHED, CONTRACTOR INSTALLED
- FACP FIRE ALARM CONTROL PANEL
- FAA FIRE ALARM ANNUCIATOR PANEL

DRAWING LEGEND

DRAWING NO.	DESCRIPTION
E0.1	Legend & Schedules - Electrical
E0.2	Notes - Electrical
E0.3	Details - Electrical
ED1.1	Floor Plan - Demo Lighting & Power - Elec
E2.1	Floor Plan - Lighting & Power - Elec

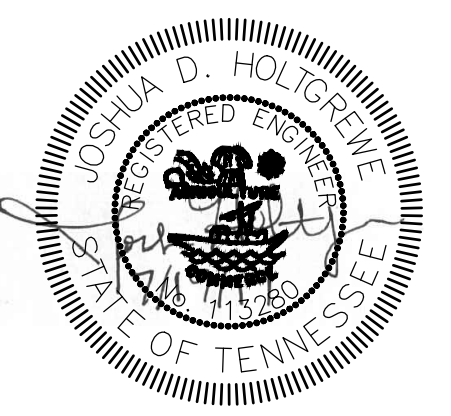


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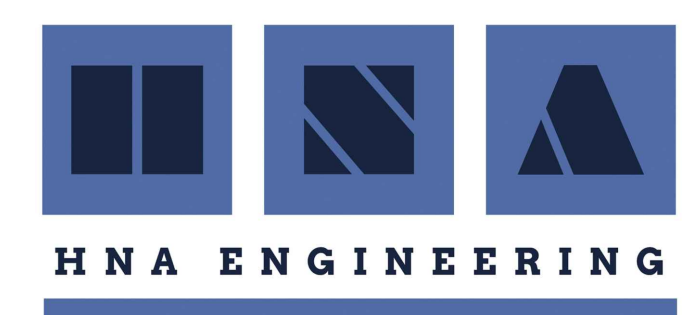
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REVISIONS		
Revision Date	Rev. #	Revision Description
PROJECT NUMBER 000000		
DATE OF ORIGINAL ISSUE 7/19/2019		
SHEET NUMBER E0.1		



GENERAL NOTES

- ALL ELECTRICAL WORK AND MATERIALS SHALL COMPLY WITH THE NEC (NATIONAL ELECTRICAL CODE) AND THE REQUIREMENTS OF ANY STATE AND LOCAL AUTHORITIES HAVING JURISDICTION.
- SEE PANEL SCHEDULES FOR ADDITIONAL CIRCUIT, CONDUIT AND LOAD INFORMATION.
- WHERE EXPOSED AND SUBJECT TO DAMAGE, CONDUIT SHALL BE GRC UP TO 10" AFF.
- MINIMUM CONDUIT SIZE SHALL BE 3/4" AND MINIMUM WIRING SIZE SHALL BE #12AWG.
- ALL CIRCUIT WIRING SHALL BE THHN TYPE WIRING. CIRCUIT WIRING IN FREEZER/COOLER AREAS SHALL BE XHHW TYPE INSULATION WIRING.
- MULTIPLE CIRCUITS MAY BE COMBINED INTO A SINGLE CONDUIT ONLY BY APPLYING NEC ARTICLE 310.15.B.2. CONDUCTOR SIZES LISTED ON THE PANEL SCHEDULES DO NOT ACCOUNT FOR THE COMBINING OF CIRCUITS.
- LOCATE RECEPTACLES IN THE WEB OF COLUMNS WHERE POSSIBLE OR AS INDICATED ON THE DRAWINGS. COORDINATE WITH OTHER TRADES.
- SLIGHT MODIFICATIONS TO DESIGNED CIRCUITRY ARE PERMITTED PROVIDED CIRCUIT LOADING, DERATING, BALANCE, AND VOLTAGE DROP ARE TAKEN INTO CONSIDERATION. ALL MODIFICATIONS MUST BE DILIGENTLY NOTED ON THE "AS-BUILT" DRAWING SET.
- ALL BRANCH CIRCUIT SHALL BE INSTALLED USING EMT CONDUIT WITH COMPRESSION FITTINGS. IN ENGINEER/ARCHITECT APPROVED AREAS, MC CABLE SHALL BE PERMITTED, UOI.
- MC CABLE SHALL BE SUPPORTED AND SECURED AT INTERVALS NOT EXCEEDING 6' AND WITHIN 12" OF EVERY BOX, CABINET, FITTING OR OTHER CABLE TERMINATION UNLESS OTHERWISE PERMITTED BY NEC. SEE ARTICLE 330 FOR FURTHER INFORMATION.
- EMT SHALL BE SECURELY FASTENED IN PLACE AT LEAST EVERY 10'. IN ADDITION, EACH EMT RUN SHALL BE SECURELY FASTENED WITHIN 3' OF EACH OUTLET BOX, JUNCTION BOX, DEVICE BOX, CABINET, CONDUIT BODY. SEE ARTICLE 358 FOR FURTHER INFORMATION.
- DO NOT SUPPORT RACEWAYS, BOXES, CABINETS, FITTINGS, CABLE ASSEMBLIES OR FIXTURES TO THE CEILING GRID SUPPORT SYSTEM. INDEPENDENT SUPPORT WIRES MAY BE USED AS A SOLE MEANS OF SUPPORT PROVIDED THEY ARE SECURED AT BOTH ENDS AND DISTINGUISHABLE BY COLOR, TAGGING OR OTHER EFFECTIVE MEANS FOR THE CEILING GRID SUPPORT SYSTEM.
- ALL 480/277 VOLT WIRING SHALL ADHERE TO A "BROWN-ORANGE-YELLOW" COLOR CODE.
- ALL 208/120 VOLT WIRING SHALL ADHERE TO A "BLACK-RED-BLUE" COLOR CODE.
- AT LEAST 6" OF FREE CONDUCTOR, SHALL BE LEFT AT EACH OUTLET, JUNCTION, AND SWITCH POINT FOR SPLICES OR THE CONNECTION OF FIXTURES OR DEVICES WITH THE EXCEPTION OF CONDUCTORS THAT ARE NOT SPLICED OR TERMINATED AT THE OUTLET, JUNCTION, OR SWITCH POINT.
- ALL CIRCUIT DESIGNATIONS SHALL BE MARKED ON JUNCTION BOXES WHERE THEY SPLICE OR PASS THROUGH.
- ALL CEILING MOUNTED 4" SQUARE JUNCTION BOXES SHALL BE 2 1/8" DEEP. DEVICE BOXES (4" SQUARE AND PLASTER RING) MAY BE 1-1/2" DEEP.
- THE NUMBER OF CONDUCTORS IN A JUNCTION BOX SHALL BE SUBJECT TO THE PROVISIONS OF NEC ARTICLE 314.16.
- IN WALLS OR CEILINGS WITH A SURFACE OF CONCRETE, TILE, GYPSUM, PLASTER, OR OTHER NONCOMBUSTIBLE MATERIAL, BOXES SHALL BE INSTALLED SO THAT THE FRONT EDGE OF THE BOX (OR PLASTER RING) WILL NOT BE SET BACK OF THE FINISHED SURFACE MORE THAN 1/4". (NEC 314.20).
- BOXES SHALL BE INSTALLED SO THE WIRING CONTAINED WITHIN IS ACCESSIBLE.
- METAL BOXES SHALL BE GROUNDED BY AN APPROVED MEANS.
- WHERE NAILS OR SCREWS ARE LIKELY TO PENETRATE EMT OR MC CABLE, A STEEL SLEEVE, STEEL PLATE, OR STEEL CLIP NOT LESS THAN 1/16" THICKNESS SHALL BE USED TO PROTECT THE CABLE OR TUBING.
- MOUNTING HEIGHTS OF WALL OUTLETS AFF TO BOTTOM SHALL BE AS FOLLOWS. UOI ON PLANS: SWITCHES-48", RECEPTACLES & PHONE/DATA OUTLETS IN OFFICE AREAS-18".
- WHERE DEVICES ARE SHOWN TO BE INSTALLED ABOVE CASEWORK OR COUNTERS, EXACT LOCATION OF DEVICES SHALL BE COORDINATED WITH THE CASEWORK CONTRACTOR BEFORE ROUGH-IN WORK IS COMPLETED.
- WHERE A GFCI RECEPTACLE IS USED, THE RECEPTACLE SHALL NOT BE LOCATED TO CONCEAL THE RECEPTACLE. IT MUST BE READILY ACCESSIBLE. PROVIDE GFCI BREAKER IF RECEPTACLE AS ALTERNATIVE PROTECTION.

GENERAL EQUIPMENT NOTES

- CONTRACTOR SHALL PROVIDE ALL POWER CONNECTIONS AS REQUIRED FOR ALL MECHANICAL AND PLUMBING EQUIPMENT. COORDINATE EXACT REQUIREMENTS PRIOR TO ROUGH-IN.
- CONTRACTOR SHALL PROVIDE 120V CIRCUITS FOR ALL MECHANICAL CONTROL PANELS AS REQUIRED. COORDINATE WITH MC.
- PROPER CLEARANCE MUST BE MAINTAINED AROUND ELECTRICAL EQUIPMENT IN ACCORDANCE WITH ARTICLE 110.26.
- PANELBOARDS, STARTERS, DISCONNECT SWITCHES, ETC. SHALL BE INSTALLED SUCH THAT THE TOP OF THE EQUIPMENT IS 72" AFF, UOI.
- REFER TO THE MECHANICAL/PLUMBING DRAWINGS TO VERIFY EQUIPMENT LOCATIONS AND COORDINATION OF STARTERS, DISCONNECT SWITCHES, THERMOSTATS, CONTROL WIRING, DUCT DETECTORS, ETC.
- INSTALL VIBRATION ISOLATION PADS UNDER THE FEET OF TRANSFORMERS INSTALLED ABOVE CEILING OR IN ELECTRIC CLOSETS IN OFFICE AREAS AND OTHER AREAS AS MAY BE INDICATED ON THE DRAWINGS.

① Notes
NONE

GENERAL NOTES (CONT)

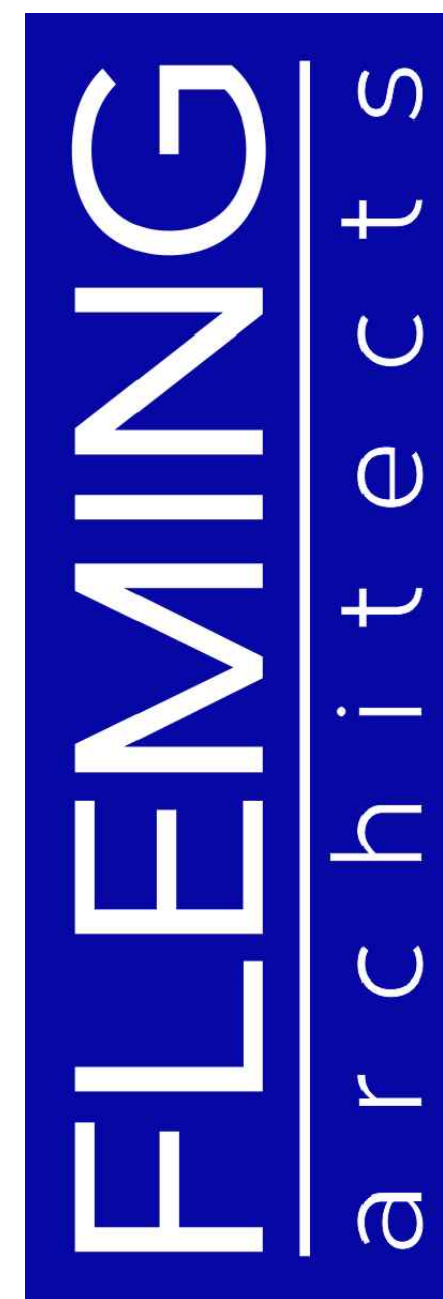
- ALL FIRE BARRIER PENETRATIONS SHALL BE MADE WITH U.L. LISTED ASSEMBLIES.
- ALL MAJOR FEEDERS SHALL BE INSTALLED UNDER SLAB/UNDERGROUND USING SCHEDULE 40 PVC WHERE ACCEPTABLE.
- ALL UNDERGROUND CONDUIT RUNS ENTERING THE BUILDING SHALL BE SEALED TO PREVENT THE ENTRANCE OF MOISTURE AND GASES.
- PROVIDE PROPER CONDUIT SEAL OFF AND INSULATION AT WALL PENETRATIONS BETWEEN AREAS OF DIFFERENT TEMPERATURES.
- THE METHOD OF INSTALLING CONDUIT THROUGH INSULATED WALL SHALL BE AS FOLLOWS
 - HOLE SHALL BE CUT NEAT AT 1/4" LARGER THAN CONDUIT.
 - CONDUIT SHALL BE OF A PVC TYPE WHICH WILL EXTEND BEYOND WALL FOR 1" ON EACH FACE.
 - AFTER WIRE HAS BEEN INSTALLED, CONDUIT SHALL BE FILLED SOLID WITH DUCT SEAL PLASTIC FILLER.
 - AFTER ALL WIRING IS COMPLETED, INSULATION CONTRACTOR SHALL SEAL CONDUIT WITH URETHANE FOAM AND VAPOR SEAL AROUND OUTSIDE OF CONDUIT.
- ALL EMERGENCY CIRCUIT BOXES AND ENCLOSURES (INCLUDING TRANSFER SWITCHES, GENERATORS, AND POWER PANELS) FOR EMERGENCY CIRCUITS SHALL BE PERMANENTLY MARKED SO THEY WILL BE READILY IDENTIFIED AS A COMPONENT OF AN EMERGENCY CIRCUIT OR SYSTEM.
- EMERGENCY CIRCUIT WIRING CONSISTING OF TWO OR MORE EMERGENCY CIRCUITS SUPPLIED FROM THE SAME SOURCE SHALL BE PERMITTED IN THE SAME RACEWAY, CABLE, BOX, OR CABINET. EMERGENCY CIRCUIT WIRING SHALL BE KEPT ENTIRELY INDEPENDENT OF ALL OTHER WIRING AND EQUIPMENT OTHER THAN IN TRANSFER EQUIPMENT ENCLOSURES, EXIT OR EMERGENCY FIXTURES, COMMON JUNCTION BOX, ATTACHED TO EXIT OR EMERGENCY FIXTURES OR A COMMON JUNCTION BOX ATTACHED TO UNIT EQUIPMENT, CONTAINING ONLY THE BRANCH CIRCUIT SUPPLYING THE UNIT EQUIPMENT AND THE EMERGENCY CIRCUIT SUPPLIED BY THE UNIT EQUIPMENT.
- REFER TO ARTICLE 300.22 FOR WIRING IN AIR HANDLING (PLENUM) SPACES.
- ALL SPLICES SHALL BE MADE UP TIGHT USING APPROVED MATERIALS AND "PULL TESTED" FOR INTEGRITY.
- FLEXIBLE CORDS/CABLES SHALL BE CONNECTED TO DEVICES AND/OR FITTINGS SO THAT TENSION IS NOT TRANSMITTED TO JOINTS OR TERMINALS.
- AN ENCLOSURE MOUNTED TO STRUCTURAL OR SUPPORTING ELEMENTS OF A SUSPENDED CEILING SHALL BE NOT MORE THAN 100 CUBIC INCHES IN SIZE AND SHALL BE SECURELY FASTENED TO THE CEILING GRID BY AN APPROVED MEANS.
- RACEWAY CONNECTIONS TO TRANSFORMERS OR OTHER VIBRATING EQUIPMENT SHALL BE MADE USING AN APPROVED FLEXIBLE CONNECTION.
- CONTRACTOR SHALL PROVIDE PUSHBUTTON FOR LOWERING CONTROL OF PROJECTOR LIFT AND MOTORIZED SCREEN. CONTRACTOR SHALL PROVIDE ALL ACCESSORIES AS REQUIRED FOR THIS OPERATION. COORDINATE WITH A/V VENDORS.
- CONTRACTOR SHALL PROVIDE ALL CONNECTIONS AS REQUIRED FOR ALL KITCHEN EQUIPMENT. CONTRACTOR SHALL COORDINATE EXACT REQUIREMENTS PRIOR TO ROUGH-IN. REFER TO KITCHEN PLANS.
- ALL RECEPTACLES IN KITCHEN/RESTROOM AREAS SHALL HAVE GFCI PROTECTION (GFCI BREAKER OR GFCI RECEPTACLE).
- WHEREVER MODULAR FURNITURE MAY BE USED, COORDINATE THE LOCATION OF RECEPTACLES WITH OPENINGS IN THE FURNITURE. THIS IS CRITICAL TO PREVENT REWORK.
- PLAN LAYOUT SHOWN IN THESE DOCUMENTS ARE SCHEMATIC AND ARE INTENDED TO ILLUSTRATE DESIGN INTENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FINAL DESIGN INCLUDING BUT NOT LIMITED TO SERVICE ENTRY, PANEL SIZE, AND CIRCUITRY.
- THE SCOPE OF WORK INDICATED SHALL BE EXECUTED IN ACCORDANCE WITH ALL APPLICABLE CODES INCLUDING, BUT NOT LIMITED TO, THE STANDARD ELECTRIC CODE AND THE NEC (LATEST APPLICABLE EDITION).
- THE ELECTRICAL WORK SHOWN ON THE SUBMITTED PLANS SHALL BE PERFORMED BY A LICENSED ELECTRICAL CONTRACTOR. THE CONTRACTOR SHALL SECURE AN ELECTRICAL PERMIT FOR THEIR PORTION OF THE WORK PRIOR TO INSTALLATION.
- COORDINATE ALL ELECTRICAL WORK WITH OTHER TRADES.
- CONFIRM ELECTRICAL REQUIREMENTS FOR ANY OWNER SUPPLIED ITEMS PRIOR TO WIRING OR FINAL CIRCUITING.
- SUBMIT CUT SHEETS FOR ELECTRICAL FIXTURES TO OWNER/ARCHITECT.
- OUTLETS OF ANY TYPE SHALL NEVER BE INSTALLED BACK TO BACK. OUTLETS IN RATED WALL MUST BE INSTALLED 24" APART.
- ALL LOW VOLTAGE WIRING, WITH EXCEPTION OF THE FIRE ALARM SYSTEM, IS THE OWNER'S RESPONSIBILITY.
- CONTRACTOR SHALL PROVIDE J-HOOKS ON 24" SPACING ABOVE CEILING AS REQUIRED FOR NEW DATA CABLING. COORDINATE WITH OWNER.
- IF REQUIRED, CONTRACTOR SHALL PROVIDE ALL ACCESSORIES FOR PROPER OPERATION OF ELECTRONIC LOCKING DOORS. DOOR LOCKS SHALL RELEASE UPON FIRE ALARM ACTIVATION. PROVIDE RELAYS FROM DOOR CONTROLLER TO FIRE ALARM CONTROL PANEL AS REQUIRED. COORDINATE ALL WORK WITH VENDOR.

GENERAL LIGHTING NOTES

- SEE NEC ARTICLE 410 FOR MORE INFORMATION REGARDING LIGHTING FIXTURES.
- LIGHTING CIRCUITS ABOVE THE BAR JOIST OR IN CONCEALED AREAS MAY BE FLEXIBLE WIRING UOI.
- LIGHT SWITCHES SHALL BE MOUNTED AT 48" TO THE BOTTOM OF THE BOX, UOI.
- LAY IN TYPE LIGHTING FIXTURES SHALL BE SUPPORTED BY EITHER OF TWO METHODS:
 - THEY SHALL BE SECURELY ATTACHED TO THE CEILING GRID BOLTS, SCREWS, RIVETS, OR LISTED CLIPS IDENTIFIED FOR USE WITH THE CEILING MANUFACTURER
 - THEY SHALL BE ATTACHED TO THE BUILDING STRUCTURE BY AN INDEPENDENT MEANS (CEILING WIRE) AND COLOR CODED TO DISTINGUISH THIS SUPPORT FROM THE CEILING GRID SUPPORT SYSTEM.
- A RECESSED LIGHTING FIXTURE THAT IS NON-TYPE IC SHALL HAVE ALL RECESSED PARTS SPACED NOT LESS THAN 1/2" FROM COMBUSTIBLE MATERIALS.
- ALL 2' X 2' LIGHT FIXTURES SHALL BE ORIENTED SUCH THAT LONG EDGE OF LAMPS RUN THE SAME DIRECTION THROUGHOUT THE FACILITY.
- ALL EMERGENCY/EGRESS FIXTURES AND SIGNS MOUNTED ABOVE DOORWAYS SHALL SHALL CENTER MTD ON WALL ABOVE DOOR HEADER, UOI.
- OUTLET BOXES OR FITTINGS INSTALLED AS REQUIRED BY ARTICLE 314.23 SHALL BE PERMITTED TO SUPPORT LIGHTING FIXTURES.
- DURING INSTALLATION, IF AN OBVIOUS CONFLICT IS DISCOVERED BETWEEN LIGHTING FIXTURES AND OTHER BUILDING ELEMENTS (STRUCTURE, HVAC, PLUMBING, SPRINKLER, ETC.) THE CONTRACTOR HAS THE AUTHORITY TO MAKE MINOR ADJUSTMENTS TO THE FIXTURE LAYOUT. OTHER ADJUSTMENTS SHALL BE APPROVED BY THE ENGINEER OF RECORD.
- LIGHT FIXTURES HAVE BEEN SELECTED TO BE OF PROPER CONSTRUCTION AND LISTED FOR THE ENVIRONMENT. ANY DEVIATION IN THE TYPE OR LOCATION SHALL BE APPROVED BY THE ENGINEER OF RECORD.
- SEE ARCHITECTURAL REFLECTED CEILING PLANS (WHERE AVAILABLE) FOR EXACT LOCATION OF ALL CEILING MOUNTED EQUIPMENT.
- LIGHT FIXTURES SHALL NOT BE USED AS A RACEWAY, UNLESS LISTED AND MARKED FOR THAT PURPOSE.
- THESE DRAWINGS SHOW THE INTENT OF THE DESIGNER. EVERY WIRE IS NOT ILLUSTRATED (EXAMPLES: WIRING BETWEEN 3-WAY SWITCHES, WIRING FOR AN EMERGENCY BALLAST, ETC.) ON THESE DRAWINGS.
- THE INSTALLER SHOULD REFER TO THE DETAILS FOR THE PROPER WIRING OF OCCUPANCY SENSORS. COORDINATE WITH VENDOR.
- CONDUITS, LIGHTING FIXTURES, ETC SHALL NOT BE MOUNTED DIRECTLY BELOW SMOKE/HEAT VENTS, SPRINKLER HEADS, EVAPORATOR VENTS OR SKY LIGHTS.
- THE ARCHITECT/ENGINEER RESERVES THE RIGHT TO REJECT ANY AND ALL FIXTURES NOT PRE-APPROVED BY ARCHITECT/ENGINEER 10 DAYS PRIOR TO BID.
- ALL OCCUPANCY SENSORS SHALL BE SET WITH A 10 MINUTE TIME OUT, WITH THE EXCEPTION OF RESTROOM SENSORS. ALL RESTROOM SENSORS SHALL BE SET WITH A 20 MINUTE TIME OUT.
- CONTRACTOR SHALL PROVIDE ALL COMPONENTS REQUIRED FOR PROPER OPERATION OF FIXTURES.
- CONTRACTOR SHALL REFER TO LATEST ARCHITECTURAL DRAWINGS FOR EXACT MOUNTING HEIGHTS.
- SHORT DASHED CIRCUITS REPRESENT CIRCUITS WHICH ARE EMERGENCY OR UN-SWITCHED NIGHT LIGHT CIRCUITS. EACH FIXTURE WITH AN EMERGENCY BALLAST REQUIRES A WIRE WHICH IS CONSTANTLY HOT (NOT SWITCHED) FOR PROPER OPERATION. IF NIGHT LIGHT CIRCUIT, CIRCUIT FIXTURES AHEAD OF ANY SWITCHES OR SENSORS.
- ALL LIGHTING LAYOUTS ARE BASED ON REFLECTED CEILING PLANS. DO NOT ALTER THE NUMBER OF FIXTURES INDICATED ON DRAWINGS. SEE FIXTURE SCHEDULE FOR APPLICABLE NOTES.
- CONTRACTOR SHALL PROVIDE POWER PACKS FOR OCCUPANCY SENSORS AS REQUIRED BY MANUFACTURER. PROVIDE 120V CIRCUITS FROM NEAREST 120V PANEL AS REQUIRED.
- CONTRACTOR SHALL PROVIDE ALL ACCESSORIES FOR OPERATION OF OCCUPANCY SENSORS, INCLUDING FOR USE WITH MECHANICAL LOADS - EXHAUST FANS.
- CONTRACTOR SHALL CONCEAL ALL WIRES AND DEVICES WHERE POSSIBLE. IN AREAS WHERE CONCEALMENT IS NOT PRACTICAL, PROVIDE WIREMOLD PAINTED TO MATCH FINISHES. COORDINATE EXACT REQUIREMENTS WITH ARCHITECT.

GENERAL GROUNDING NOTES

- ALL GROUND RODS SHALL BE 3/4" X 10" COPPER-CLAD STEEL UOI. EVERY EFFORT SHOULD BE MADE TO INSTALL THE GROUND RODS IN A VERTICAL POSITION. IF THIS IS NOT POSSIBLE, IN SOME CASES, THE ENGINEER MAY REQUIRE THE INSTALLATION OF A PLATE ELECTRODE OR HE MAY APPROVE AN ANGLED OR HORIZONTAL INSTALLATION OF A GROUND ROD.
- GROUND RODS AND THE GROUND RING CONDUCTORS SHALL BE LOCATED 24" MINIMUM FROM THE STRUCTURAL FOUNDATION AND SHALL BE BURIED 30" MINIMUM BELOW FINISHED GRADE (REFERENCE NEC 250.52.F).
- IN GENERAL, THE GROUND LOOP SHALL CONSIST OF 4/0 STRANDED BARE COPPER UOI. WHEREVER BARE GROUNDING SYSTEM CONDUCTORS PASS THROUGH OR TERMINATE IN CONCRETE, THE EXPOSED COPPER CONDUCTOR MUST BE PAINTED WITH A PVC TYPE PAINT TO HELP PROTECT AGAINST CORROSION.
- THE GROUNDING SYSTEM SHALL BE TESTED USING THE FALL OF POTENTIAL METHOD TO ENSURE COMPLIANCE WITH THE SPECIFICATIONS AND THE NEC MINIMUM REQUIREMENTS.
- ALL CONNECTIONS OF WIRE-TO-WIRE, WIRE-TO-ROD, AND WIRE-TO-STEEL SHALL BE MADE EXOTHERMICALLY USING APPROPRIATE MOLDS OR APPROVED CLAMPS.
- IF NECESSARY, THE AUTHORITY HAVING JURISDICTION SHALL BE CALLED IN TO INSPECT THE INSTALLATION OF THE GROUNDING SYSTEM BEFORE IT IS BURIED OR COVERED.
- THE GROUNDING SHOWN ON THESE DRAWINGS INCLUDE THE MINIMUM REQUIREMENTS. ALL THE REQUIREMENTS OF THE NEC ARTICLE 250 MUST BE MET.
- METAL RACEWAYS FOR SERVICE CONDUCTORS AND EQUIPMENT SHALL BE GROUNDED. A METAL ELBOW THAT IS INSTALLED IN AN UNDERGROUND INSTALLATION OF RIGID NON-METALLIC CONDUIT AND IS ISOLATED FROM POSSIBLE CONTACT BY A MINIMUM COVER OF 18" TO ANY PART OF THE ELBOW SHALL NOT BE REQUIRED TO BE GROUNDED.
- NON-CURRENT-CARRYING CONDUCTIVE MATERIALS, SUCH AS METAL CONDUIT, JUNCTION BOXES, ETC., ENCLOSING ELECTRICAL CONDUCTORS OR EQUIPMENT, OR FORMING PART OF SUCH EQUIPMENT, SHALL BE GROUNDED.
- THE NON-CURRENT-CARRYING METAL PARTS OF SERVICE EQUIPMENT (RACEWAYS AND ENCLOSURES CONTAINING SERVICE CONDUCTORS, INCLUDING METER FITTINGS, BOXES, OR THE LIKE, INTERPOSED IN THE SERVICE RACEWAY OR ARMOR SHALL BE BONDED TOGETHER. BONDING SHALL APPLY AT EACH END AND TO ALL INTERVENING RACEWAYS, BOXES, AND ENCLOSURES BETWEEN THE SERVICE EQUIPMENT AND THE GROUNDING ELECTRODE. METHODS OF BONDING SHALL INCLUDE EXOTHERMIC WELDING, LISTED PRESSURE CONNECTORS, LISTED CLAMPS, CONNECTIONS UTILIZING THREADED COUPLINGS OR THREADED BOSSES ON ENCLOSURES WHERE MADE UP WRENCH-TIGHT, OTHER APPROVED DEVICES, SUCH AS BONDING-TYPE LOCKNUTS AND BUSHINGS
- NONCONDUCTIVE COATINGS (SUCH AS PAINT, LACQUER, AND ENAMEL) ON EQUIPMENT TO BE GROUNDED SHALL BE REMOVED FROM THREADS AND OTHER CONTACT SURFACES TO ENSURE GOOD ELECTRICAL CONTINUITY OR BE CONNECTED BY MEANS OF FITTINGS DESIGNED SO AS TO MAKE SUCH REMOVAL UNNECESSARY.
- WHERE THE TRANSFORMER SUPPLYING THE SERVICE IS LOCATED OUTSIDE THE BUILDING, AT LEAST ONE ADDITIONAL GROUNDING CONNECTION SHALL BE MADE FROM THE GROUNDED SERVICE CONDUCTOR TO A GROUNDING ELECTRODE, EITHER AT THE TRANSFORMER OR ELSEWHERE OUTSIDE THE BUILDING.
- FOR A GROUNDED SYSTEM, AN UN-SPLICED MAIN BONDING JUMPER SHALL BE USED TO CONNECT THE EQUIPMENT GROUNDING CONDUCTOR(S) AND THE SERVICE-DISCONNECT ENCLOSURE TO THE GROUNDED CONDUCTOR OF THE SYSTEM MAIN BONDING JUMPERS SHALL BE OF COPPER OR OTHER CORROSION-RESISTANT MATERIAL. A MAIN BONDING JUMPER SHALL BE A WIRE, BUS, SCREW, OR SIMILAR SUITABLE CONDUCTOR. THE MAIN BONDING JUMPER SHALL NOT BE SMALLER THAN THE SIZES SHOWN IN TABLE 250.66 OF THE NEC FOR GROUNDING ELECTRODE CONDUCTORS.
- METAL RACEWAYS, CABLE TRAYS, ENCLOSURES, FRAMES, FITTINGS, AND OTHER METAL NON-CURRENT-CARRYING PARTS THAT ARE TO SERVE AS GROUNDING CONDUCTORS, WITH OR WITHOUT THE USE OF SUPPLEMENTARY EQUIPMENT GROUNDING CONDUCTORS, SHALL BE EFFECTIVELY BONDED WHERE NECESSARY TO ENSURE ELECTRICAL CONTINUITY AND THE CAPACITY TO CONDUCT SAFELY ANY FAULT CURRENT LIKELY TO BE IMPOSED ON THEM.
- EXPOSED NON-CURRENT-CARRYING METAL PARTS OF FIXED EQUIPMENT LIKELY TO BECOME ENERGIZED SHALL BE GROUNDED UNDER ANY OF THE FOLLOWING CONDITIONS:
 - WHERE WITHIN' 8' VERTICALLY OR 5' HORIZONTALLY OF GROUND OR GROUNDED METAL OBJECTS AND SUBJECT TO CONTACT BY PERSONS
 - WHERE LOCATED IN A WET OR DAMP LOCATION AND NOT ISOLATED
 - WHERE IN ELECTRICAL CONTACT WITH METAL
 - WHERE SUPPLIED BY A METAL-CLAD, METAL-SHEATHED, METAL-RACEWAY, OR OTHER WIRING METHOD THAT PROVIDES AN EQUIPMENT GROUND
 - WHERE EQUIPMENT OPERATES WITH ANY TERMINAL AT OVER 150 VOLTS TO GROUND
- ALL GROUNDING CONDUCTORS AND BONDING JUMPERS SHALL BE ROUTED TO ENSURE SHORTEST POSSIBLE CONDUCTOR LENGTH.
- BONDING JUMPERS MEETING THE OTHER REQUIREMENTS OF THIS ARTICLE SHALL BE USED AROUND CONCENTRIC OR ECCENTRIC KNOCKOUTS THAT ARE PUNCHED OR OTHERWISE FORMED SO AS TO IMPAIR THE ELECTRICAL CONNECTION TO GROUND. STANDARD LOCKNUTS OR BUSHINGS SHALL NOT BE THE SOLE MEANS FOR THE BONDING REQUIRED BY THIS SECTION.
- TRANSFORMERS SHALL BE GROUNDED IN ACCORDANCE WITH NEC TABLE 250.66.

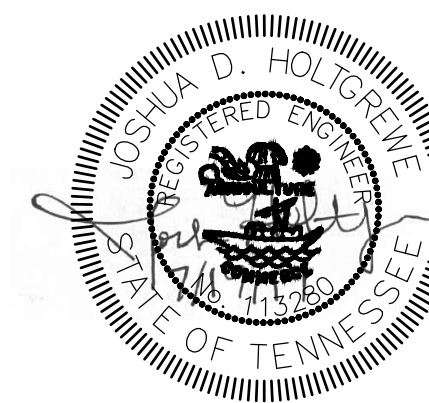


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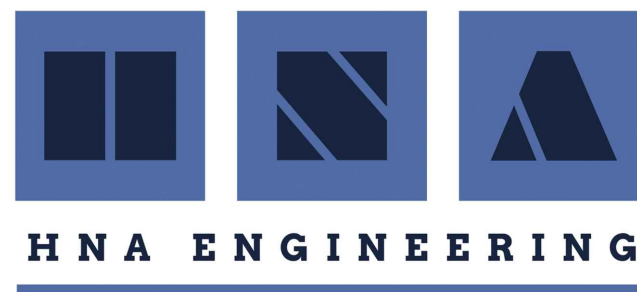
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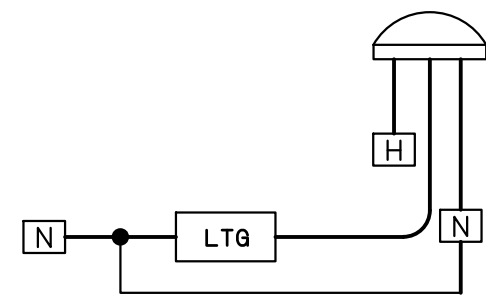


REVISIONS		
Revision Date	Rev #	Revision Description

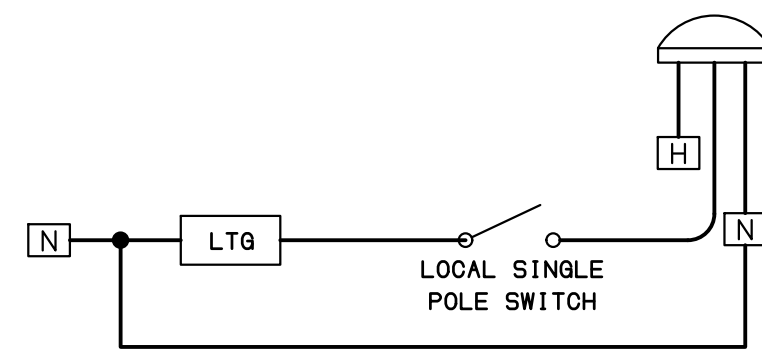
PROJECT NUMBER 000000
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SHEET NUMBER E0.2



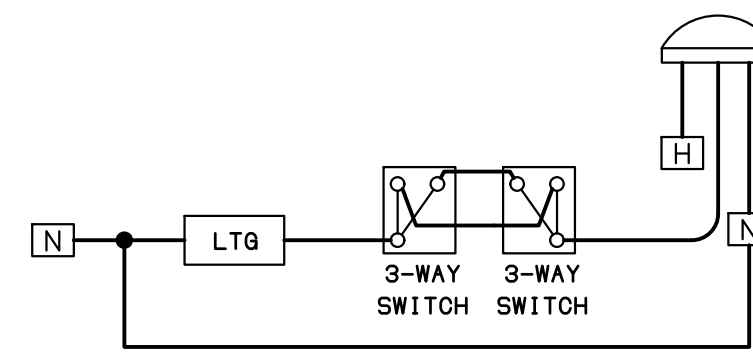
Notes - Electrical



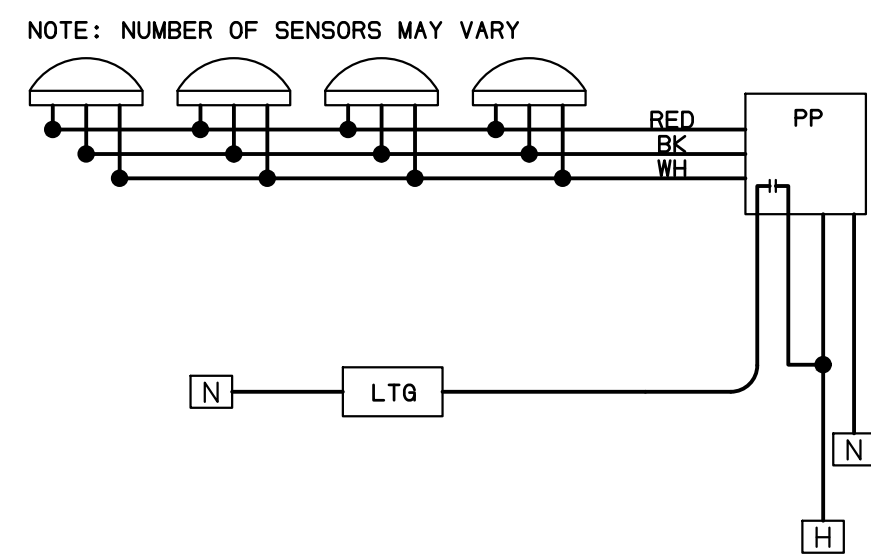
1 Line Voltage Sensor
NONE



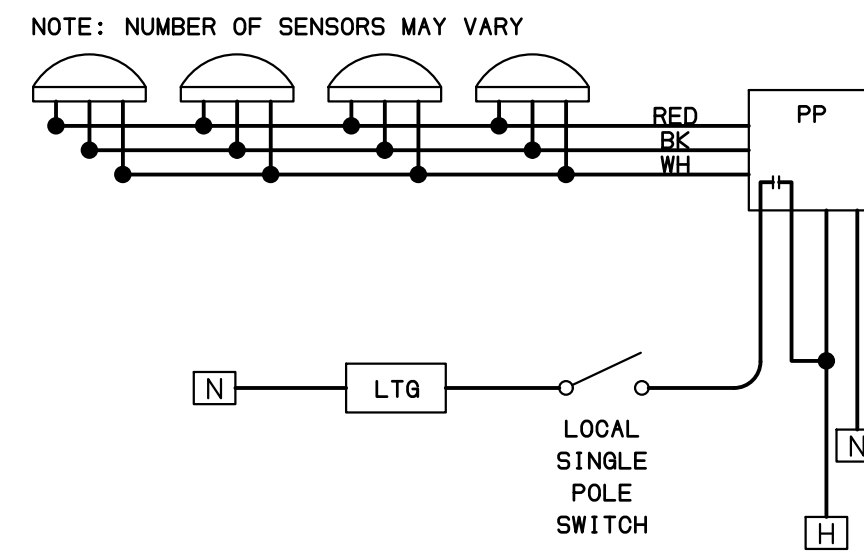
2 Line Voltage Sensor
W/ Single Switching
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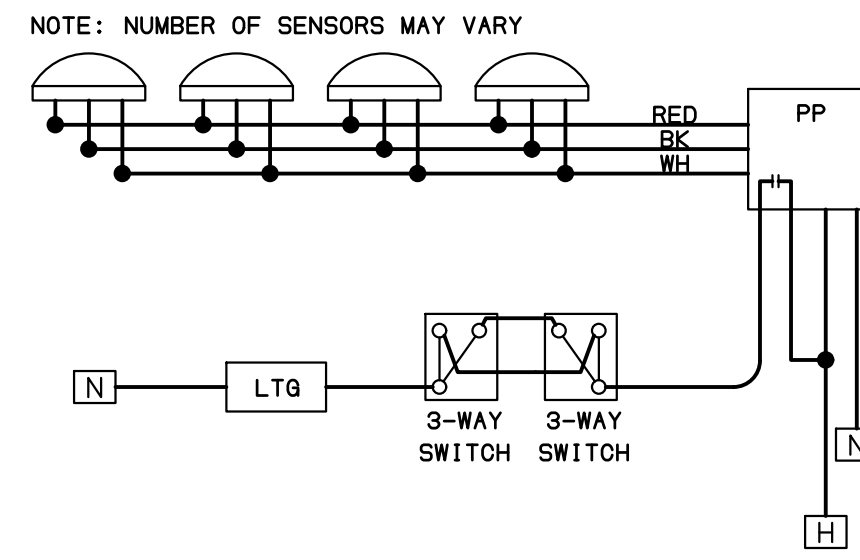
3 Line Voltage Sensor
W/ 3-Way Switching
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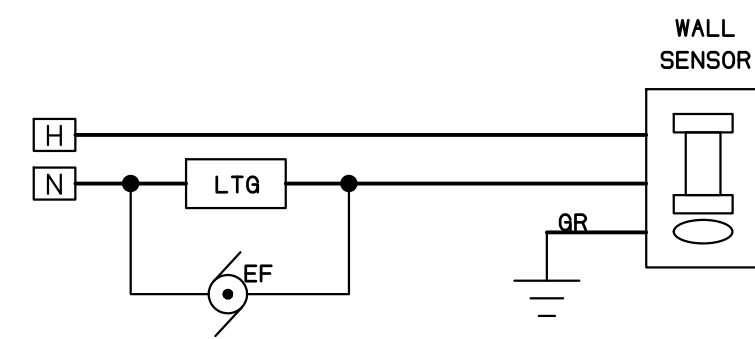
4 Low Voltage Sensors
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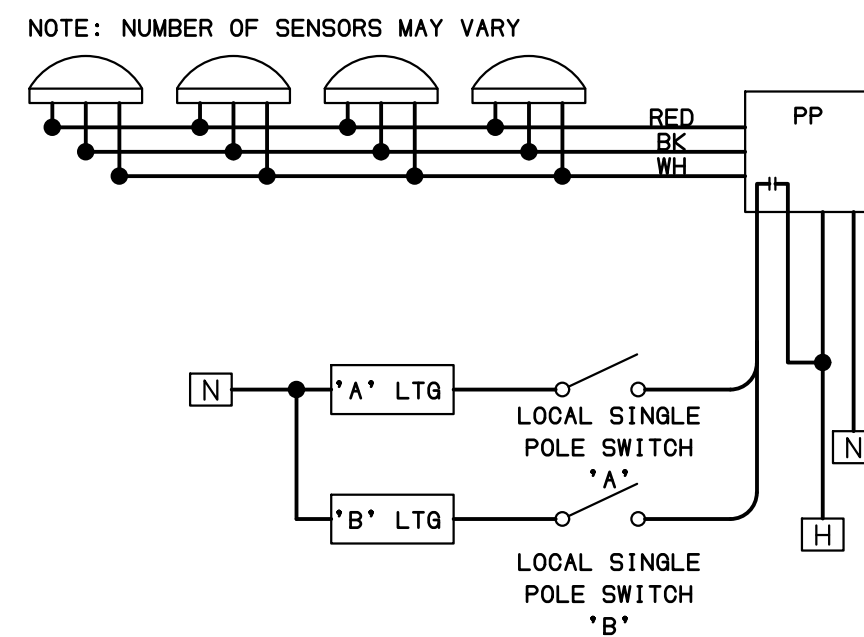
5 Low Voltage Sensors
W/ Single Switching
NONE



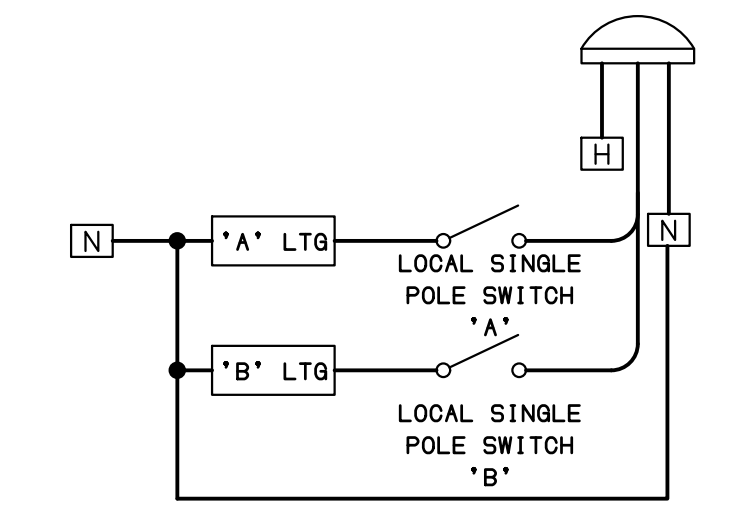
6 Low Voltage Sensors
W/ 3-Way Switching
NONE



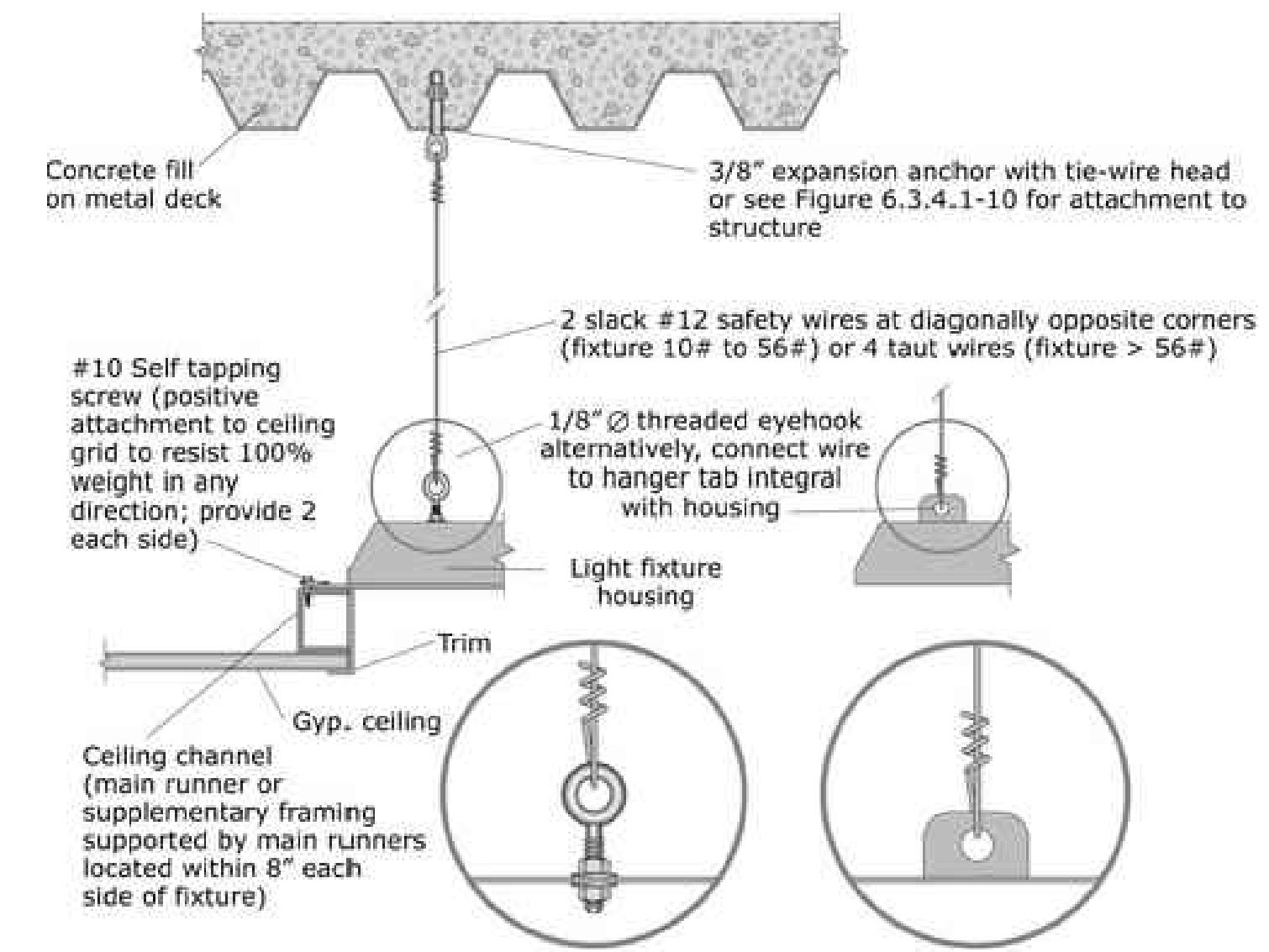
7 Wall Switch Sensor
W/ Exhaust Fan
NONE



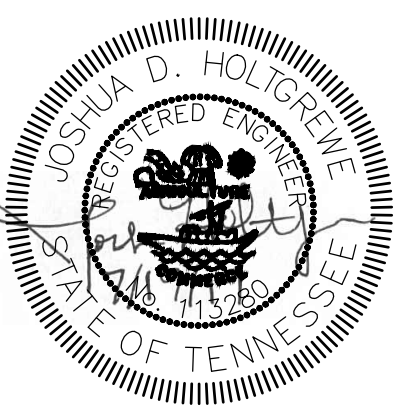
8 Low Voltage Sensors
W/ A/B Switching
NONE



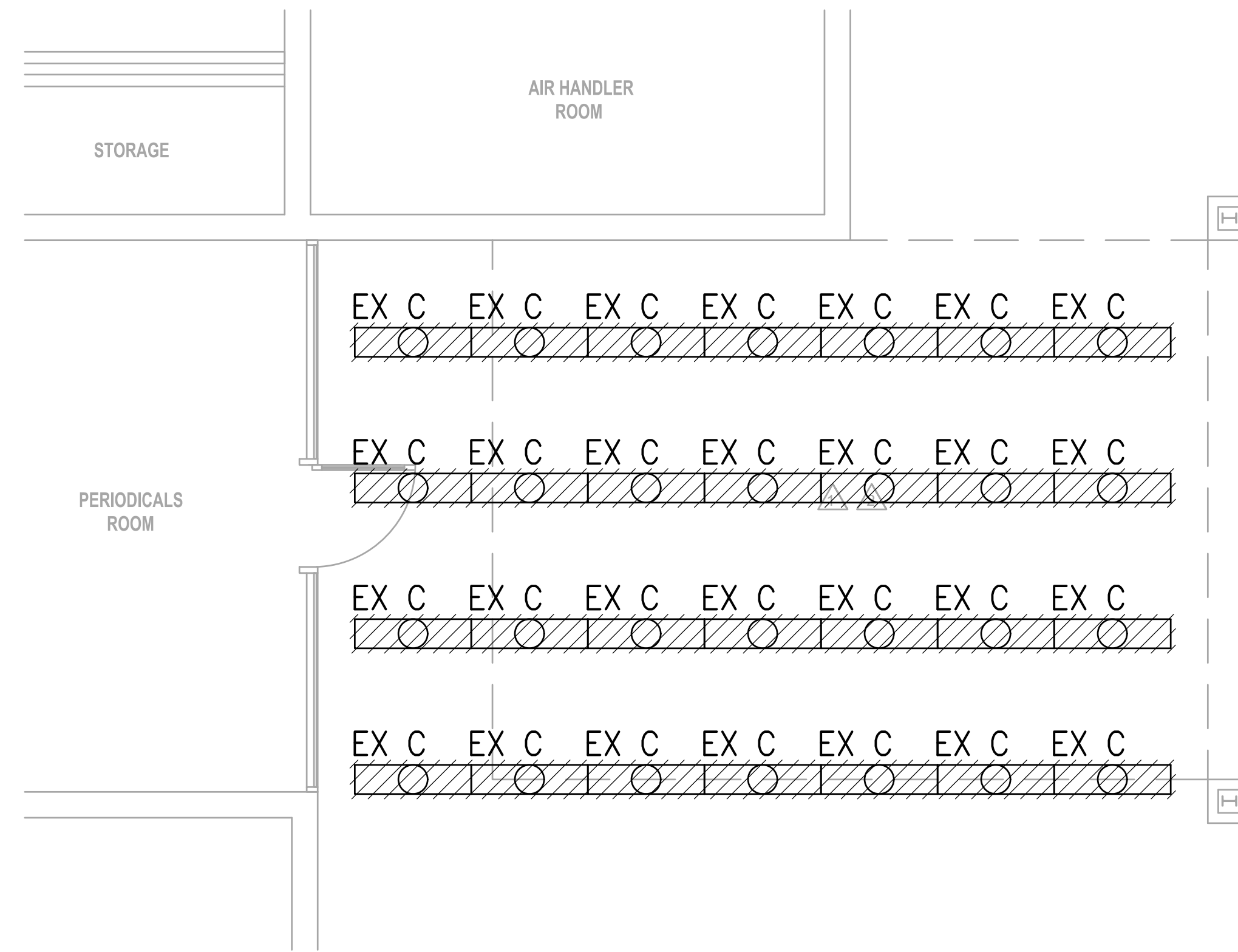
9 Line Voltage Sensors
W/ A/B Switching
NONE



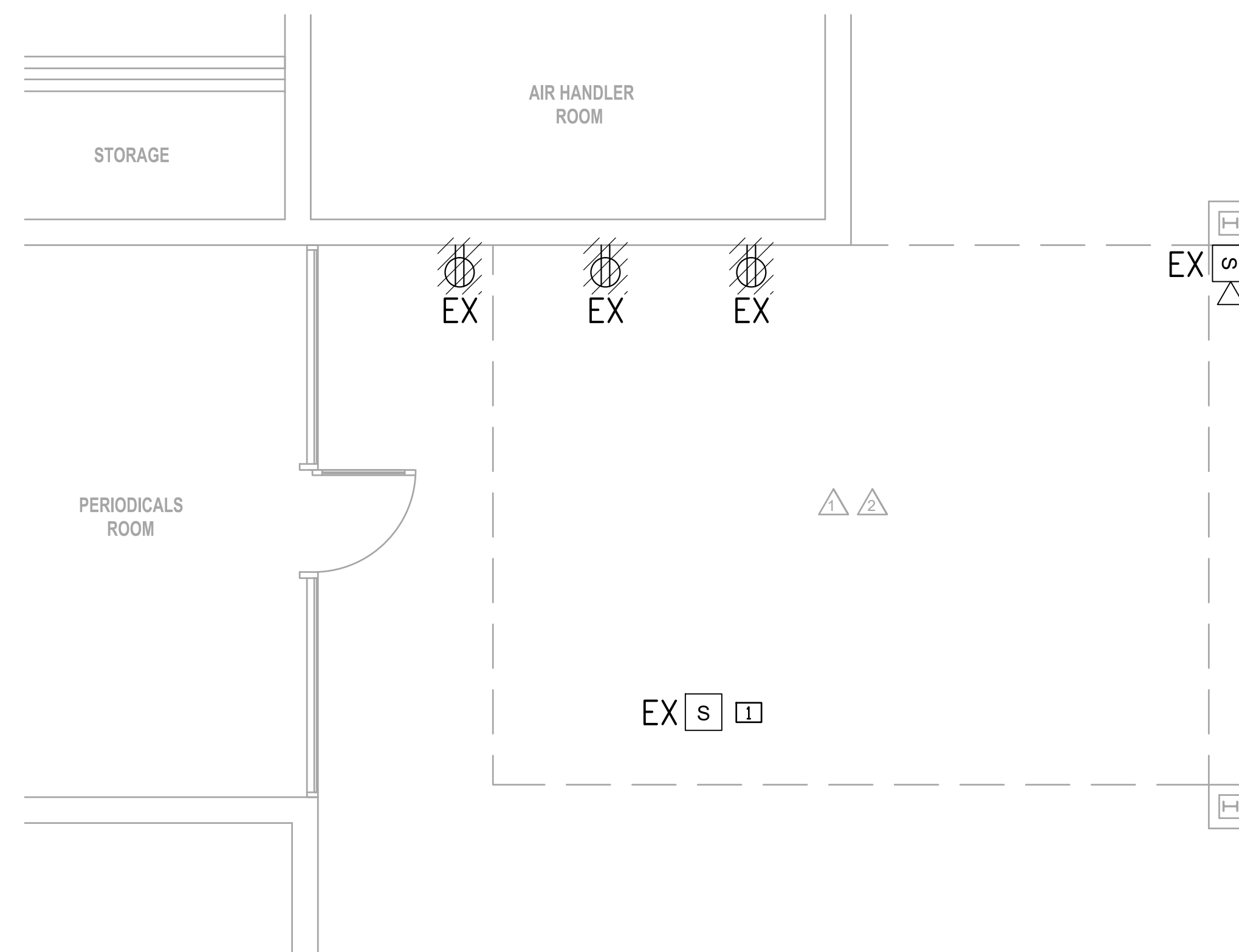
10 Seismic Mount Detail
NONE



REVISIONS		
Revision Date	Rev. #	Revision Description
PROJECT NUMBER 000000		
DATE OF ORIGINAL ISSUE 7/19/2019		
SHEET NUMBER E0.3		



1 Floor Plan - Demo Lighting - Electrical
1/4"=1'-0"



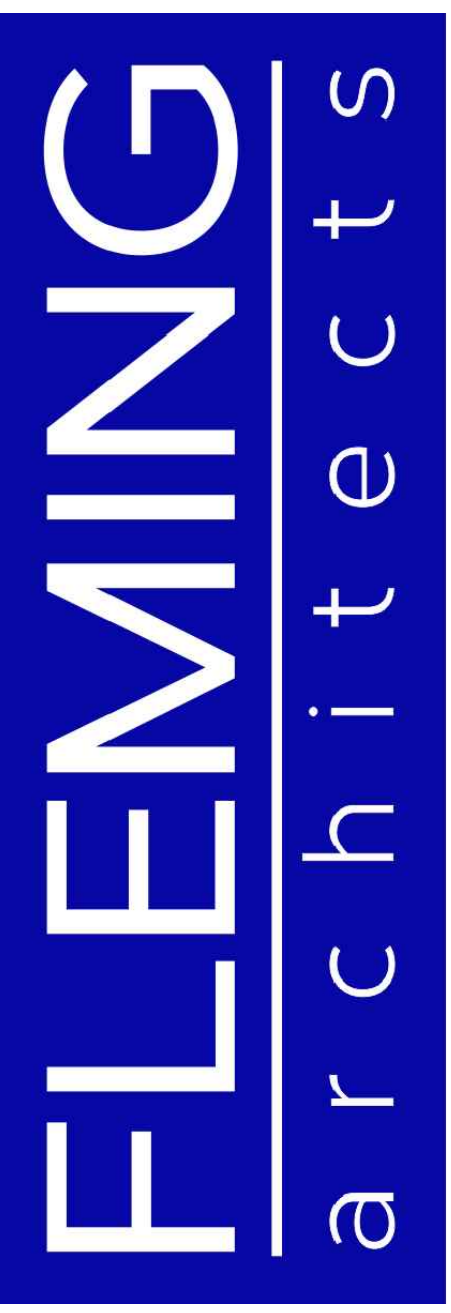
2 Floor Plan - Demo Power - Electrical
1/4"=1'-0"

GENERAL DEMOLITION NOTES

1. ALL HATCHED DEVICES ARE TO BE DEMOLISHED. CONTRACTOR SHALL REMOVE FEEDERS BACK TO PANEL/NEAREST JUNCTION BOX.
2. CONTRACTOR SHALL MAINTAIN ALL CIRCUIT CONTINUITY IN CONTRACT AREA.
3. CONTRACTOR SHALL PROVIDE BLANK COVER PLATES FOR ALL UNUSED BOXES.
4. CONTRACTOR SHALL DEMOLISH ALL ELECTRICAL IN DEMOLISHED WALLS BACK TO NEAREST PANEL/JUNCTION BOX.
5. WHEN EXTENDING OR RELOCATING EXISTING CIRCUITRY, CONTRACTOR SHALL PROVIDE ADDITIONAL CONDUIT, WIRE, AND BOXES AS REQUIRED.
6. CONTRACTOR SHALL PROVIDE FEEDER EXTENSIONS AS REQUIRED.
7. CONTRACTOR TO VERIFY EXISTING CONDITIONS.
8. ALL EXISTING FIRE ALARM DEVICES SHALL BE SALVAGED AND REUSED WHERE POSSIBLE, AS INDICATED ON NEW PLANS.

KEYED NOTES

1. CONTRACTOR SHALL RELOCATE EXISTING SMOKE DETECTOR TO NEW LOCATION AS INDICATED.

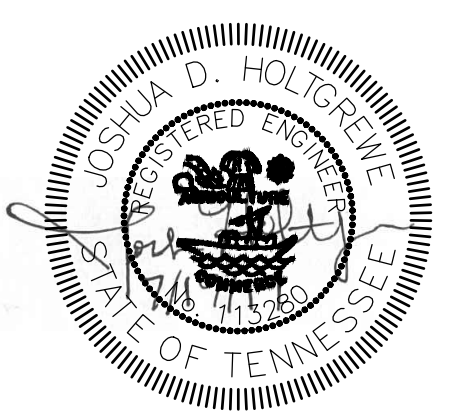


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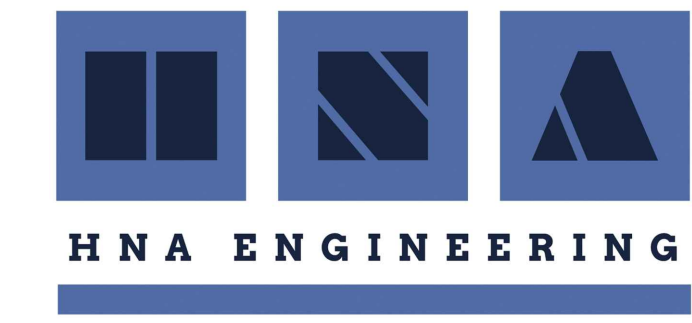
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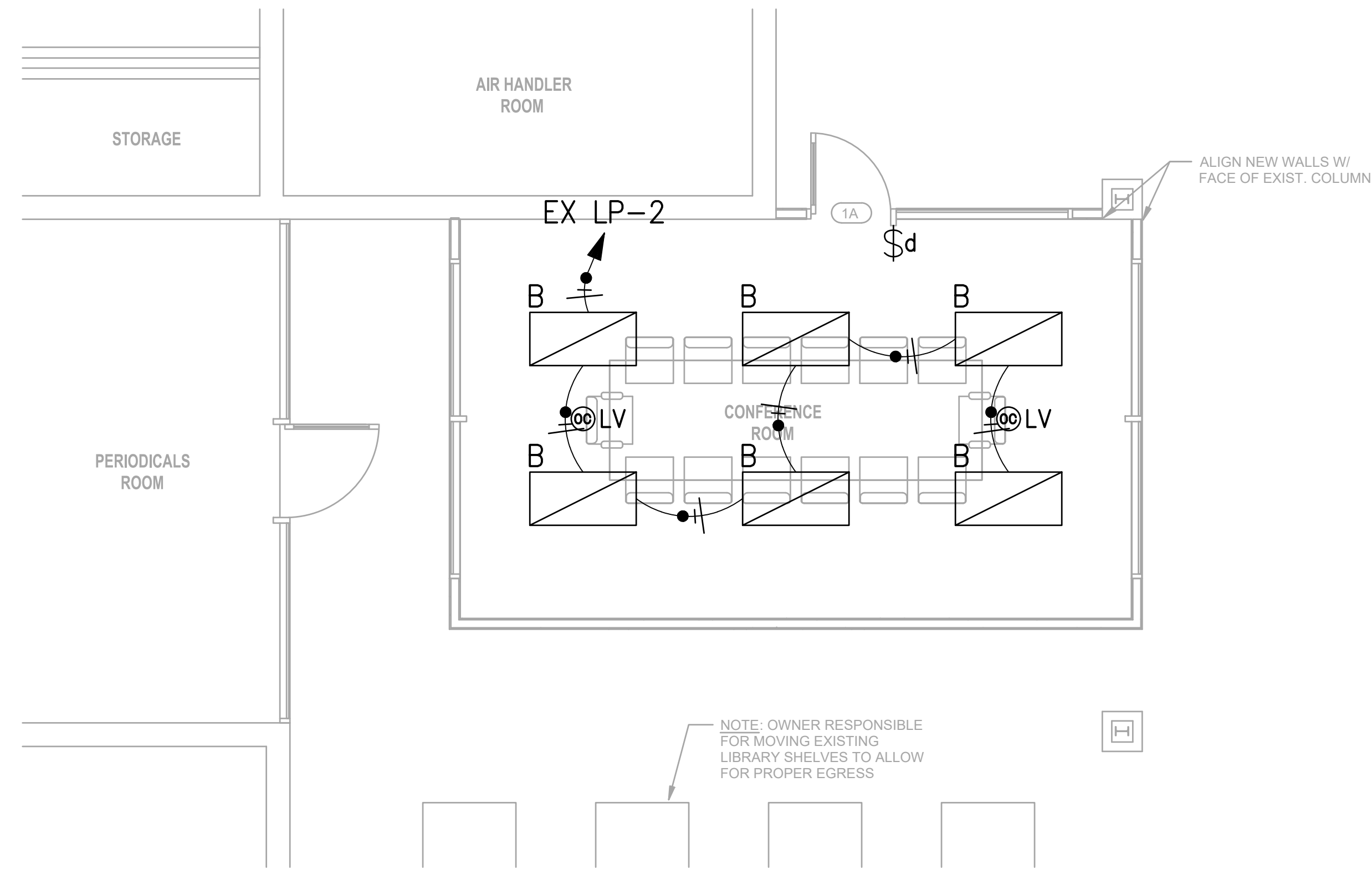
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PROJECT NUMBER
000000
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SHEET NUMBER
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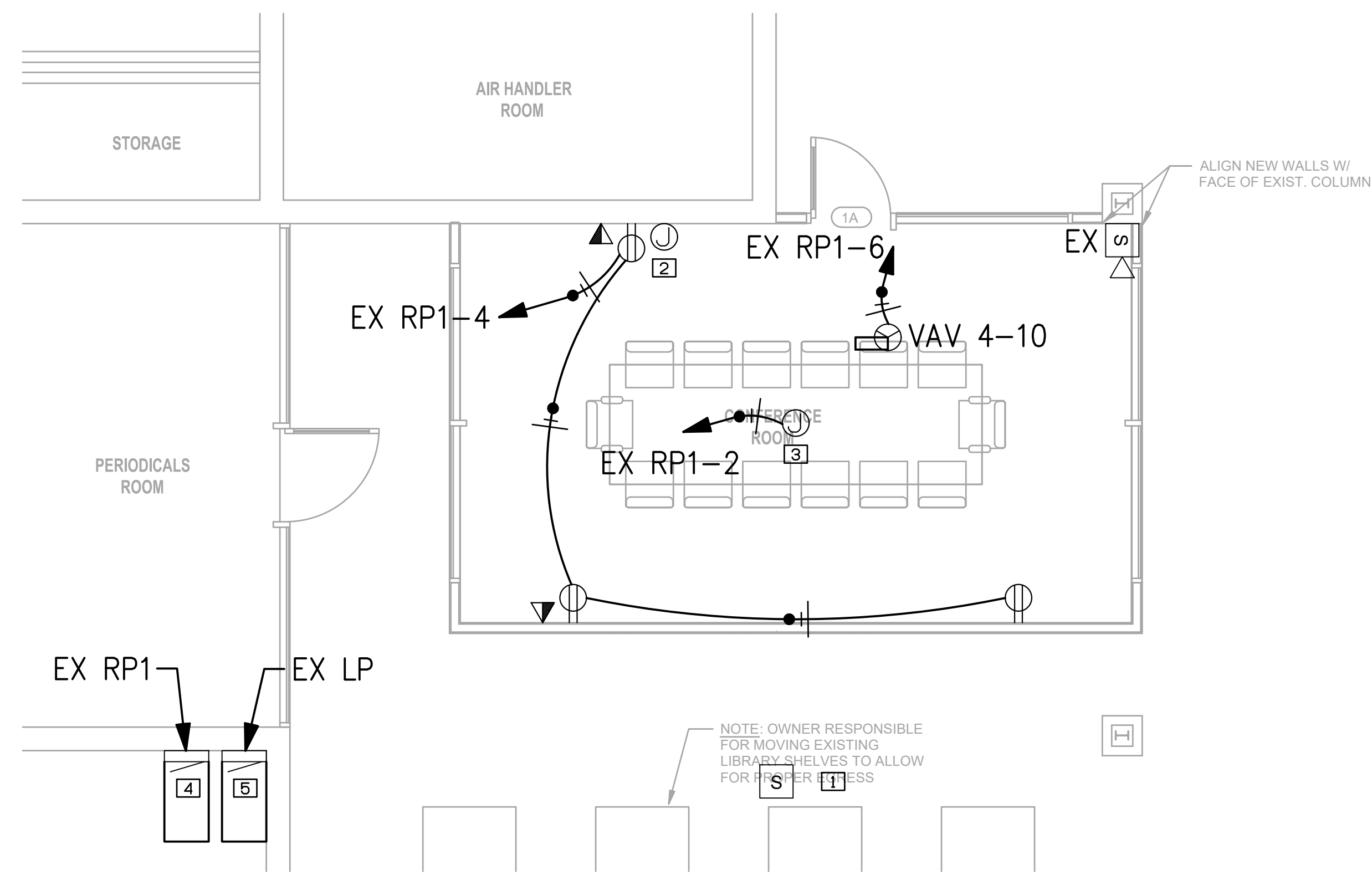




1 Floor Plan - Lighting - Electrical
1/4"=1'-0"

LIGHTING NOTES

1. ALL LIGHTING LAYOUTS ARE BASED ON REFLECTED CEILING PLAN. DO NOT ALTER THE NUMBER OF FIXTURES INDICATED ON DRAWINGS, SEE FIXTURE SCHEDULE FOR APPLICABLE NOTES.
2. CONTRACTOR SHALL PROVIDE ALL CABLING FOR 0-10V DIMMING.



2 Floor Plan - Power & Comm. - Electrical
1/4"=1'-0"

POWER NOTES

1. CONTRACTOR SHALL PROVIDE UPDATED, TYPE-WRITTEN PANEL SCHEDULES FOR ALL MODIFIED PANELS.

KEYED NOTES

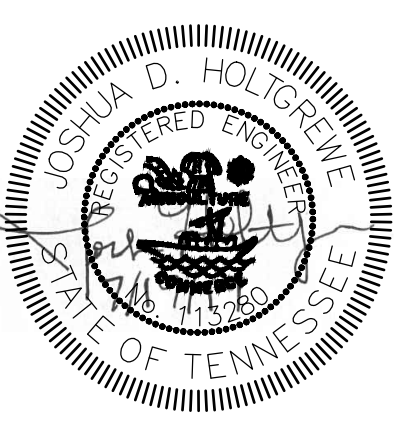
1. RELOCATED SMOKE DETECTOR LOCATION, PROVIDE ADDITIONAL WIRING AS REQUIRED.
2. CONTRACTOR SHALL PROVIDE BOX IN WALL WITH 1-1.5"Ø ROUTED TO CEILING PROJECTOR.
3. CONTRACTOR SHALL PROVIDE POWER ABOVE CEILING FOR PROJECTOR.
4. CONTRACTOR SHALL PROVIDE NEW BREAKERS IN EXISTING SQUARE D TYPE NQOD PANEL.
5. CONTRACTOR SHALL PROVIDE NEW BREAKERS IN EXISTING SQUARE D TYPE NEHB PANEL.



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Floor Plans - Lighting - Electrical
E2.1

