

PHASE 2
PROJECT MANUAL
ORANGE BEACH WILDLIFE CENTER
ORANGE BEACH, ALABAMA






MCCULLOUGH
ARCHITECTURE

4790 Main Street, Suite F-209
Orange Beach, Alabama 36561
Tel: 251.968.7222

Architect's Project: 21-06



ARCHITECTURAL SEAL	ELECTRICAL ENGINEER
 <p>A circular architectural seal for the State of Alabama. The outer ring contains the text "State of Alabama" at the top and "Registered Architect" at the bottom. Inside the ring, the name "Stedmann B. McCollough" is written, followed by the number "4305". A large, stylized signature is written over the seal.</p>	 <p>A circular electrical engineer seal for the State of Alabama. The outer ring contains the text "ALABAMA" at the top and "GLEN WADE STEWART" at the bottom. Inside the ring, the word "LICENSED" is at the top, followed by "NO. 26767", "PROFESSIONAL", and the date "5/10/21". A large, stylized signature is written over the seal.</p>
MECHANICAL AND PLUMBING SEAL	
 <p>A circular mechanical and plumbing seal for the State of Alabama. The outer ring contains the text "ALABAMA" at the top and "ROGER J. SMITH" at the bottom. Inside the ring, the word "LICENSED" is at the top, followed by "No. 24744", "PROFESSIONAL", and "ENGINEER". A large, stylized signature is written over the seal.</p>	

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NOTE:

This Table of Contents is for convenience only. Its accuracy and completeness is not guaranteed, and it is not to be considered as part of the Specifications. In case of discrepancy between the Table of Contents and the Specifications, the Specifications shall govern.

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ADVERTISEMENT FOR BIDS

Sealed proposals will be received by the City of Orange Beach at the office of the City Clerk located at
Orange Beach City Hall 4099 Orange Beach Blvd Orange Beach, AL 36561
until 10:00 AM, CST, March 10, 2022, for

PROJECT: ORANGE BEACH TRAIL MAINTENANCE SHOP AND WILDLIFE CENTER
CITY OF ORANGE BEACH

at which time and place they will be publicly opened and read. General Contractor's License number and type must be on the envelope.

A cashier's check or bid bond payable to City of Orange Beach in an amount not less than five (5) percent of the amount of the bid, but in no event more than \$10,000.00, must accompany the bidder's proposal. If awarded the bid and prior to beginning work, the Contractor is required to have a current City of Orange Beach Business License, furnish a Certificate of General Liability Insurance and Workers Compensation Insurance, and proof of Automobile General Liability Insurance. Insurance Certificate provided to the City shall name the City of Orange Beach as an additional insured. Performance and Payment Bonds must be executed upon award of the bid with a penalty equal to one hundred (100%) percent of the amount of the contract price.

Bid Drawings and specifications will be available and can be examined at Printing Pros on and after January 21, 2022.

Name of Architect: Sted McCollough
Name of Company: McCollough Architecture
Address: 4790 Wharf Pkwy Ste 209, Orange Beach, AL 36561
Phone No.: (251) 968-7222

General Contractor Bidders may obtain a digital copy of the documents from Printing Pros in Orange Beach, Alabama. Hard copy sets of drawings and specifications will be available to qualified General Contractors and others for the cost of printing and handling directly from the document's printer: Printing Pros (22660 Canal Rd, Orange Beach, AL 36561; phone 251/974-5006). Addenda and other bidding information will be issued only to holders of drawings and specifications distributed by the Architect. Release of the Bid Documents to the bidder does not imply acceptance of the bidder's qualifications by the Owner or Architect.

Bid Documents can also be reviewed at Printing Pros. Cost of printing plans and specifications are non-refundable.

Bids must be submitted on proposal forms furnished by the Architect or copies thereof. All bidders bidding in amounts exceeding that established by the State Licensing Board for General Contractors must be licensed under the provisions of Title 34, Chapter 8, Code of Alabama, 1975, and must show evidence of license before bidding or bid will not be received or considered by the Architect; the bidder shall show such evidence by clearly displaying his or her current license number on the outside of the sealed envelope in which the proposal is delivered. The Owner reserves the right to reject any or all proposals and to waive technical errors if, in the Owner's judgment, the best interests of the Owner will thereby be promoted.

Nonresident bidders must accompany any written Bid Documents with a written opinion of an attorney at law licensed to practice law in such nonresident bidder's state or domicile, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that state in the letting of any or all public contracts.

A Pre-Bid Conference will be held at the City of Orange Beach at the office of the City Clerk located at Orange Beach City Hall, 4099 Orange Beach Blvd Orange Beach, AL 36561 at 10:00 A.M. Thursday, February 24, 2022. **Attendance by General Contractor Bidders at Pre-Bid Conference is mandatory.**

Awarding Authority:
City of Orange Beach

Architect:
McCollough Architecture: Sted McCollough, President

ALL BIDS MUST BE RETURNED AS FOLLOWS:

All bidders must use the bid form provided in the bid documents and show on the envelope "SEALED BID", the bid title, the bidder's name, and the opening date and time.

Mailed Bids via U.S. Postal Service

City of Orange Beach
Attention: City Clerk
P.O. Box 458
Orange Beach, AL 36561

Hand Delivered Bids

City of Orange Beach
Attention: City Clerk
4099 Orange Beach Blvd.
Orange Beach, AL 36561



**INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS
(PUBLIC WORKS PROJECTS)**

1.0 INTRODUCTION

All bidders will be bound to the general conditions and requirements set forth in these general instructions and such instructions shall form an integral part of each purchase contract awarded by the Orange Beach City Council. Applicability of general conditions as stated below shall be determined by the City of Orange Beach. All bids must be submitted on and in accordance with the instructions provided by the City of Orange Beach.

2.0 BID DOCUMENTS

A complete set of Bid Documents is included herein. The date, time, and place of a bid opening will be given in the Invitation to bidders. Copies of the complete set of Bid Documents may be inspected and/or obtained at the following location:

Orange Beach City Hall
4099 Orange Beach Boulevard
Orange Beach, AL 36561

Or downloaded from the City's website:
www.orangebeachal.gov, see "Bids"

3.0 EXAMINATION OF DOCUMENTS AND PROJECT SITE

- 3.1 Carefully examine the Bid Documents, Specifications, and the Work Site.
- 3.2 Bids shall include all costs required to execute the work under the existing conditions.
- 3.3 Extra payments will not be made for conditions which can be determined by examining the documents and the site.

4.0 INTERPRETATIONS AND ADDENDA

- 4.1 Should a bidder find discrepancies, ambiguities, or omissions in the Specifications, or should he/she be in doubt as to their meaning, he/she shall immediately notify the Procurement Officer (Renee Eberly at 251-981-6806 or reberly@orangebeachal.gov).
- 4.2 The Procurement Officer will issue Addenda to clarify discrepancies, ambiguities, or omissions in the Specifications.
- 4.3 Addenda will be posted on the City's website at: www.orangebeachal.gov
- 4.4 Addenda shall become part of the bid and all bidders must acknowledge receipt of Addenda on their Bid Form or their bid will be rejected. Bidders shall be bound by all Addenda.
- 4.5 The City is not responsible for any oral instructions.



5.0 PREPARATION OF BID

- 5.1 The bid must be submitted on the Bid Form furnished. All information required by the Bid Documents must be given to constitute a complete bid.
- 5.2 The Bidder must print, in figures, without interlineations, alterations, or erasures, a Unit Price. The Bidder shall then print the total sum on the line designated as "Bid Total." The City will check the total sum printed by the Bidder, and, in case of error or discrepancy, the unit price shall prevail and the total shall be corrected.
- 5.3 Prices and all information must be legible. Illegible or vague bids may be rejected.
- 5.4 All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
- 5.5 Under penalty of perjury, the Bidder certifies by signature on the Bid Form that:
 - The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies, equipment, or services for the type described in the Invitation to Bid; and
 - The contents of the bid have not been communicated by the Bidder; nor to his/her best knowledge and belief by any of his/her employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished herewith prior to the official opening of the bid.

6.0 DELIVERY AND SUBMISSION OF BID

- 6.1 Each bid shall be placed, together with the Bid Bond, if applicable, in a sealed envelope. Bid envelopes must be clearly marked "SEALED BID," the Bidder's name, the title of the bid, and the opening date and time.
- 6.2 All bids received after the time stated in the Invitation to Bid will not be considered and will be returned unopened to the Bidder. The Bidder assumes risk of delay in the mail. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having bids deposited on time at the place specified.
- 6.3 The submission of a bid will be construed to mean that the Bidder is fully informed as to the extent and character of the supplies, materials, or equipment required, and as a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.

7.0 MODIFICATIONS AND WITHDRAWALS OF BIDS

- 7.1 No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in the space provided in bid or by attached sheets for this purpose.
- 7.2 Bids may not be modified after submittal.
- 7.3 Bidder may withdraw his/her bid, either personally or by written request, at any time prior to the scheduled bid opening time.



7.4 No bidder may withdraw his/her bid for a period of thirty (30) days after the bid opening.

8.0 RIGHT TO REJECT BID

Bids may be rejected if they contain any omissions, alterations of form, additions not called for, conditional bids, alternate bids unless requested by the City, incomplete bids, erasures, or irregularities of any kind. Bids in which the Unit or Lump Sum prices are obviously unbalanced may be rejected. The City reserves the right to reject any and all bids for any reason and to waive any informality or irregularity in the bids received.

9.0 BASIS OF AWARD

9.1 The City will award a single contract, dependent on the availability of funds.

9.2 The contract will be awarded to the lowest responsive qualified contractor, subject to the City's right to reject any or all bids and to waive informality and irregularity in bids and bidding.

9.3 The City shall have the right to accept alternates in any order or combination, unless otherwise specifically provided in the bid documents, and to determine the low bidder on the basis of the sum of the base bid and alternates accepted.

10.0 SAMPLE OF MATERIALS

Sample of items, when required, must be furnished free of expense to the City and, if not destroyed, will upon request be returned at the bidder's expense.

11.0 PRE-QUALIFICATION OF CONTRACTORS

Each Bidder shall be prepared, if required by the City, to present evidence of its experience, qualifications, and financial ability to carry out the terms of the Contract. The City reserves the right to disqualify any bidder who, in the sole judgement of the City, fails to adequately demonstrate qualifications and experience sufficient to enable that bidder to successfully complete the scope (AIA – A305 Sample Document) of work under this Contract.

12.0 EXECUTION OF CONTRACT

12.1 Within ten (10) days of Notice of Award, the Contractor shall deliver to the City proof of insurance as required by Contract Documents. All proof of insurance shall be approved by the City before the Contractor may proceed with Work.

12.2 The Contractor shall commence work within ten (10) days following receipt of the Notice to Proceed or on a date stipulated in the authorization to proceed.

13.0 LAWS AND REGULATIONS

The Contractor's attention is directed to the fact that all applicable State laws, Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.



14.0 ALABAMA LICENSE CONTRACTOR

All Contractors submitting bids in excess of Fifty Thousand Dollars (\$50,000.00) must be licensed contractors in the State of Alabama and must state their License Number on their Bid Form. Contracts less than Fifty Thousand Dollars (\$50,000.00) will not require a General Contractor's License; however, all other requirements shall remain the same.

15.0 BUSINESS LICENSE

The successful bidder will be required to obtain a City of Orange Beach Business License in order to operate within the Corporate Limits.

16.0 BID BOND

All bids in excess of Fifty Thousand Dollars (\$50,000.00) shall require a bid bond equal to 5% of the contract amount or \$10,000, whichever is lesser. Bid bonds will be returned by the City after the contract has been awarded.

17.0 PERFORMANCE BOND

If the winning bid is in excess of Fifty Thousand Dollars (\$50,000.00), the Contractor shall obtain a performance bond equal to 100% of the contract amount and shall provide such bond within ten (10) days of Notice of Award.

18.0 LABOR & MATERIALS BOND

If the winning bid is in excess of Fifty Thousand Dollars (\$50,000.00), the Contractor shall obtain a Labor & Materials Payment Bond equal to but not less than 50% of the contract amount and shall provide such bond within ten (10) days of Notice of Award. The bond shall include payment of reasonable attorney's fees incurred by successful claimants in civil actions.

19.0 INSURANCE REQUIREMENTS

Contractor agrees, at its sole expense, to maintain on a primary and non-contributory basis during the life of this Contract, or the performance of Work hereunder, insurance coverages, limits, and endorsements as set out below. Contractor agrees to obtain Commercial General Liability, Business Auto Liability, Worker's Compensation, and Commercial Umbrella/Excess Liability before starting the work. Contractor also agrees to undertake the obligation to insure that all subcontractors abide by these same insurance requirements.

The Contractor agrees the insurance requirements herein as well as City's review or acknowledgment is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under this Contract.

Commercial General Liability

Contractor agrees to maintain Commercial General Liability at a limit of liability not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Contractor agrees its coverage will not contain any restrictive endorsement(s) excluding or limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability, or Cross Liability.



Business Automobile Liability

Contractor agrees to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned, and Hired Automobiles.

Worker's Compensation & Employer's Liability

Regardless of any "minimum requirements" of the State of Alabama, Contractor shall obtain Worker's Compensation insurance covering all workers involved in the Work. (Note: Elective exemptions or coverage through an employee leasing arrangement will violate this requirement.) Subcontractor shall also obtain Employer's Liability insurance with minimum limits of \$500,000 Each Accident, \$500,000 Disease Policy Limit, and \$500,000 Each Employee.

Commercial Umbrella/Excess Liability

Contractor agrees to maintain either a Commercial Umbrella or Excess Liability at a limit of liability not less than \$1,000,000 Each Occurrence, \$1,000,000 Aggregate. The Contractor agrees to endorse the City as an "Additional Insured" on the Commercial Umbrella/Excess Liability, unless the Commercial Umbrella/Excess Liability provides coverage on a pure/true follow-form basis, or the City is automatically defined as an Additional Protected Person.

Additional Insured Endorsements

The Contractor agrees to endorse the City as an Additional Insured on the Commercial General Liability with the following Additional Insured endorsement, or similar endorsement providing equal or broader Additional Insured coverage than:

- CG2010 10 01 – Additional Insured; Owners, Lessees, or Contractors, OR
- CG2010 07 04 – Additional Insured; Owners, Lessees, or Contractors; Scheduled Person or Organization endorsement

The name of the organization endorsed as Additional Insured for all endorsements shall read "City of Orange Beach."

Waiver of Subrogation

Contractor agrees by entering into this written Contract to a Waiver of Subrogation in favor of the City. If a policy prohibits waiving subrogation rights without an endorsement, the Contractor agrees to endorse it with a Waiver of Transfer of Rights of Recovery against Others, or an equivalent endorsement. This Waiver of Subrogation requirement shall not apply to any policy which voids coverage if subrogation is waived.

Right to Revise or Reject

The City reserves the right to revise any insurance requirement based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage. Additionally, the City reserves the right, but not the obligation, to review and reject and insurance policies failing to meet the criteria stated herein, or any insurer(s) providing coverage, due to its poor financial condition or failure to operate legally in the State of Alabama. In such events, City shall provide Contractor written notice of such revisions or rejections.



No Representation of Coverage Adequacy

The coverages, limits, or endorsements required herein protect the primary interests of the City, and the Contractor agrees in no way should these coverages, limits, or endorsements required be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the Contractor against any loss exposures, whether as a result of the Project or otherwise.

Certificate of Insurance

Contractor agrees to provide City a Certificate of Insurance evidencing the above coverages. If the Contractor receives a non-renewal or cancellation or other material change notice from an insurance carrier affording coverage required herein, Contractor agrees to notify the City immediately with specifics as to which coverage is no longer in compliance. The City shall have the right, but not the obligation, of prohibiting Contractor from entering the Work site until a new Certificate of Insurance is provided to the City evidencing the replacement coverage. The Contractor agrees the City reserves the right to withhold payment to Contractor until evidence of reinstated or replacement coverage is provided to the City. If the Contractor fails to maintain the insurance as set forth herein, the Contractor agrees the City shall have the right, but not the obligation, to purchase replacement insurance, which the Contractor agrees to reimburse any premiums or expenses incurred by the City.

The Contractor agrees the Certificate(s) of Insurance shall:

1. Clearly indicate the City has been endorsed on the Commercial Umbrella/Excess Liability and Commercial General Liability policy as an Additional Insured. Clearly indicate the project name and project number.
2. Clearly indicated Certificate Holder(s) as follows:

Original to: City of Orange Beach
Attn: City Clerk
P.O. Box 458
Orange Beach, AL 36561
Fax (251) 981-1442

20.0 COMPLETION DATE

- 20.1 Unless otherwise specified by the City, the Contractor shall commence the work within ten (10) days from the date of receipt of the Notice to Proceed, and shall complete the work within **two-hundred and forty (240) calendar days** from the date of receipt of the Notice to Proceed.
- 20.2 The completion date shall not be extended except for unavoidable delays caused by, but not limited to, fires, floods, storms, strikes, accidents, or other circumstances beyond the Contractor's control. The Contractor may request additional completion time within one week from the occurrence of the delay. The City shall be the sole judge of such "unavoidable delays," and the extent thereof. In the event that such a determination is made, the date of completion shall be extended by a length of time equal to that lost by such circumstances. The City shall not be liable to the Contractor for any damages or additional compensation as a consequence of any delay, hindrance, interference, or other similar event beyond the City's control. Failure by the Contractor to notify the City within one week from the occurrence of delay will constitute a forfeiture of any potential time extension.



21.0 LIQUIDATED DAMAGES

- 21.1 Deduction at the rate of Three Hundred Dollars (\$300.00) per day shall be made from the total Contract price for each and every calendar day beyond the two-hundred and forty (240) days from the date of Notice to Proceed that the work remains not satisfactorily completed.
- 21.2 The above mentioned sum shall be deducted as Liquidated Damages. Such liquidated damages are intended to represent estimated actual damages and are not intended as a penalty, and Contractor shall pay them to the City without limiting the City's right to terminate this agreement for default as provided elsewhere herein.

22.0 DEFAULT OF CONTRACTOR

In cases of default of the contractor, the City may procure the Work from other sources and hold the contractor responsible for any excess cost occasioned thereby.

23.0 PAYMENT

The Bidder may submit an Application for Payment for provided labor and materials in accordance with the accepted Unit Prices. Payment shall be made to the Bidder within thirty (30) days of receipt and approval of Application for Payment.

SECTION 00 3100

AVAILABLE PROJECT INFORMATION

PART 1 GENERAL

1.01 EXISTING CONDITIONS

- A. Certain information relating to existing surface and subsurface conditions and structures is available to bidders but will not be part of the Contract Documents, as follows:
- B. Alabama Line Locator Service - Alabama 811: www.al1call.com.
 - 1. To utilize AL 811 services and comply with Alabama Law excavators need to call Alabama 811 at least 48 hours, excluding weekends and holidays, prior to commencing work.
 - 2. Contact Alabama 811 by calling 1-800-292-8525, or #DIG which is a free call with certain wireless providers. Approved users may notify AL 811's members through the remote ticket entry program.
- C. Geotechnical Report: Report of Geotechnical Exploration, Coastal Resource Building, 4697 Walker Avenue, Orange Beach, Alabama, Prepared by GeoCon Engineering & materials Testing, Inc. and dated September 18, 2018.
 - 1. Copy is attached Section 023001.
 - 2. This report identifies properties of below grade conditions and offers recommendations for the design of foundations, prepared primarily for the use of Architect.
 - 3. The commendations described shall not be construed as a requirement of this Contract, unless specifically reference in the Contract Documents.
 - 4. This report, by its nature cannot reveal all conditions that exist on the site. Should subsurface conditions be found to vary substantially from this report, changes in the design and construction of foundations will be made, with resulting credits or expenditures to the Contract Price accruing to Owner.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

SECTION 00 4000
PROCUREMENT FORMS AND SUPPLEMENTS

PART 1 GENERAL

- 1.01 CONTRACTOR IS RESPONSIBLE FOR OBTAINING A VALID LICENSE TO USE ALL COPYRIGHTED DOCUMENTS SPECIFIED, UNLESS LEGAL COPIES ARE INCLUDED IN THE PROJECT MANUAL.
- A. AIA documents may be obtained individually at the following web site:
<https://documentsondemand.aia.org>.
 - B. AIA document bulk licensing may be obtained at the following web site:
<http://www.aia.org/contractdocs/forcontractors/index.htm>.
- 1.02 FORMS
- A. Use the following forms for the specified purposes unless otherwise indicated elsewhere in the procurement requirements.
 - B. Instructions to Bidders: AIA A701.
 - C. Substitution Request Form (During Procurement): CSI Form 1.5C, 2013 Edition.
 - D. Bid Form: Section 00 4100 - Bid Form.
 - E. Procurement Form Supplements:
 - 1. Bid Security Form: AIA A310.
 - 2. Substitution Request Form (for substitutions requested with bid): 00 4325 - Substitution Request Form, CSI/CSC Form 1.5C - Substitution Request Form (During the Bidding/Negotiating Stage).
 - 3. Proposed Schedule of Values Form: AIA G703.
 - F. Representations and Certifications:
 - 1. Bidder's Qualifications: AIA A305.
- 1.03 REFERENCE STANDARDS
- A. AIA A305 - Contractor's Qualification Statement; 1986.
 - B. AIA A310 - Bid Bond; 2010.
 - C. AIA A701 - Instructions to Bidders; 2007.
 - D. AIA G703 - Continuation Sheet; 1992.
 - E. CSI/CSC Form 1.5C - Substitution Request (During the Bidding/Negotiating Stage); Current Edition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

PROPOSAL FORM (This is intended to be used for Phase 2 of this project.)

TO: **The City of Orange Beach**, Orange Beach, Alabama, hereinafter called the Owner

Date: _____

In compliance with the Invitation to Bid and subject to all the conditions thereof, the undersigned

(Legal Name of Bidder)

hereby proposes to furnish all labor and materials and perform all work required for the construction of
WORK: Orange Beach Wildlife Center

in accordance with Drawings and Specifications, dated _____, prepared by
McCollough Architecture, Architect/Engineer.

The Bidder, which is organized and existing under the laws of the State of _____,
having its principal offices in the City of _____,
is: a Corporation a Partnership an individual (other) _____.

LISTING OF PARTNERS OR OFFICERS: If Bidder is a Partnership, list all partners and their addresses; if
Bidder is a Corporation, list the names, titles, and business addresses of its officers:

BIDDER'S REPRESENTATION: The Bidder declares that it has examined the site of the Work, having become
fully informed regarding all pertinent conditions, and that it has examined the Drawings and Specifications
(including all Addenda received) for the Work and the other Bid and Contract Documents relative thereto,
and that it has satisfied itself relative to the Work to be performed.

ADDENDA: The Bidder acknowledges receipt of Addenda Nos. _____ through _____ inclusively.

BASE BID FOR PHASE 2: Refer to Phase 2 drawings and Specifications provided in Bid Documents. For
construction complete as shown and specified, the sum of

_____ Dollars (\$ _____)

ALLOWANCE NO. 1: Bidders shall include a \$50,000.00 contingency in their bid.

_____ Dollars (\$ _____)

TOTAL BID (including Base Bid for Phase 2 & Allowance):

_____ Dollars (\$ _____)

UNIT PRICE: Provide unit prices in accord with Section 01 2700 – Unit Price

Unit Price 1: Removal & Replacement of Unsuitable Soils per cubic yard.

\$ _____

Attach Section 004102 – Bid Proposal Form Attachment “A” to this Bid Proposal Form.

BID SECURITY: The undersigned agrees to enter into a Construction Contract and furnish the prescribed Performance and Payment Bonds Alternates and evidence of insurance within fifteen calendar days, or such other period stated in the Bid Documents, after the contract forms have been presented for signature, provided such presentation is made within 30 calendar days after the opening of bids, or such other period stated in the Bid Documents. As security for this condition, the undersigned further agrees that the funds represented by the Bid Bond (or cashier’s check) attached hereto may be called and paid into the account of the Awarding Authority as liquidated damages for failure to so comply.

Attached hereto is a: (Mark the appropriate blank and provide the applicable information.)

_____ Bid Bond, executed by _____ as Surety,
_____ a cashier’s check on the _____ Bank of _____,
for the sum of _____ Dollars
(\$ _____) made payable to the Owner.

BIDDER’S ALABAMA LICENSE:

State License for General Contracting: _____
License Number Bid Limit Type(s) of Work

CERTIFICATIONS: The undersigned certifies that he or she is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other bidder, that the information indicated in this document is true and complete, and that the bid is made in full accord with State law. Notice of acceptance may be sent to the undersigned at the address set forth below.

The Bidder also declares that a list of all proposed major subcontractors and suppliers will be submitted at a time subsequent to the receipt of bids as established by the Architect in the Bid Documents but in no event shall this time exceed twenty-four (24) hours after receipt of bids.

Legal Name of Bidder _____

Mailing Address _____

*** By (Legal Signature)** _____

* Name (type or print) _____ (Seal)

* Title _____

Telephone Number _____

* If other than the individual proprietor, or an above-named member of the Partnership, or the above-named president, vice-president, or secretary of the Corporation, attach written authority to bind the Bidder. Any modification to a bid shall be over the initials of the person signing the bid, or of an authorized representative.

- END OF PROPOSAL FORM -

UNIT PRICE: Provide unit prices in accord with Section 01 2700 – Unit Price

Unit Price 1: Removal & Replacement of Unsuitable Soils per cubic yard.

\$ _____

Attach Section 004102 – Bid Proposal Form Attachment “A” to this Bid Proposal Form.

ALTERNATES: If alternates as set forth in the Bid Documents are accepted, the following adjustments are to be made to the Base Bid: Alternates are further described in Section 01 2300.

PHASE 1 ALTERNATE No. 1: Add Alternate 1 consists of a 2,368 s.f. complete interior fit-up of the trail shop space. This fit up includes interior walls, doors, millwork, fixtures, mechanical equipment, electrical, appliances and finishes throughout. Also, a 1,022 s.f. second floor or "mezzanine" will be part of this add alternate, including stairs and finishes. In general, this add alternate is meant to take the trail shop space from its state at the end of the base Phase 1 to a complete "turnkey" space, with all necessary trail shop systems in place and in new working order. Upon completion of this add Alternate 1 the trail shop side of the building is meant to be move in ready.

_____ Dollars (\$ _____)

PHASE 1 ALTERNATE No. 2: Add Alternate 2 consists of the construction, installation and finishing of entry elements as designated on these construction documents. In general, this includes an entry signage element, wood trellis, wood low wall, wood bench and a wood framed element at the rear of the breezeway. At the completion of Phase I and Alternate 1 & 2, all but the wildlife space is meant to be complete, and all systems installed and in new working order.

_____ Dollars (\$ _____)

BID SECURITY: The undersigned agrees to enter into a Construction Contract and furnish the prescribed Performance and Payment Bonds Alternates and evidence of insurance within fifteen calendar days, or such other period stated in the Bid Documents, after the contract forms have been presented for signature, provided such presentation is made within 30 calendar days after the opening of bids, or such other period stated in the Bid Documents. As security for this condition, the undersigned further agrees that the funds represented by the Bid Bond (or cashier's check) attached hereto may be called and paid into the account of the Awarding Authority as liquidated damages for failure to so comply.

Attached hereto is a: (Mark the appropriate blank and provide the applicable information.)

_____ Bid Bond, executed by _____ as Surety,

_____ a cashier's check on the _____ Bank of _____,
for the sum of _____ Dollars
(\$ _____) made payable to the Owner.

BIDDER'S ALABAMA LICENSE:

State License for General Contracting: _____
License Number Bid Limit Type(s) of Work

CERTIFICATIONS: The undersigned certifies that he or she is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other bidder, that the information indicated in this document is true and complete, and that the bid is made in full accord with State law. Notice of acceptance may be sent to the undersigned at the address set forth below.

The Bidder also declares that a list of all proposed major subcontractors and suppliers will be submitted at a time subsequent to the receipt of bids as established by the Architect in the Bid Documents but in no event shall this time exceed twenty-four (24) hours after receipt of bids.



ATTACHMENT 'A' TO BID FORM
Orange Beach Wildlife Center
Sales Tax

1.1 SALES TAX:

- A. The undersigned provides the following Sales Tax value for information only. This value is NOT to be included as part of the base bid.
- B. Submit the following Sales Tax Value within 24 hours of the time scheduled for the opening of bids.

<u>ITEM</u>	<u>TOTAL</u>
Base Bid Sales Tax	\$

<u>ITEM</u>	<u>TOTAL</u>
Alternate 1	\$
TOTAL	\$

END OF ATTACHMENT A TO BID FORM



SECTION 00 4301

BID FORM SUPPLEMENTS COVER SHEET

TO (OWNER): The City of Orange Beach

OWNER'S PROJECT NUMBER: Resolution No.: 20-12

PROJECT: Orange Beach Wildlife Center

DATE: _____

SUBMITTED BY: (BIDDER TO INSERT FULL NAME AND ADDRESS)

In accordance with Section 00 2113 - Instructions to Bidders and Section 00 4100 - Bid Form - , we include the Supplements To Bid Form listed below. The information provided shall be considered an integral part of the Bid Form.

SUPPLEMENTS TO BID FORM

- 00 4102 – Attachment A to Bid Form Sales Tax
- 00 4310 – Statement of Compliance
- 00 4310.10 – Affidavit of Contractor
- 00 4310.12 – AIA Document 305-1986
- 00 4313 – Bid Bond
- 00 4519.12 – Disclosure Statement
- 00 4600 – Everify MOU

SIGNATURE(S)

THE CORPORATE SEAL OF

(Bidder please print the full name of your Proprietorship, Partnership, or Corporation)

WAS HEREUNTO AFFIXED IN THE PRESENCE OF:

(Authorized signing officer Title)

(SEAL)

(Authorized signing officer Title)

(SEAL)

END OF BID FORM SUPPLEMENTS COVER SHEET

STD CONTRACT EXHIBITS
REV. 9/19/16

EXHIBIT S

State Contract ID # _____

Federal-Aid Project # _____

State Alabama _____

CERTIFICATE OF COMPLIANCE WITH ACT 2016-312

I, the undersigned, certify to the State of Alabama as follows:

- a. I am authorized to provide representations set out in this Certificate as the official and binding act of the Contractor, and have knowledge of Alabama's Act 2016-312.
- b. In compliance with Act 2016-312, the Contractor is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

*Signature: _____

*Name of Certifying Official (print): _____

*Title: _____

Date of Certification (mm/dd/yyyy): _____

The above Certification was signed in my presence by the person whose name appears above on this _____ day of _____, 20____.

Signature of Witness

Printed Name of Witness



REQUIREMENTS FOR CONTRACTS AND PURCHASES

Effective January 1, 2012 under the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act," Act No. 2011-535, Alabama Code (1975) Section 31-13-1, Et Seq., before entering into a contract with the City of Orange Beach to:

1. Perform a service;
2. Perform work;
3. Provide a product;
4. Accept a grant; and/or
5. Accept an initiative

The State of Alabama requires the business entity to sign a notarized affidavit agreeing:

1. Not to knowingly employ, hire for employment, or continue to employ, any unauthorized aliens in the State of Alabama;
2. To enroll in the E-Verify Program, to verify the immigration status of every employee required to be re-verified through that system and to provide documentation of its enrollment; and
3. To require its subcontractors to comply with the above requirements.

Before any contract can be let, purchase can be made, or payment can be issued by the Ono Island Property Owners' Association and Ono Island Fire Protection Authority after January 1, 2012, the Affidavit on the reverse side of this document must be completed, notarized, and returned to our offices.

Note: Proof of enrollment in the E-Verify Program must accompany the Affidavit, unless you do not have or hire any employees.

Questions about this process may be directed to Renee Eberly, City Clerk/Procurement Officer, at (251) 981-6806 or via e-mail at reberly@orangebeachal.gov.

COMPLETED AFFIDAVIT MUST BE RETURNED IN SEALED BID.



AFFIDAVIT OF CONTRACTOR OR DIRECT VENDOR

State of _____

County of _____

Before me, a notary public, personally appeared _____ (print name) who, being duly sworn, says as follows:

As a condition for the award of any contract, grant, or incentive by the City of Orange Beach, I hereby attest that in my capacity as _____ (state position) for _____ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.

(Attach documentation establishing that business entity/employer/contractor is enrolled in the E-Verify Program.)

Signature of Affiant

Sworn to and subscribed before me this _____ day of _____, 20____.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public

My Commission Expires: _____



AIA[®] Document A305[™] – 1986

Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO:

ADDRESS:

SUBMITTED BY:

NAME:

ADDRESS:

PRINCIPAL OFFICE:

- ☐ Corporation
- ☐ Partnership
- ☐ Individual
- ☐ Joint Venture
- ☐ Other

NAME OF PROJECT: *(If applicable)*

TYPE OF WORK: *(File a separate form for each Classification of Work.)*

- ☐ General Construction
- ☐ HVAC
- ☐ Electrical
- ☐ Plumbing
- ☐ Other: *(Specify)*

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

§ 1.0 ORGANIZATION

§ 1.1 How many years has your organization been in business as a Contractor?

§ 1.2 How many years has your organization been in business under its present business name?

§ 1.2.1 Under what other or former names has your organization operated?

§ 1.3 If your organization is a corporation, answer the following:

§ 1.3.1 Date of incorporation:

§ 1.3.2 State of incorporation:

§ 1.3.3 President's name:

§ 1.3.4 Vice-president's name(s):

§ 1.3.5 Secretary's name:

§ 1.3.6 Treasurer's name:

§ 1.4 If your organization is a partnership, answer the following:

§ 1.4.1 Date of organization:

§ 1.4.2 Type of partnership, if applicable:

§ 1.4.3 Name(s) of general partner(s):

§ 1.5 If your organization is individually owned, answer the following:

§ 1.5.1 Date of organization:

§ 1.5.2 Name of owner:

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

§ 2.0 LICENSING

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

§ 3.0 EXPERIENCE

§ 3.1 List the categories of work that your organization normally performs with its own forces.

§ 3.2 Claims and Suits

(If the answer to any of the questions below is yes, attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

(If the answer is yes, attach details.)

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

§ 3.4.1 State total worth of work in progress and under contract:

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

§ 3.5.1 State average annual amount of construction work performed during the past five years:

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

§ 4.0 REFERENCES

§ 4.1 Trade references:

§ 4.2 Bank references:

§ 4.3 Surety

§ 4.3.1 Name of bonding company:

§ 4.3.2 Name and address of agent:

§ 5.0 FINANCING

§ 5.1 Financial Statement

§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

- .1 Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);
- .2 Net Fixed Assets;
- .3 Other Assets;
- .4 Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes); and
- .5 Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

§ 6.0 SIGNATURE

§ 6.1 Dated this day of 20

Name of organization:

By:

Title:

§ 6.2

I, _____, being
duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be
misleading.

Subscribed and sworn before me this day of 20

Notary Public:

My commission expires:

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



BID BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT _____
(Name of Contractor/Principal)

_____, as Principal,
(Address)

and _____
(Name of Surety)

of _____, as Surety,
(Address)

are held and firmly bound unto **the City of Orange Beach**, as obligee, in the full and just sum of:

lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal is herewith submitting its bid for:

ORANGE BEACH WILDLIFE CENTER

The condition of this obligation is such that, if the aforesaid Principal shall be awarded the Contract, the said Principal will, within the time required, enter into a formal Contract, and give a good and sufficient bond to secure the performance of the terms and conditions of the Contract, then this obligation to be void; otherwise, the Principal and the Surety will pay unto the full amount of said bond. If no other bids are received, the full amount of the proposal guarantee shall be so retained or recovered as liquidated damages for such default.



SIGNED, SEALED AND DELIVERED _____
(Date)

Witness

Principal (Seal)

Title

Witness

Surety (Seal)

Title

Bids will not be considered unless Bid Bond is signed by Principal and Surety,
or in lieu thereof, a certified check must accompany the bid.



SUBSTITUTION REQUEST

(During the Bidding/Negotiating Stage)

Project: _____ Substitution Request Number: _____

From: _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____ Contract For: _____
Specification Title: _____ Description: _____
Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: _____
Manufacturer: _____ Address: _____ Phone: _____
Trade Name: _____ Model No.: _____

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

Submitted by: _____
Signed by: _____
Firm: _____
Address: _____

Telephone: _____

A/E's REVIEW AND ACTION

- ☐ Substitution approved - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
☐ Substitution approved as noted - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
☐ Substitution rejected - Use specified materials.
☐ Substitution Request received too late - Use specified materials.

Signed by: _____

Date: _____

Supporting Data Attached: ☐ Drawings ☐ Product Data ☐ Samples ☐ Tests ☐ Reports ☐ _____



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

☐

Contract

☐

Proposal

☐

Request for Proposal

☐

Invitation to Bid

☐

Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐

Yes

☐

No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
-------------------------	------------------------	-----------------

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐

Yes

☐

No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
-------------------------	--------------------	-----------------

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

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
----------------------------------	---------	-------------------------

OVER

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

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
--------------------------	---------	---	--

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

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

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

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
----------------------------------	---------

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

Signature	Date
-----------	------

Notary's Signature	Date	Date Notary Expires
--------------------	------	---------------------

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

Company ID Number: _____

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the _____ (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the

Page 1 of 13 E-Verify MOU for Web Services Employers | Revision Date 06/01/13

employee is separated from the company or no longer needs access to E-Verify.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment

following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee

may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice at 1-800-255-8155 or 1-800-237-2515 (TTY) or go to <https://www.justice.gov/ier>.

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and

other agents, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment

eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall

not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

- a. Automated verification checks on alien employees by electronic means, and
- b. Photo verification checks (when available) on employees.

2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Immigrant and Employee Rights Section, Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of

the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.

2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the

performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the

Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

E-Verify Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date

Information Required for E-Verify	
Information relating to your Company:	
Company Name:	
Company Facility Address:	
Company Alternate Address:	
County or Parish:	

Employer Identification Number:			
North American Industry Classification Systems Code:			
Parent Company:			
Number of Employees:			
Number of Sites Verified for:			
Are you verifying for more than one site? If yes, please provide the number of sites verified for in each State:			
State	Number of sites	Site(s)	

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:	
Name:	
Telephone Number:	
Fax Number:	
E-mail Address:	

Name:	
Telephone Number:	
Fax Number:	
E-mail Address:	



00 5000 CONTRACTING FORMS AND SUPPLEMENTS

PART 1 GENERAL

- 1.1 CONTRACTOR IS RESPONSIBLE FOR OBTAINING A VALID LICENSE TO USE ALL COPYRIGHTED DOCUMENTS SPECIFIED BUT NOT INCLUDED IN THE PROJECT MANUAL.
- 1.2 AGREEMENT AND CONDITIONS OF THE CONTRACT
 - A. The Agreement is based on AIA A101.
 - B. The General Conditions are based on AIA A201.
- 1.3 FORMS
 - A. Use the following forms for the specified purposes unless otherwise indicated elsewhere in the Contract Documents.
 - B. Bond Forms:
 1. Performance and Payment Bond Form: AIA A312.
 - C. Post-Award Certificates and Other Forms:
 1. Submittal Transmittal Form: AIA G810.
 2. List of Subcontractors: AIA G805.
 3. Certificate of Insurance Form: Acord certificates as required by insurance type.
 4. Schedule of Values Form: AIA G703.
 5. Application for Payment Form: AIA G702 and G703.
 6. Consent of Surety to Final Payment: AIA G707.
 7. Consent of Surety to Reduction of Retainage Form: AIA G707A.
 - D. Clarification and Modification Forms:
 1. Supplemental Instruction Form: AIA G710.
 2. Construction Change Directive Form: AIA G714.
 3. Change Order Form: AIA G701.
 - E. Closeout Forms:
 1. Certificate of Substantial Completion Form: AIA G704.
 2. Affidavit of Payment of Debts and Claims Form: AIA G706.
 3. Affidavit of Release of Liens Form: AIA G706A.
 4. Consent of Surety to Final Payment Form: AIA G707.
- 1.4 REFERENCE STANDARDS
 - A. AIA A101 - Standard Form of Agreement Between Owner and Contractor where the basis of payment is a stipulated sum; 2017.
 - B. AIA A201 - General Conditions of the Contract for Construction; 2017.



- C. AIA A312 - Performance Bond and Payment Bond; 2010.
- D. AIA G701 - Change Order; 2017.
- E. AIA G702 - Application and Certificate for Payment; 1992.
- F. AIA G703 - Continuation Sheet; 1992.
- G. AIA G704 - Certificate of Substantial Completion; 2000.
- H. AIA G710 - Architect's Supplemental Instructions; 1992.
- I. AIA G714 - Construction Change Directive; 2007.
- J. AIA G810 - Transmittal Letter; 2001.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

AIA® Document A101™ – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

and the Contractor:
(Name, legal status, address and other information)

for the following Project:
(Name, location and detailed description)

The Architect:
(Name, legal status, address and other information)

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101™–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

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User Notes:

SECTION 005200

AGREEMENT FORM

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TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

- ☐ The date of this Agreement.
- ☐ A date set forth in a notice to proceed issued by the Owner.
- ☐ Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

Init.

(Check one of the following boxes and complete the necessary information.)

☐ Not later than () calendar days from the date of commencement of the Work.

☐ By the following date:

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work

Substantial Completion Date

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be (\$), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item

Price

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item

Price

Conditions for Acceptance

§ 4.3 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Item

Price

§ 4.4 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item

Units and Limitations

Price per Unit (\$0.00)

§ 4.5 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

§ 4.6 Other:

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the day of the month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than () days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Five (5%) percent.

Init.

§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

%

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- ☐ Arbitration pursuant to Section 15.4 of AIA Document A201–2017
- ☐ Litigation in a court of competent jurisdiction
- ☐ Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:

(Name, address, email address, and other information)

§ 8.3 The Contractor's representative:

(Name, address, email address, and other information)

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

.5 Drawings

Number	Title	Date
--------	-------	------

.6 Specifications

Section	Title	Date	Pages
---------	-------	------	-------

.7 Addenda, if any:

Number	Date	Pages
--------	------	-------

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

Init.

☐ AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

☐ The Sustainability Plan:

Title	Date	Pages
-------	------	-------

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
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.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

CONTRACTOR (Signature)

(Printed name and title)

(Printed name and title)

Init.

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User Notes:

AGREEMENT FORM

(3B9ADA4C)
005200 8 OF 8



AIA® Document A101™ – 2017 Exhibit A

Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the day of in the year
(In words, indicate day, month and year.)

for the following **PROJECT**:
(Name and location or address)

THE OWNER:
(Name, legal status and address)

THE CONTRACTOR:
(Name, legal status and address)

TABLE OF ARTICLES

A.1 GENERAL

A.2 OWNER'S INSURANCE

A.3 CONTRACTOR'S INSURANCE AND BONDS

A.4 SPECIAL TERMS AND CONDITIONS

ARTICLE A.1 GENERAL

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201™–2017, General Conditions of the Contract for Construction.

ARTICLE A.2 OWNER'S INSURANCE

§ A.2.1 General

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

§ A.2.2 Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Document A201™–2017, General Conditions of the Contract for Construction. Article 11 of A201™–2017 contains additional insurance provisions.

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§ A.2.3 Required Property Insurance

§ A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ A.2.3.1.1 **Causes of Loss.** The insurance required by this Section A.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

(Indicate below the cause of loss and any applicable sub-limit.)

Causes of Loss	Sub-Limit

§ A.2.3.1.2 **Specific Required Coverages.** The insurance required by this Section A.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's and Contractor's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows:

(Indicate below type of coverage and any applicable sub-limit for specific required coverages.)

Coverage	Sub-Limit

§ A.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

§ A.2.3.1.4 **Deductibles and Self-Insured Retentions.** If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ A.2.3.2 **Occupancy or Use Prior to Substantial Completion.** The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

§ A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

§ A.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to

the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)

- ☐ **§ A.2.4.1 Loss of Use, Business Interruption, and Delay in Completion Insurance**, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss.
- ☐ **§ A.2.4.2 Ordinance or Law Insurance**, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project.
- ☐ **§ A.2.4.3 Expediting Cost Insurance**, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property.
- ☐ **§ A.2.4.4 Extra Expense Insurance**, to provide reimbursement of the reasonable and necessary excess costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred.
- ☐ **§ A.2.4.5 Civil Authority Insurance**, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance.
- ☐ **§ A.2.4.6 Ingress/Egress Insurance**, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage.
- ☐ **§ A.2.4.7 Soft Costs Insurance**, to reimburse the Owner for costs due to the delay of completion of the Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

§ A.2.5 Other Optional Insurance.

The Owner shall purchase and maintain the insurance selected below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)

- ☐ **§ A.2.5.1 Cyber Security Insurance** for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information.
(Indicate applicable limits of coverage or other conditions in the fill point below.)

[] § A.2.5.2 Other Insurance

(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage

Limits

ARTICLE A.3 CONTRACTOR'S INSURANCE AND BONDS

§ A.3.1 General

§ A.3.1.1 Certificates of Insurance. The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy or policies.

§ A.3.1.2 Deductibles and Self-Insured Retentions. The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

§ A.3.1.3 Additional Insured Obligations. To the fullest extent permitted by law, the Contractor shall cause the commercial general liability coverage to include (1) the Owner, the Architect, and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, CG 20 32 07 04.

§ A.3.2 Contractor's Required Insurance Coverage

§ A.3.2.1 The Contractor shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:
(If the Contractor is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.2.2 Commercial General Liability

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than **[] (\$)** each occurrence, **[] (\$)** general aggregate, and **[] (\$)** aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 3.18 of the General Conditions.

§ A.3.2.2.2 The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

- .1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
- .2 Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
- .3 Claims for bodily injury other than to employees of the insured.
- .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
- .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
- .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
- .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
- .8 Claims related to roofing, if the Work involves roofing.
- .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
- .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
- .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.

§ A.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than (\$) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

§ A.3.2.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ A.3.2.5 Workers' Compensation at statutory limits.

§ A.3.2.6 Employers' Liability with policy limits not less than (\$) each accident, (\$) each employee, and (\$) policy limit.

§ A.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks

§ A.3.2.8 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.2.10 Coverage under Sections A.3.2.8 and A.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.3 Contractor's Other Insurance Coverage

§ A.3.3.1 Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.3.2 The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)

- ☐ § A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:
(Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)
- ☐ § A.3.3.2.2 Railroad Protective Liability Insurance, with policy limits of not less than (\$) per claim and (\$) in the aggregate, for Work within fifty (50) feet of railroad property.
- ☐ § A.3.3.2.3 Asbestos Abatement Liability Insurance, with policy limits of not less than (\$) per claim and (\$) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.
- ☐ § A.3.3.2.4 Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form.
- ☐ § A.3.3.2.5 Property insurance on an "all-risks" completed value form, covering property owned by the Contractor and used on the Project, including scaffolding and other equipment.
- ☐ § A.3.3.2.6 Other Insurance
(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage

Limits

§ A.3.4 Performance Bond and Payment Bond

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:

(Specify type and penal sum of bonds.)

Type**Penal Sum (\$0.00)**

Payment Bond

Performance Bond

Payment and Performance Bonds shall be AIA Document A312™, Payment Bond and Performance Bond, or contain provisions identical to AIA Document A312™, current as of the date of this Agreement.

ARTICLE A.4 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:



PERFORMANCE BOND (SAMPLE)

KNOW ALL MEN:

That we _____, hereinafter called the Principal,
(Insert here the name and address or legal title of the Contractor) _____

_____, hereinafter called the Surety,

(Insert here the name and address or legal title of the Surety) are held and firmly bound unto the Owner in the sum of _____ (\$_____) for the payment whereof the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly, by these presents.

WHEREAS, the Principal has, by means of a written agreement dated _____ entered into a Contract with the Owner for _____ which agreement is by reference made a part hereof.

NOW THEREFORE, the conditions of the obligation are such that if the Principal shall faithfully perform the Contract on his part, and satisfy all claims and demands, incurred for the same, and shall fully indemnify and save harmless the Owner from all costs and damage which he 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 for any such default thence this obligation shall be null and void; otherwise, it shall remain in full force and effect.

PROVIDED, HOWEVER, that no suit, action or proceedings, by reason of any default whatever be brought on his bond after twelve months from the day on which the final payment under the Contract falls due.



PROVIDED, further, that said Surety, for value received hereby stipulate and agree that no change, extension of time, or addition to the terms of the Contract or to the work to be performed thereunder of the specifications thereof shall in any

way effect their obligations on this bond, and they do hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or to the work, or to the specifications.

SIGNED, SEALED, AND DELIVERED this _____ day of _____.

Attest: (Corporate Principal Sign Here) _____

By: _____

Attest: (Surety Sign Here) _____

By: _____

COUNTER-SIGNED: _____

By: _____



LABOR AND MATERIALS BOND (SAMPLE)

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____,
as Principal, and _____, as
Surety, are held and firmly bound unto said Owner, hereinafter called the Obligee, in the penal sum of
_____ Dollars (\$_____)
lawful money of the United States, for the payment of which sum and truly to be made, we bind ourselves, our heirs,
personal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain Contract with said Obligee dated
_____, hereinafter called the Contract, for _____
and the specifications for said work shall be deemed a part hereof as fully as if set out herein.

NOW THEREFORE, the conditions of the obligation are such that if the Principal and all subcontractors to whom any portion
of the work in said Contract is sublet and all assignees of said Principal and of such subcontractors shall promptly make
payments to all persons supplying him or them with labor, materials, or supplies for or in the prosecution of the work
provided for in such Contract, or any amendment or extension of or addition to said Contract, and for the payment of
reasonable attorney's fees incurred by the successful claimant or plaintiffs in suits or claims against the Contractor arising
out of or in connection with the said Contract, then the above obligation shall be void; otherwise to remain in full force
and effect.

PROVIDED, HOWEVER, that this bond is subject to the following conditions and limitations.

- (a) Any person, firm or corporation that has furnished labor, materials, or supplies for or in the prosecution of the
work provided for in said Contract shall have a direct right to action against the Principal and Surety on this bond,
which right of action shall be asserted in a proceeding, instituted in the County in which the work provided for in
said Contract is to be performed or in any County in which said Principal or Surety does business. Such right of
action shall be asserted in a proceeding instituted in the name of the claimant or claimants for his or their use and
benefit against the Principal and Surety or either of them, but not later than one (1) year after the final settlement
of said Contract falls due, in which action such claim or claims shall be adjusted and judgement rendered thereon.
- (b) The Principal and Surety hereby designate and appoint _____, or his
successor or representative as the agent of each of them to receive and accept services of process or other
pleading issued, or filed in any proceeding instituted on this bond and hereby consent that such service shall be
the same as personal service on the Principal and/or Surety.



- (c) The Surety shall not be liable hereunder for any damages or compensation recoverable under Workmen's Compensation or Employer's Liability Statute.
- (d) In no event shall the Surety be liable for a greater sum than the penalty of this bond, or subject to any suit, action or proceeding thereon that is instituted later than one (1) year after the final settlement of said Contract.
- (e) This bond is given pursuant to the terms of an Act of the Legislature of the State of Alabama approved February 8, 1935, entitled, "An Act to further provide for Bonds and Contractors on State and other public works and suits thereon."
- (f) The full name and residence of each individual party to the bond must be inserted in the first paragraph.
- (g) If the Principal is a partnership, the full name of all partners must be inserted in the first paragraph which must recite that they are the partners composing the partnership (to be named) and all partners must execute the bond as individuals.
- (h) The State of Incorporation of each corporate party to bond must be inserted in the first paragraph and the bond must be executed under the Corporate Seal of each party attested by its secretary or other appropriate officer.
- (i) The date of the bond must not be prior to the date of the Contract.

SIGNED, SEALED, AND DELIVERED this _____ day of _____.

Attest:

(Corporate Principal Sign Here)

By: _____

Attest:

(Surety Sign Here)

By: _____



SUBSTITUTION REQUEST

(After the Bidding/Negotiating Phase)

Project: _____ Substitution Request Number: _____

From: _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____ Contract For: _____

Specification Title: _____ Description: _____
Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: _____
Manufacturer: _____ Address: _____ Phone: _____
Trade Name: _____ Model No.: _____
Installer: _____ Address: _____ Phone: _____

History: ☐ New product ☐ 1-4 years old ☐ 5-10 years old ☐ More than 10 years old

Differences between proposed substitution and specified product: _____

☐ Point-by-point comparative data attached — REQUIRED BY A/E

Reason for not providing specified item: _____

Similar Installation: _____
Project: _____ Architect: _____
Address: _____ Owner: _____
_____ Date Installed: _____

Proposed substitution affects other parts of Work: ☐ No ☐ Yes; explain _____

Savings to Owner for accepting substitution: _____ (\$ _____).

Proposed substitution changes Contract Time: ☐ No ☐ Yes [Add] [Deduct] _____ days.

Supporting Data Attached: ☐ Drawings ☐ Product Data ☐ Samples ☐ Tests ☐ Reports ☐ _____

SUBSTITUTION REQUEST

(After the Bidding/Negotiating Phase — Continued)

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: _____

Signed by: _____

Firm: _____

Address: _____

Telephone: _____

Attachments: ☐

A/E's REVIEW AND RECOMMENDATION

- ☐ Approve Substitution - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
- ☐ Approve Substitution as noted - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
- ☐ Reject Substitution - Use specified materials.
- ☐ Substitution Request received too late - Use specified materials.

Signed by: _____ Date: _____

OWNER'S REVIEW AND ACTION

- ☐ Substitution approved - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures. Prepare Change Order.
- ☐ Substitution approved as noted - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures. Prepare Change Order.
- ☐ Substitution rejected - Use specified materials.

Signed by: _____ Date: _____

Additional Comments: ☐ Contractor ☐ Subcontractor ☐ Supplier ☐ Manufacturer ☐ A/E

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Change Order

PROJECT: <i>(Name and address)</i>	CONTRACT INFORMATION: Contract For: Date:	CHANGE ORDER INFORMATION: Change Order Number: 001 Date:
OWNER: <i>(Name and address)</i>	ARCHITECT: <i>(Name and address)</i>	CONTRACTOR: <i>(Name and address)</i>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original Contract Sum was
The net change by previously authorized Change Orders
The Contract Sum prior to this Change Order was
The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be
The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

\$	0.00
\$	0.00
\$	0.00
\$	0.00
\$	0.00

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

_____ ARCHITECT <i>(Firm name)</i>	_____ CONTRACTOR <i>(Firm name)</i>	_____ OWNER <i>(Firm name)</i>
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
_____ DATE	_____ DATE	_____ DATE



AIA® Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*

CONTRACT INFORMATION:

Contract For:

Date:

CERTIFICATE INFORMATION:

Certificate Number:

Date:

OWNER: *(name and address)*

ARCHITECT: *(name and address)*

CONTRACTOR: *(name and address)*

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

ARCHITECT *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within () days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

CONTRACTOR *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

OWNER *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

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GENERAL CONTRACTOR'S ROOFING GUARANTEE

DCM (BC) Project No. _____

Project Name & Address	Project Owner Entity(ies) Name(s) & Address(es)
------------------------	---

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

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

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

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

General Contractor's Authorized Signature

Typed Name and Title

FORM OF ADVERTISEMENT FOR COMPLETION

LEGAL NOTICE

In accordance with Chapter 1, Title 39, Code of Alabama, 1975, notice is hereby given
that _____
(Contractor) Contractor, has completed the Contract for (Construction) (Renovation) (Alteration) (Equipment)
(Improvement) of _____ (Name of Project)

at _____

(Insert location data in County or City)
for the State of Alabama and the (County) _____, Owner(s), and have made request
for final settlement of said Contract. All persons having any claim for labor, materials, or otherwise in
connection with this project should immediately notify

_____(Architect)

(Contractor)

(Business Address)

NOTE: This notice must be run once a week for four successive weeks for projects exceeding
\$50,000.00, for projects of less than \$50,000.00, run one time only. Proof of publication
is required.

AIA® Document A201™ – 2017

General Conditions of the Contract for Construction

for the following PROJECT:
(Name and location or address)



THE OWNER:
(Name, legal status and address)



THE ARCHITECT:
(Name, legal status and address)



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- 12 UNCOVERING AND CORRECTION OF WORK

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Basic Definitions

§ 1.1.1 The Contract Documents

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

§ 1.1.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

§ 1.1.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

§ 1.1.4 The Project

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

§ 1.1.5 The Drawings

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

§ 1.1.6 The Specifications

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

§ 1.1.7 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

§ 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.6 Notice

§ 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

§ 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set

forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 OWNER

§ 2.1 General

§ 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

§ 2.2 Evidence of the Owner's Financial Arrangements

§ 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

§ 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

§ 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

§ 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

§ 2.3 Information and Services Required of the Owner

§ 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

§ 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 2.3.3 If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

§ 2.3.4 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 2.3.5 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

§ 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

§ 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

§ 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

ARTICLE 3 CONTRACTOR

§ 3.1 General

§ 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

§ 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

§ 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 3.3 Supervision and Construction Procedures

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

§ 3.4 Labor and Materials

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 3.5 Warranty

§ 3.5.1 The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

§ 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

§ 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 3.7 Permits, Fees, Notices and Compliance with Laws

§ 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately

suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

§ 3.8 Allowances

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

§ 3.8.2 Unless otherwise provided in the Contract Documents,

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

§ 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

§ 3.9 Superintendent

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

§ 3.10 Contractor's Construction and Submittal Schedules

§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

§ 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

§ 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

§ 3.12 Shop Drawings, Product Data and Samples

§ 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

§ 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

§ 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

§ 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

§ 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.

§ 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

§ 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

§ 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

§ 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

§ 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

§ 3.14 Cutting and Patching

§ 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

§ 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

§ 3.15 Cleaning Up

§ 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

§ 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

§ 3.16 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

§ 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

§ 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

ARTICLE 4 ARCHITECT

§ 4.1 General

§ 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

§ 4.1.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

§ 4.2 Administration of the Contract

§ 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of 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 any other persons or entities performing portions of the Work.

§ 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the 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, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 4.2.7 The Architect will review and approve, or take other appropriate action upon, 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 in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness 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 of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or 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.

§ 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

§ 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

§ 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

§ 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.2.12 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 rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

ARTICLE 5 SUBCONTRACTORS

§ 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

§ 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will

similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

§ 5.4 Contingent Assignment of Subcontracts

§ 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

§ 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

§ 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts

§ 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

§ 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.

§ 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

§ 6.2 Mutual Responsibility

§ 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the

Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

§ 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.

§ 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.

§ 6.2.5 The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

§ 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 General

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

§ 7.2 Change Orders

§ 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

§ 7.3 Construction Change Directives

§ 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

§ 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;

- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

§ 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

§ 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

§ 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor

change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

ARTICLE 8 TIME

§ 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 8.2 Progress and Completion

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

§ 8.3 Delays and Extensions of Time

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

ARTICLE 9 PAYMENTS AND COMPLETION

§ 9.1 Contract Sum

§ 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

§ 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

§ 9.3 Applications for Payment

§ 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

§ 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

§ 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

§ 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

§ 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

§ 9.4 Certificates for Payment

§ 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

§ 9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 9.5 Decisions to Withhold Certification

§ 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot

be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

§ 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

§ 9.6 Progress Payments

§ 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

§ 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

§ 9.8 Substantial Completion

§ 9.8.1 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.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected 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.

§ 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's 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 Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

§ 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the 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.

§ 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

§ 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented

to by the insurer and authorized by public authorities having jurisdiction over the Project. 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 list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect 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.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

§ 9.10 Final Completion and Final Payment

§ 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (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, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and 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, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance 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 the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

§ 9.10.3 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, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, 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 the 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 Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

§ 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;

- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

§ 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

§ 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.

§ 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

§ 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

§ 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

§ 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

§ 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

§ 10.3 Hazardous Materials and Substances

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

§ 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

§ 10.4 Emergencies

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

ARTICLE 11 INSURANCE AND BONDS

§ 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The

Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 11.2 Owner's Insurance

§ 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

§ 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds

of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

§ 11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

§ 12.1 Uncovering of Work

§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

§ 12.2 Correction of Work

§ 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

§ 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

§ 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

§ 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

§ 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 13 MISCELLANEOUS PROVISIONS

§ 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

§ 13.2 Successors and Assigns

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the

other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

§ 13.3 Rights and Remedies

§ 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

§ 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

§ 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

§ 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

§ 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

§ 14.2 Termination by the Owner for Cause

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance,

the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

§ 14.3 Suspension by the Owner for Convenience

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

§ 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

§ 14.4 Termination by the Owner for Convenience

§ 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

§ 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

§ 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

§ 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

§ 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

§ 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

§ 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

§ 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

§ 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

§ 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the

Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

§ 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

§ 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 15.3 Mediation

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 15.4 Arbitration

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 15.4.4 Consolidation or Joinder

§ 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

WAIVER AND RELEASE OF LIEN (SAMPLE)

FROM:

TO: City of Orange Beach (Owner)

PROJECT: Orange Beach Wildlife Center

KNOW ALL MEN BY THESE PRESENTS:

1. The undersigned, having been employed by the **City of Orange Beach** to furnish labor and/or materials for the referenced project, does hereby waive and release any and all lien and claim or right to lien and claim against the **City of Orange Beach** on the referenced project on account of labor, services, equipment, materials, etc. furnished for the referenced project.
2. The undersigned further certifies that to the best of his knowledge and belief, there are no unsatisfied or outstanding claims of any character arising out of the furnishing of labor, equipment, services, and/or materials for the referenced project.
3. The undersigned further agree that, after execution of this document, it will indemnify, defend at its expense, and save the **City of Orange Beach** harmless from any and all claims or liens arising out of the undersigned's furnishing of labor, equipment, services, and/or materials for the referenced project.
4. The undersigned has executed this document in order to induce the **City of Orange Beach** to make final payment to and in no way acts as a release of any claim the undersigned may have against parties other than the **City of Orange Beach** arising out of the furnishing of labor and/or materials for the referenced project.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this _____ day of _____, 2020.

STATE OF ALABAMA
COUNTY OF BALDWIN

Personally appeared before me the undersigned Notary Public in and for said County and State, _____, who is known to me and who, after being duly sworn, deposes and says that the facts stated in the above affidavit are true.



SECTION 00 7300 SUPPLEMENTARY CONDITIONS

PART 1 GENERAL

1.1 SUMMARY

- A. These Supplementary Conditions amend and supplement the General Conditions defined in Document 00 7200 - General Conditions and other provisions of the Contract Documents as indicated below. Provisions that are not so amended or supplemented remain in full force and effect.
- B. The terms used in these Supplementary Conditions that are defined in the General Conditions have the meanings assigned to them in the General Conditions.

1.2 RELATED SECTIONS

Section 00 5000 - Contracting Forms and Supplements.

1.3 MODIFICATIONS TO GENERAL CONDITIONS ARTICLE 1.1

- BASIC DEFINITIONS

After Section 1.1.8, add the following definitions:

1.1.9 Miscellaneous Definitions

- .1 The term "product" includes materials, systems, and equipment.
- .2 The term "furnish" means to supply and deliver to project site.
- .3 The term "install" means to place in position for service or use.
- .4 The term "provide" includes furnishing and installing a product, complete in place, tested and approved.
- .5 The term "building code" and the term "code" refer to regulations of governmental agencies having jurisdiction.
- .6 The terms "approved", "required", and "as directed" refer to and indicate the work or materials that may be approved, required, or directed by the Architect acting as the agent of the Owner.
- .7 The term "similar" means in its general sense and not necessarily identical.
- .8 The terms "shown", "indicated", "detailed", "noted", "scheduled", and terms of similar import, refer to requirements contained in the Contract Documents.
- .9 Project Manual: The Project Manual is the volume usually assembled for the Work which includes the Bid Documents, Contract Documents, and Specifications.

1.4 ARTICLE 3 - CONTRACTOR

Delete Paragraph 3.6 and replace with the following;

3.6 TAXES

3.6.1 Contractor shall not include sales and use taxes in the Contract Amount. The Base Bid and all Alternate Bids submitted on the proposal form will NOT INCLUDE the cost of taxes including



sales taxes and use taxes. See section 00 7323 ADOR.

3.6.2 After selection of successful contract bidder, Owner and Contractor will enter into an purchasing agency agreement. Contractor shall act as agent of the Owner for the purpose of purchasing materials relating to the Work of this Contract. Payment for such materials shall be made directly by Owner.

3.6.2.1 Owner will provide necessary agreement and forms at the time when Agreement is executed.

ARTICLE 5 - SUBCONTRACTORS

Add the followingsubparagraph:

5.2.5 Not later than 15 days after the date of commencement of the Work, the Contractor shall furnish in writing to the Owner through the Architect the names of persons or entities proposed as manufacturers or fabricators for certain products, equipment and systems identified in the General Requirements (Division 1 of the Specifications) and, where applicable, the name of the installing Subcontractor.

ARTICLE 7 - CHANGES IN THE WORK

Add the followingsubparagraphs:

7.1.5 The combined overhead and profit included in the total cost to the Owner for a change in the Work shall be based on the following schedule:

- .1 For the Contractor, for Work performed by the Contractor's own forces, 20 percent of the cost.
- .2 For the Contractor, for Work performed by the Contractor's Subcontractors, 10 percent of the amount due the Subcontractors.
- .3 For each Subcontractor involved, for Work performed by that Subcontractor's own forces, 15 percent of the cost.
- .4 For each Subcontractor involved, for Work performed by the Subcontractor's Sub-subcontractors, 10 percent of the amount due the Sub-subcontractor.
- .5 Cost to which overhead and profit is to be applied shall be determined in accordance with Section 7.3.7.
- .6 In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also. In no case will a change involving over \$5,000.00 be approved without such itemization.

ARTICLE 8 - TIME

Add the followingsubparagraph:

8.1.5: Contract Time commences at the time indicated in a written Notice To Proceed. The



Work shall be Substantially Complete on or before November 18, 2020 at 5:00 pm CST on that day. See Section 01 1000 - Summary, 1.02 D. for other pertinent dates.

ARTICLE 9 - PAYMENTS AND COMPLETION

Add the following subparagraph:

9.3.1.3 Until Substantial Completion, the Owner shall pay 90 percent of the amount due the Contractor on account of progress payments.

9.3.1.4 Until all work is satisfactorily completed in accordance with this agreement and all closeout requirements have been provided, less five percent (5%) of the amount of such estimate which is to be retained by the Owner.

Add the following section:

9.11: Liquidated Damages:

9.11 Liquidated Damages shall be \$500 per day.

ARTICLE 11 - INSURANCE AND BONDS

ARTICLE 11.1 - CONTRACTORS LIABILITY INSURANCE

Contractors Liability Insurance: Add the following Section 11.1.1.9:

11.1.1.10 If the General Liability coverages are provided by a Commercial General Liability Policy on a claims-made basis, the policy date or Retroactive Date shall predate the Contract; the termination date of the policy or applicable extended reporting period shall be no earlier than the termination date of coverages required to be maintained after final payment, certified in accordance with Subparagraph 9.10.1 and 9.10.2.

Add the following Clause 11.1.2.1 to 11.1.2:

11.1.2.1 Insurance coverage required by Section 11.1.1 shall be written for not less than the following amounts, or greater if required by law:

1. Workers Compensation and Employer's liability:

a) State: Statutory

b) Applicable Federal: Statutory

c) Employer's Liability:

(1) \$1,000,000.00 per accident.

(2) \$1,000,000.00 Disease, Policy Limit.

(3) \$1,000,000.00 Disease, Each Employee.

2. Comprehensive or Commercial General Liability (including Premises-Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):

a. a) Each Occurrence: \$1,000,000.00

b. General Aggregate: \$2,000,000.00



- c. Personal and advertising injury: \$1,000,000.00
- d. Products completed operations aggregate: \$2,000,000.00
 - b) Policy shall be endorsed to have the general aggregate per project. in the amount of \$2,000,000.00.
 - c) Products and Completed Operations to be maintained ONE (1) year after either 90 days after Substantial Completion or final payment, whichever is earlier.
 - d) Automobile Liability Insurance (including owned, non-owned and hired vehicles):
Each Occurrence: \$1,000,000.00
 - e) Umbrella Excess Liability:
 - 1) \$1,000,000.00 over primary

insurance. Add the following Section 11.1.2.2:

11.1.2.2 All Contractors insurance policies shall name the Architect and Owner as additional insureds.

Add to Section 11.1.3:

Notice of Insurance shall be filed with all named insureds including written notice of cancellation. In addition of Notice of Cancellation, notify named insureds within Ten (10) days for nonpayment of

premium. Add Section 11.1.3.1:

11.1.3.1 Certificates of insurance shall be in the form of Acord Form 25-S, supplemented by AIA Document G715, "Supplemental Attachment", or otherwise acceptable to the Owner and listing the Owner as the certificate holder. The insurance certificate(s) must be delivered to the Owner with the Construction Contract and Bonds for final approval and execution of the Construction Contract. The insurance certificate must provide the following:

- 1) Name and address of authorized agent of the insurance company
- 2) Name and address of insured and additional insureds.
- 3) Name of insurance company or companies
- 4) Description of policies
- 5) Policy Number(s)
- 6) Policy Period(s)
- 7) Limits of liability
- 8) Name and address of Owner as certificate holder
- 9) Project Name and Number if any
- 10) Signature of authorized agent of the insurance company
- 11) Mandatory thirty (30) day notice of cancellation / non-renewal / change

ARTICLE 11.4 - PERFORMANCE BOND AND PAYMENT BOND

11.4.3: The bond value requirements are as follows:



Provide bonds on City of Orange Beach Forms.

Provide a 100 percent Performance Bond.

Provide a 100 percent Payment Bond.

1. Deliver bonds with the Construction Contract and Certificate of Insurance for final approval and execution of the Contract.

ARTICLE 15.3 - MEDIATION

Add the following at the beginning of the first sentence in 15.3.1:

15.3.1 With the mutual agreement of the parties to the claim or dispute,

ARTICLE 15.4 - ARBITRATION

Delete Article 15.4 in its entirety. The parties may, by mutual agreement of all parties involved, submit claims to binding arbitration.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF DOCUMENT



ALABAMA DEPARTMENT OF REVENUE
SALES AND USE TAX DIVISION

P.O. Box 327710 • Montgomery, AL 36132-7710

ST: EXC-01
6/14

Application For
Sales and Use Tax Certificate of Exemption

FOR GOVERNMENT ENTITY PROJECT

This Certificate of Exemption will be limited to purchases which qualify for an exemption of sales and use taxes pursuant to Rule No. 810-6-3-.77

PROJECT INFORMATION:

PROJECT NAME			PROJECT OWNER'S FEIN (EXEMPT ENTITY)	
STREET ADDRESS OF PROJECT (CITY AND COUNTY INCLUDED)		CITY	ZIP	COUNTY

APPLICANT'S INFORMATION:

RELATION: (CHOOSE ONE)		NAICS CODE
<input type="checkbox"/> Exempt Entity <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor		
APPLICANT'S LEGAL NAME		FEIN
DBA		CONSUMER'S USE TAX ACCOUNT NUMBER
MAILING ADDRESS		
CONTACT PERSON		BUSINESS TELEPHONE NUMBER ()
ESTIMATED START DATE	ESTIMATED COMPLETION DATE	
REASON EXEMPTION IS CLAIMED		
JOB DESCRIPTION		
WILL ANY POLLUTION CONTROL EXEMPTION BE APPLICABLE? <input type="checkbox"/> Yes <input type="checkbox"/> No		ESTIMATED POLLUTION CONTROL COST \$
TOTAL BID AMOUNT \$	LABOR COST \$	MATERIAL COST \$

PROJECT NAME	PROJECT OWNER'S FEIN (EXEMPT ENTITY)
--------------	--------------------------------------

FORM OF OWNERSHIP:

☐ Individual ☐ Partnership ☐ Corporation ☐ Multi member LLC ☐ Single member LLC

If applicant is a corporation, a copy of the certified certificate of incorporation, amended certificate of incorporation, certificate of authority, or articles of incorporation should be attached. If the applicant is a limited liability company or a limited liability partnership, a copy of the certified articles of organization should be attached.

OWNERSHIP INFORMATION:

Corporations – give name, title, home address, and Social Security Number of each officer.

Partnerships – give name, home address, Social Security Number or FEIN of each partner.

Sole Proprietorships – give name, home address, Social Security Number of owner.

LLC – give name, home address, and Social Security Number or FEIN of each member.

LLP – give name, home address, and Social Security Number or FEIN of each partner.

NAME (PLEASE PRINT)

SIGNATURE

TITLE

DATE

REVENUE DEPARTMENT USE ONLY

Examiner's Remarks

Examiner _____ Date _____

Supervisor's Recommendation

Supervisor _____ Date _____

Instructions For Preparation of Form ST: EXC-01

Sales and Use Tax Certificate of Exemption for Government Entity Project

In order to expedite the processing of your application, please include the following documentation when submitting your application:

Exempt Entity:

1. Signed Application
2. Copy of Executed/Signed Contract and/or Letter of Intent

General Contractor:

1. Signed Application
2. Copy of Executed/Signed Contract and/or Letter of Intent
3. List of Sub-Contractors
4. Alabama Board of General Contractor's License
5. State/County Business License (usually obtained through county probate office)
6. Any other municipal business licenses associated with the project

Sub-Contractor:

1. Application
2. Alabama Board of General Contractor's License
3. State/County Business License (usually obtained through county probate office)
4. Any other municipal business licenses associated with the project
5. List of Sub-Contractors (if any)

General contractors and sub-contractors:

Any updates regarding the sub-contractors working on a project, additions and/or deletions, must be submitted to the Department within 30 days of occurrence.

If an extension is needed for a project, please contact the Department of Revenue at the address, numbers, or emails listed below.

THERE IS A FILING REQUIREMENT IF YOUR APPLICATION IS APPROVED. The return will be filed through the Consumer's Use Tax account. If you do not currently have a Consumer's Use Tax account, one will be opened for you. The return should be filed every filing period that the Contractor's Exemption Certificate is active/open and should include the Project No., Exemption No., and the total amount of purchases for the filing period. If there is no product purchased with the exemption certificate, then a zero return must be filed for the period. There is a requirement of one entry for each exemption certificate that is active for each filing period. The information associated with the Contractor's Exemption Certificates is input at the bottom of the return.

The application and applicable documentation may be mailed, faxed, or emailed to the following:

Fax: (334) 353-7867

Emails: amber.hartley@revenue.alabama.gov brenda.wallace@revenue.alabama.gov

Mailing Address: ATTN: Contractor's Exemption
Alabama Dept. of Revenue
Sales & Use Tax Division - Room 4303
PO Box 327710
Montgomery, AL 36132-7710

SECTION 01 1000 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY OF WORK

- A. Project: Orange Beach Wildlife Center
- B. Owner: City of Orange Beach
- C. Architect: McCollough Architecture, Inc.
4790 Main Street, Suite F-209
Orange Beach, Alabama 36561
- D. In general, the work consists of a 2,368 s.f. interior fit-up of the Wildlife Center. Upon completion, the Wildlife Center will provide medical care facilities and supplies for local wildlife.

1.2 WORK RESTRICTIONS

- A. Contractor's Use of Premises: During construction, Contractor will have limited use of area indicated. Contractor's use of premises is limited only by Owner's right to perform work or employ other contractors on portions of Project and as follows:
 - 1. Perform construction only during normal working hours (8 AM to 5 PM Monday thru Friday, other than holidays), unless otherwise agreed to in advance by Owner. Clean up work areas and return to a useable condition at the end of each work period.
- B. The Contractors shall cooperate and work in harmony with other contractors on the project. Work is expected to consist of multiple contractors; subcontractors; and vendors that will be required to work in harmony for the good of the project.

SECTION 01 2000 - PRICE AND PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 ALLOWANCES

- A. Allowances shall include cost to Contractor of specific products and materials ordered by Owner under allowance and shall include taxes, freight, and delivery to Project site. Include the following allowances in the Contract Sum:
- B. Advise Architect of the date when selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- C. Submit invoices to show cost of products furnished under each allowance. Reconciliation of Allowance amounts with actual costs will be by Change Order.

1.2 ALTERNATES

- A. An alternate is an amount proposed by bidder for certain work that may be added to or deducted from the Base Bid amount if Owner accepts the Alternate. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.
- B. Indicate on the Bid Form amounts to be deducted from or added to the Contract Sum for the following alternates if applicable.

1.3 CONTRACT MODIFICATION PROCEDURES

- A. On Owner's approval of a proposal from Contractor on AIA Document G709, Architect will issue a Change Order on AIA Document G701, for all changes to the Contract Sum or the Contract Time.
- B. When Owner and Contractor disagree on the terms of a proposal, Architect may issue a Construction Change Directive on AIA Document G714, instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order. Construction Change Directive will contain a description of the change and designate the method to be followed to determine changes to the Contract Sum or the Contract Time.

1.4 PAYMENT PROCEDURES

- A. Submit a Schedule of Values at least ten (10) days before the initial Application for Payment. Break down the Contract Sum into at least one-line item for each Specification Section in the Project Manual table of contents. Coordinate the Schedule of Values with Contractor's Construction Schedule.
 - 1. Round amounts to nearest whole dollar; total shall equal the Contract Sum.

2. Provide separate line items in the Schedule of Values for initial cost of materials and for total installed value of that part of the Work.
- B. Submit three (3) copies of each application for payment on AIA Document G702/703, according to the schedule established in Owner/Contractor Agreement.
1. With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
 2. Submit final Application for Payment after completion of Project closeout procedures with release of liens and supporting documentation.
 - a. Include consent of surety to final payment on AIA Document G707 and insurance certificates.
 - b. Submit final meter readings for utilities, a record of stored fuel, and similar data as of the date of Substantial Completion.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 2000

SECTION 01 2100 ALLOWANCES

PART 1 GENERAL

1.01 SECTION INCLUDES

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

1.02 CASH ALLOWANCES

- A. Costs Included in Cash Allowances: Cost of product to Contractor or subcontractor, less applicable trade discounts. Comply with Article 43 of General Conditions.
- B. Contractor's costs for receiving and handling at project site, labor, installation, overhead and profit, and similar costs related to allowance shall be included in Contract Sum and not part of allowance.
 - 1. Contractor overhead and profit is included in Base Bid and will be excluded on Change Orders associated with allowance.
- C. Excess Materials: Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
 - 1. If requested by Architect, retain and prepare unused material for storage by Owner. Deliver unused material to Owner's storage space as directed.
- D. Actual quantities shall be computed by field measurement. Allowance amounts shall be adjusted by actual amounts of work. Adjustments for more work or less work will be made by Change Order, prepared by Architect.
- E. Take all measurements and compute quantities. Measurements and quantities will be verified by Architect.
- F. Provide total of each allowance amount on space provided on Proposal Form.
- G. Include all allowance amounts in Base Bid.
- H. Architect Responsibilities:
 - 1. Consult with Contractor for consideration and selection of products, suppliers, and installers.
 - 2. Select products in consultation with Owner and transmit decision to Contractor.
 - 3. Prepare Change Order.
- I. Contractor Responsibilities:
 - 1. Assist Architect in selection of products, suppliers, and installers.
 - 2. Obtain proposals from suppliers and installers and offer recommendations.
 - 3. On notification of which products have been selected, execute purchase agreement with designated supplier and installer.
 - 4. Arrange for and process shop drawings, product data, and samples. Arrange for delivery.
 - 5. Promptly inspect products upon delivery for completeness, damage, and defects. Submit

claims for transportation damage.

J. Differences in costs will be adjusted by Change Order.

1.03 CONTINGENCY ALLOWANCE

A. Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, and equipment rental shall be included in Change Orders authorizing expenditure of funds from this Contingency Allowance.

1. Overhead and profit shall be included in Base Bid.

B. Funds will be drawn from the Contingency Allowance only by Change Order.

C. At closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.

1.04 ADJUSTMENT OF ALLOWANCES

A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by the final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections and similar margins.

1. Include installation costs in purchase amount only where indicated as part of the allowance.

2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.

3. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure or count.

1.05 ALLOWANCES SCHEDULE

A. Allowance No. One: Builder's Risk Insurance.

1. Provide Builders' Risk Insurance and indicate 100% of the total deductible amount below.

All unclaimed deductible amounts will be reimbursed to the Owner at project completion as a deductive change order to the contract. Contractor shall provide evidence from insurer of 100% deductible amount within 48 hours of bid opening.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 2200 - UNIT PRICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for unit prices.

1.3 DEFINITIONS

- A. Unit price is price per unit of measurement for materials or services added to or deducted from the Contract Sum by Change Order, if estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, and all overhead and profit for general contractor and subcontractor(s).
- B. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- C. List of Unit Prices: A list of unit prices is included at the end of this Section. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 LIST OF UNIT PRICES

A. Unit Price No. 1: Removal and Replacement of Unsuitable Soils.

1. Description: After Contractor has stripped and cleared the site, the Contractor's geotechnical engineer shall check and probe the subgrade to identify unsuitable soil material. Unsuitable soils shall be removed, disposed of off-site, and replaced with suitable, inorganic structural fill which shall be placed and compacted in accordance with Section 02300-EARTHWORK.
2. Unit of Measurement: Cubic yard of soil excavated and replaced. Quantity shall be determined through verification of actual quantity of backfill placed and compacted in the overexcavated areas from which the unsuitable material was removed.
3. Base Bid Quantity: Base Bid shall include the removal and replacement of 1000 cubic yards of unsuitable soils.
4. Adjustment to Contract Sum: If the actual amount of work is either more or less than the Base Bid Quantity, the Contract Sum will be adjusted by a Change Order using the unit price in the Contract.

END OF SECTION 01 2700

SECTION 01 3000 - ADMINISTRATIVE REQUIREMENTS

PART 1 - GENERAL

1.1 PROJECT MANAGEMENT AND COORDINATION

- A. Coordinate construction to ensure efficient and orderly installation of each part of the Work.
- B. Schedule and conduct progress meetings at Project site at weekly intervals. Notify Owner and Architect of meeting dates and times. Require attendance of each subcontractor or other entity concerned with current progress or involved with planning or coordination of future activities.
 - 1. Record minutes and distribute to everyone concerned, including Owner and Architect.

1.2 SUBMITTAL PROCEDURES

- A. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 2. Submit three (3) copies of each submittal. Architect will return one copy.
 - 3. Architect will discard submittals received from sources other than Contractor.
- B. Place a permanent label or title block on each submittal for identification. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect. Include the following information on the label:
 - 1. Project name.
 - 2. Date.
 - 3. Name and address of Contractor.
 - 4. Name and address of subcontractor or supplier.
 - 5. Number and title of appropriate Specification Section.
- C. Identify deviations from the Contract Documents on submittals.
- D. Contractor's Construction Schedule Submittal Procedure: Submit two (2) copies of schedule within five (5) days after date established for Commencement of the Work.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. Product Data: Mark each copy to show applicable products and options. Include the following:
 - 1. Manufacturer's written recommendations, product specifications, and installation instructions.

2. Wiring diagrams showing factory-installed wiring.
 3. Printed performance curves and operational range diagrams.
 4. Testing by recognized testing agency.
 5. Compliance with specified standards and requirements.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. Submit on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 42 inches (762 by 1067 mm). Include the following:
1. Dimensions and identification of products.
 2. Fabrication and installation drawings and roughing-in and setting diagrams.
 3. Wiring diagrams showing field-installed wiring.
 4. Notation of coordination requirements.
 5. Notation of dimensions established by field measurement.
- C. Samples: Submit Samples for review of kind, color, pattern, and texture and for a comparison of these characteristics between submittal and actual component as delivered and installed. Include name of manufacturer and product name on label.
1. If variation is inherent in material or product, submit at least three (3) sets of paired units that show variations.

2.2 INFORMATION SUBMITTALS

- A. Qualification Data: Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

2.3 DELEGATED DESIGN

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit three (3) copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

2.4 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type schedule within thirty 30 days of date established for the Notice to Proceed.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.

PART 3 - EXECUTION

3.1 SUBMITTAL REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Architect will review each action submittal, make marks to indicate corrections or modifications required, stamp and mark as appropriate to indicate action taken, and return copies less those retained.

3.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Distribute copies of approved schedule to Owner, Architect, subcontractors, testing and inspecting agencies, and parties identified by Contractor with a need-to-know schedule responsibility. When revisions are made, distribute updated schedules to the same parties.
- B. Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. As the Work progresses, indicate Actual Completion percentage for each activity.

END OF SECTION 01 3000

SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Use Charges: Cost or use charges for temporary facilities shall be included in the Contract Sum.
- B. Use water from Owner's existing system without metering and without payment of use charges.
- C. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.

PART 2 - PRODUCTS

2.1 EQUIPMENT

- A. Heating Equipment: Unless Owner authorizes use of permanent heating system, provide vented, self-contained heaters with thermostatic control.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 - 2. Heating Units: Listed and labeled, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

PART 3 - EXECUTION

3.1 TEMPORARY UTILITIES

- A. General: Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities. Use of Owner's existing toilet facilities will not be permitted.
- C. Heating and Cooling: Provide temporary heating and cooling required for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- D. Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.

3.2 TEMPORARY SUPPORT FACILITIES

- A. Provide field offices, storage and fabrication sheds, and other support facilities as necessary for construction operations.
- B. Provide waste-collection containers in sizes adequate to handle waste from construction operations. Collect waste daily and, when containers are full, legally dispose of waste off-site. Comply with requirements of authorities having jurisdiction.
- C. Install project identification and other signs in locations approved by Owner to inform the public and persons seeking entrance to Project.

3.3 TEMPORARY SECURITY AND PROTECTION FACILITIES

- A. Provide temporary environmental protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- B. Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
- C. Provide temporary enclosures for protection of construction and workers from inclement weather and for containment of heat.
- D. Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- E. Furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.
- F. Install and maintain temporary fire-protection facilities. Comply with NFPA 241.

3.4 TERMINATION AND REMOVAL

- A. Temporary Utilities: At earliest feasible time, when acceptable to Owner, change over from use of temporary service to use of permanent service.
- B. Remove temporary facilities and controls no later than Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.

END OF SECTION 01 5000

SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
- B. Product Substitutions: Substitutions include changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor after award of the Contract.
 - 1. Submit three (3) copies of each request for product substitution.
 - 2. Submit requests within 10 days after the Notice to Proceed.
 - 3. Do not submit unapproved substitutions on Shop Drawings or other submittals.
 - 4. Identify product to be replaced and show compliance with requirements for substitutions. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified, a list of changes needed to other parts of the Work required to accommodate proposed substitution, and any proposed changes in the Contract Sum or the Contract Time should the substitution be accepted.
 - 5. Architect will review the proposed substitution and notify Contractor of its acceptance or rejection.
- C. Comparable Product Requests:
 - 1. Submit three (3) copies of each request for comparable product. Do not submit unapproved products on Shop Drawings or other submittals.
 - 2. Identify product to be replaced and show compliance with requirements for comparable product requests. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified.
 - 3. Architect will review the proposed product and notify Contractor of its acceptance or rejection.
- D. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Deliver products to Project site in manufacturer's original sealed container or packaging, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 3. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
 - 4. Store materials in a manner that will not endanger Project structure.
 - 5. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.

- E. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

PART 2 - PRODUCTS

2.1 PRODUCT OPTIONS

- A. Provide products that comply with the Contract Documents, are undamaged, and are new at the time of installation.
 - 1. Provide products complete with accessories, trim, finish, and other devices and components needed for a complete installation and the intended use and effect.
 - 2. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
- B. Product Selection Procedures:
 - 1. Where Specifications name a single product or manufacturer, provide the item indicated that complies with requirements.
 - 2. Where Specifications include a list of names of products or manufacturers, provide one of the items indicated that complies with requirements.
 - 3. Where Specifications include a list of names of products or manufacturers, accompanied by the term "available products" or "available manufacturers," provide one of the named items that complies with requirements. Comply with provisions for "comparable product requests" for consideration of an unnamed product.
 - 4. Where Specifications name a product as the "basis-of-design" and include a list of manufacturers, provide the named product. Comply with provisions for "comparable product requests" for consideration of an unnamed product by the other named manufacturers.
 - 5. Where Specifications name a single product as the "basis-of-design" and no other manufacturers are named, provide the named product. Comply with provisions for "comparable product requests" for consideration of an unnamed product by another manufacturer.
- C. Unless otherwise indicated, Architect will select color, pattern, and texture of each product from manufacturer's full range of options that includes both standard and premium items.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 6000

SECTION 01 7000 - EXECUTION REQUIREMENTS

PART 1 - GENERAL

1.1 CLOSEOUT SUBMITTALS

- A. Record Drawings: Maintain a set of Contract Drawings as Record Drawings. Mark to show installation that varies from the Work originally shown.
- B. Record Specifications: Maintain one copy of the Project Manual, including addenda, as Record Specifications. Mark to show variations in Work performed in comparison with the text of the Specifications and modifications.
- C. Operation and Maintenance Data: Organize data into three-ring binders, with pocket folders for folded sheet information. Mark identification on front and spine of each binder. Include the following:
 - 1. Emergency instructions.
 - 2. Spare parts list.
 - 3. Copies of warranties.
 - 4. Wiring diagrams.
 - 5. Shop Drawings and Product Data.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION AND PREPARATION

- A. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, and plumb; substrates within installation tolerances; surfaces that are smooth, clean, and free of deleterious substances; and application conditions within environmental limits. Proceed with installation only after unsatisfactory conditions have been corrected.
- B. Prepare substrates and adjoining surfaces according to manufacturer's written instructions, including, but not limited to, filler and primer application.
- C. Where Drawings indicate dimensions of existing construction verify by field measurement. Where fabricated products are to be fitted to other construction verify dimensions by field measurement before fabricating and, when possible, allow for fitting and trimming during installation.

3.2 CUTTING AND PATCHING

- A. Do not cut structural members without prior written approval of Architect.
- B. For patching, provide materials whose installed performance will equal or surpass that of existing materials. For exposed surfaces, provide or finish materials to visually match existing adjacent surfaces to the fullest extent possible.

3.3 INSTALLATION

- A. Comply with manufacturer's written instructions for installation. Anchor each product securely in place, accurately located and aligned. Clean exposed surfaces and protect from damage. If applicable, prepare surfaces for field finishing.
- B. Comply with NFPA 70 for installation of electrically operated equipment and electrical components and materials.

3.4 FINAL CLEANING

- A. Clean each surface or item as follows before requesting inspection for certification of Substantial Completion:
 - 1. Remove labels that are not permanent.
 - 2. Clean transparent materials, including mirrors. Remove excess glazing compounds. Replace chipped or broken glass.
 - 3. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances. Leave concrete floors broom clean.
 - 4. Vacuum carpeted surfaces and wax resilient flooring.
 - 5. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication. Clean plumbing fixtures. Clean light fixtures and lamps.
 - 6. Clean the site. Sweep paved areas; remove stains, spills, and foreign deposits. Rake grounds to a smooth, even-textured surface.

3.5 CLOSEOUT PROCEDURES

- A. Request Substantial Completion inspection once the following are complete:
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Submit Record Drawings, maintenance manuals, warranties, and similar record information.
 - 3. Deliver spare parts, extra materials, and similar items.
 - 4. Changeover locks and transmit keys to Owner.
 - 5. Complete startup testing of systems and instruction of operation and maintenance personnel.
 - 6. Remove temporary facilities and controls.
 - 7. Complete final cleanup.
 - 8. Touch up, repair, and restore marred, exposed finishes.

9. Obtain final inspections from authorities having jurisdiction.
 10. Obtain certificate of occupancy.
- B. On receipt of a request for inspection, Architect will proceed with inspection or advise Contractor of unfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or advise Contractor of items that must be completed or corrected before the certificate will be issued.
- C. Arrange for each installer of equipment that requires operation and maintenance to provide instruction to Owner's personnel. Include a detailed review of the following:
1. Startup and shutdown.
 2. Emergency operations and safety procedures.
 3. Noise and vibration adjustments.
 4. Maintenance manuals.
 5. Spare parts, tools, and materials.
 6. Lubricants and fuels.
 7. Identification systems.
 8. Control sequences.
 9. Hazards.
 10. Warranties and bonds.
- D. Request inspection for certification of final acceptance, once the following are complete:
1. Submit a copy of the Substantial Completion inspection list stating that each item has been completed or otherwise resolved for acceptance.
 2. Submit final meter readings for utilities, a record of stored fuel, and similar data as of the date of Substantial Completion.
- E. Architect will reinspect the Work on receipt of notice that the Work has been completed.
1. On completion of reinspection, Architect will prepare a certificate of final acceptance. If the Work is incomplete, Architect will advise Contractor of the Work that is incomplete or obligations that have not yet been fulfilled.

END OF SECTION 01 7000

SECTION 01 7200 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Definitions: Record documents are defined to include those documents or copies relating directly to performance of the work, which Contractor is required to prepare or maintain for Owner's records, recording the work as actually performed. In particular, record documents show changes in the work in relation to that which is shown and specified by original contract documents; and show additional information of value to Owner's records but indicated by original contract documents. Record documents include marked up copies of contract drawings, shop drawings, specifications, addenda, and change orders, marked up product data submittals, record samples, and field records for variable and concealed conditions.

1.3 RECORD DRAWINGS

- A. Mark-up procedure: During progress of the work, maintain a white-print set (blue-line or blackline) of contract drawings and notations of actual installations which vary substantially from the work as originally shown. Mark whatever drawing is most capable of showing actual physical condition, fully and accurately. Give particular attention to information on work concealed, which would be difficult to identify or measure and record at a later date. Note alternate numbers, change order numbers and similar identification. Label each sheet A Project Record@ in 2-inch-high letters.
 - 1. Update project record prints as variations arise. Review progress of updates with Architect at each monthly application for payment review meeting to confirm that record prints are up to date. Architect may decline to certify contractor's application for payment if record drawings have not been updated.
 - 2. In preparation for certification of substantial completion on last major portion of the work, review completed mark up of record drawings with Architect. Architect may decline to certify substantial completion if record drawings have not been updated.

1.4 RECORD SPECIFICATIONS

- A. General:
 - 1. During progress of the work, maintain one copy of specifications, including addenda, change orders and similar modifications issues in printed form during construction, and mark up variations (of substance) in actual work in comparison with text of specifications and modifications as issued. Give particular attention to substitutions, selection of options, and similar information on work where it is concealed or cannot otherwise be readily discerned at a later date by direct observation. Note related record drawing information and product data, submit to Architect for Owner's records. Label front cover A Project Record@ in 2 inch high letters.

1.5 RECORD PRODUCT DATA

- A. General: During progress of the work, maintain one copy of each product data submittal, and mark up significant variations in the actual work in comparison with submitted information. Include both variations in product as delivered to site, and variations from manufacturer=s instructions and recommendations for installation. Give particular attention to concealed products and portions of the work which cannot otherwise be readily discerned at a later date by direct observation. Note related change orders and mark up record drawings and specifications accordingly. Upon completion of mark up, submit complete set to Architect for Owner=s records. Label each data submittal A Project Record@ in 2 inch high letters.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 7200

SECTION 01 7700 – CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplemental Conditions and other Division 1 Specifications sections, apply to work of this section.

1.2 PROJECT/WORK IDENTIFICATION

- A. This section specifies administrative and procedural requirements for project closeout, including but not limited to:
 - 1. Inspection procedures.
 - 2. Project record document submittal.
 - 3. Operating and maintenance manual submittal.
 - 4. Submittal of warranties.
 - 5. Final cleaning.
- B. Closeout requirements for specific construction activities are included in the appropriate Sections in Divisions 2 - through 16.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. List exceptions in the request.
 - 1. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the work claimed as substantially complete. Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
 - 2. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.
 - 3. Advise Owner of pending insurance and utility change-over requirements.
 - 4. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents specifically required in each section of the specifications.
 - 5. Submit record drawings and 2 sets each of Operation and Maintenance Manuals and Project Closeout Manuals in proposed form at Substantial Completion.
 - 6. Deliver tools, spare parts, extra stock, and similar items.
 - 7. Make final change-over of permanent locks and transmit keys to the Owner. Advise the Owner=s personnel of change-over in security provisions.
 - 8. Complete start-up testing of systems, and instruction of the Owner=s operating and maintenance personnel at least 7 calendar days prior to substantial completion. Discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements.

9. Prepare and submit contractor=s punch list at least 7 calendar days prior to substantial completion.
 - a. Architect and Owner will subsequently prepare punch lists supplementing Contractor=s punch list.
 10. Submit all required permits, certifications and final approvals for site utility installations.
 11. Complete final clean-up requirements, including touch-up painting. Touch-up and otherwise repair and restore marred exposed finishes. Clear and remove all site debris for Owner=s safe and full utilization of site except for items required to achieve final completion.
- B. Inspection Procedures: On receipt of a request for inspection, the Architect will either proceed with inspection or advise the Contractor of unfilled requirement. The Architect will prepare the Certificate of Substantial Completion on A.I.A. Form G704 following inspection, or advise the Contractor of construction that must be completed or corrected and reinspected before the certificate will be issued.
1. The Architect will repeat inspection when requested and assured that the Work has been substantially completed. Contractor, by means of a Change Order, shall bear cost of Architect's reinspection, including labor and expenses as follows:

Registered Professional - \$175/hour
Project Manager - \$100/hour
Secretarial time - \$65/hour
Mileage, round trip - \$.40/mile; tolls at cost
Copies - \$.20/each
 2. Results of the completed inspection will form the basis of requirements for final acceptance.
- 1.4 FINAL INSPECTION
- A. When Contractor considers the Work has reached final completion, he shall submit:
1. Written certification that:
 - a. Contract Documents have been reviewed.
 - b. Work has been inspected for compliance with Contract Documents.
 - c. Work has been completed in accordance with Contract Documents.
 - d. Equipment and systems have been tested in the presence of the Owner=s representative and are operational.
 - e. Work is completed and ready for final inspection.
 2. Two sets each of revised Operation and Maintenance Manual(s) and project Closeout Manuals in final form five days prior to Final Inspection.
- B. Architect will make an inspection to verify the status of completion with reasonable promptness after receipt of such certification.

- C. Should Architect consider that the Work is incomplete or defective:
1. Architect will promptly notify the Contractor in writing, listing the incomplete or defective Work.
 2. Contractor shall take immediate steps to remedy the stated deficiencies, and send a second written certification to Architect that the Work is complete.
 3. Inspection will be repeated. Contractor shall bear cost of Architect=s reinspection, including labor and expenses as set forth in paragraph 1.3.B.1.
- D. When the Architect finds that the work is acceptable under the Contract Documents, he shall request the Contractor to make closeout submittals.

1.5 PROJECT CLOSEOUT MANUALS

- A. Collect, identify and collate the following materials from the subcontractors to be bound in a hard cover, 3-ring "D" style lay flat binder. Deliver two copies of the finished manuals to the Architect, for delivery to the Owner for approval, as a condition precedent to final certification of payment.
- B. Indexing: Information shall be provided as follows. The individual entries are to be organized and indexed per the specification Table of Contents.
- C. Listing of Contractor and Subcontractors: Provide a listing of subcontractors performing work, both on and off site, with the Contractor heading the list. Required information shall include the following: (Example)

Division 1

Contractor	DBPR License Number
Company Name	Representative's Name and Title
Address	Phone Number

Division 2

Termite Control	DBPR License Number
Company Name	Representative=s Name and Title
Address	Phone Number

- D. Certificate of Substantial Completion: Insert, at this point, a copy of the fully executed Certificate of Substantial Completion, AIA document G704, as future reference for Owner.
- E. Testing, Inspections and Certificate of Occupancy: Provide copies of tests, and test and balance reports. See Divisions 15 and 16. Provide copies of Certificates of Inspections from authorities having jurisdiction for each trade, division or portion of work, as required. Provide a copy of the final executed Certificate of Occupancy.

- F. Contractor's Affidavit of Payment of Debts and Claims: Provide certification, on AIA Document G706 that work covered by Contract Documents has been completed, and that payrolls, bills of materials and other indebtedness connected with the Work for which the owner or his property might in any way be responsible, have been paid or otherwise satisfied.
- G. Contractor's Affidavit of Release of Liens: Provide certification, on AIA Document G706A, that liens that are or may be filed arising from work covered by Contract Documents have been released or waived, with any exception noted. Provide additional certification from subcontractors, and material and equipment suppliers, with any exceptions noted. Provide a bond satisfactory to cover exceptions.
- H. Lien Waivers: Provide releases and waivers of liens, from the Contractor and Subcontractors as supporting documents to AIA Document G706A.
- I. Consent of Surety: Provide a Consent of Surety to Final Payment, on AIA Document G707.
- J. Warranties, Guarantees, and Bonds: Provide warranties, guarantees, and bonds called for in the Contract Documents.
- K. Certificate of Insurance for Products and Completed Operations.
- L. Cover: Identify each binder with typed or printed title PROJECT CLOSEOUT MANUAL; and list title of project.

1.6 CONTRACTOR'S CLOSEOUT SUBMITTALS TO ARCHITECT

- A. Project Closeout Manuals, as identified herein.
- B. Project Record Documents, as identified in Section 01720.
- C. Keys and Keying Schedule, as identified in Section 08710 Hardware.

1.7 FINAL APPLICATION FOR PAYMENT

- A. Submit the final Application for Payment in accordance with procedures and requirements stated in the Conditions of the Contract.

PART 2 - PRODUCTS NOT APPLICABLE

PART 3 - EXECUTION

3.1 CLOSEOUT PROCEDURES

- A. Operating and Maintenance Instructions: Prior to Substantial Completion, arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the following items:

1. Maintenance manuals.
2. Record documents.
3. Spare parts and materials.
4. Tools.
5. Lubricants.
6. Fuels.
7. Identification systems.
8. Control sequences.
9. Hazards.
10. Cleaning.
11. Warranties and bonds.
12. Maintenance agreements and similar continuing commitments.

B. As part of instruction for operating equipment, demonstrate the following procedures.

1. Start-up.
2. Shutdown.
3. Emergency operations.
4. Noise and vibration adjustments.
5. Safety procedures.
6. Economy and efficiency adjustments.
7. Effective energy utilization.

3.2 FINAL CLEANING

A. General: General cleaning during construction is required by the General Conditions.

B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturers' instructions.

1. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.
 - a. Remove labels that are not permanent labels.
 - b. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compound and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
 - c. Clean exposed exterior and interior hard surfaced finishes to a dust-free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
 - d. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.

- e. Clean the site, including landscape development areas, of rubbish, litter and other foreign substances. Sweep paved areas clean; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even textured surface.
- C. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.
- D. Compliance; comply with regulations of authorities having jurisdiction and safety standards of cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner=s property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose in a lawful manner.
- E. Where extra materials of value remaining after completion of associated Work have become the Owner=s property, arrange for disposition of these materials as directed.

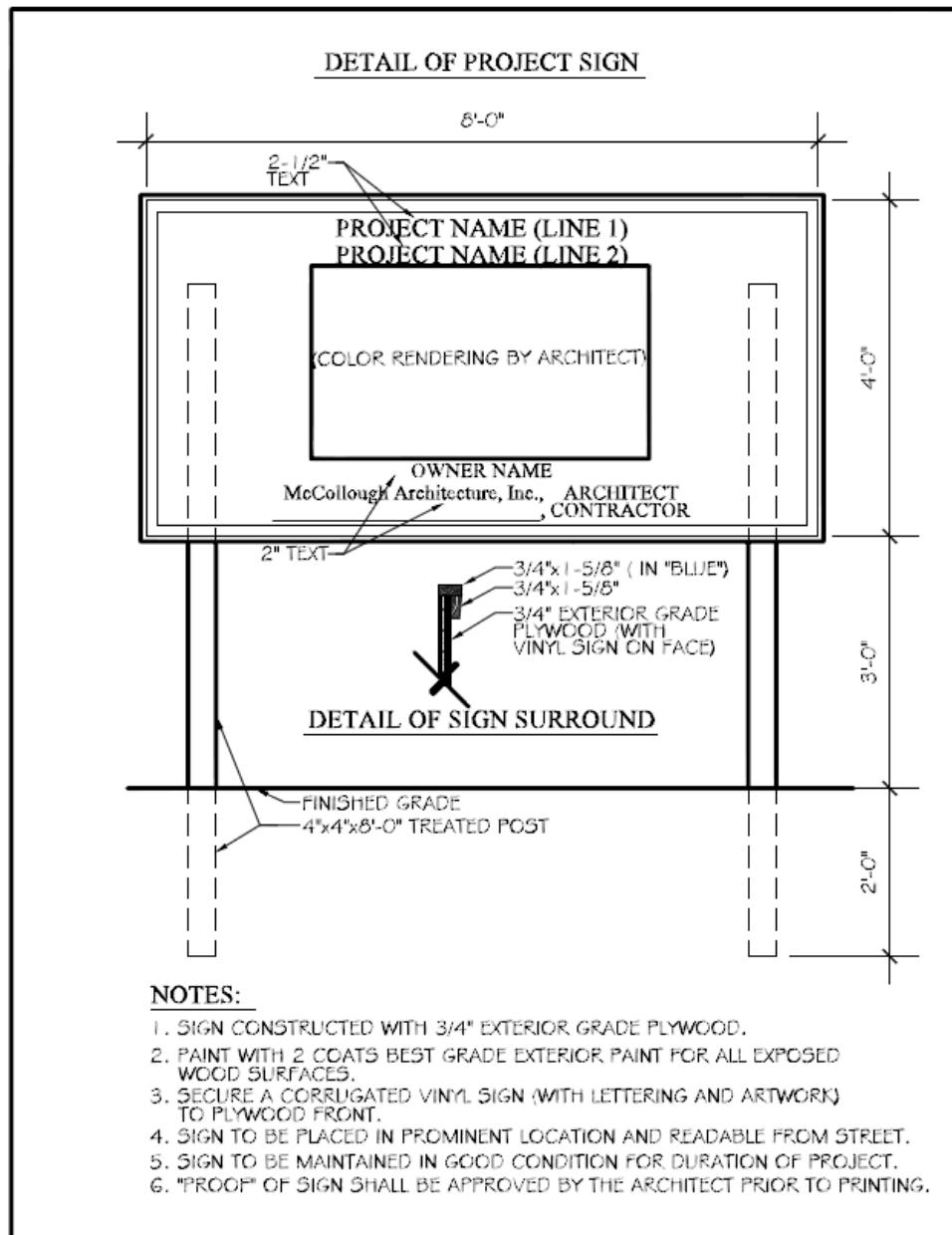
END OF SECTION 01 7700

SECTION 01 8000 – PROJECT CONSTRUCTION SIGN

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

Provide a project sign for the project as located by the Owner in accordance with the following drawing.



END OF SECTION 01 8000

SECTION 06 1000 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Framing with dimension lumber.
 - 2. Wood furring, grounds, nailers, and blocking.
 - 3. Plywood Decking

1.3 DELIVERY, STORAGE, AND HANDLING

- A. Keep materials under cover and dry. Protect from weather and contact with damp or wet surfaces. Stack lumber, plywood, and other panels. Provide for air circulation within and around stacks and under temporary coverings.

PART 2 - PRODUCTS

2.1 LUMBER, GENERAL

- A. Lumber Standards: Comply with DOC PS 20, "American Softwood Lumber Standard," and with applicable grading rules of inspection agencies certified by ALSC's Board of Review.
- B. Grade Stamps: Provide lumber with each piece factory marked with grade stamp of inspection agency evidencing compliance with grading rule requirements and identifying grading agency, grade, species, moisture content at time of surfacing, and mill.
- C. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
 - 1. Provide dressed lumber, S4S, unless otherwise indicated.
 - 2. Provide dry lumber with 19 percent maximum moisture content at time of dressing for 2-inch nominal thickness or less, unless otherwise indicated.

2.2 WOOD-PRESERVATIVE-TREATED MATERIALS

- A. General: Where lumber or plywood is indicated as preservative treated or is specified to be treated, comply with applicable requirements of AWPAC2 (lumber) and AWPAC9 (plywood).

Mark each treated item with the Quality Mark Requirements of an inspection agency approved by ALSC's Board of Review.

- B. Pressure treat aboveground items with waterborne preservatives to a minimum retention of 0.25 lb/cu. ft. After treatment, kiln-dry lumber and plywood to a maximum moisture content of 19 and 15 percent, respectively. Treat indicated items and the following:
 - 1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.
 - 2. Wood sills, sleepers, blocking, bucks, furring, stripping, and similar concealed members in contact with masonry or concrete.
 - 3. Wood floor plates installed over concrete slabs directly in contact with earth.
 - 4. Top plates on ICF walls.
- C. Pressure treat wood members in contact with ground or freshwater with waterborne preservatives to a minimum retention of 0.40 lb/cu. ft.

2.3 DIMENSION LUMBER

- A. General: Provide dimension lumber of grades indicated according to the ALSC National Grading Rule (NGR) provisions of the inspection agency indicated.
- B. Light-Framing (2"-4" thick, 2"-4" wide): construction grade.
- C. Studs (2"-4" thick, 2"-6" wide, 12' and shorter): No. 2 structural light framing grade, Southern Yellow Pine graded under WWPA, WCLIB, SPIB, or NLGS rules.
- D. Structural Joists and Planks (2"-4" thick, 5" and wider): Any species and grade complying with requirements for allowable unit stresses.
 - 1. Fb (minimum extreme fiber stress in bending)...1,200 psi in single member.
 - 2. E (minimum modulus of elasticity).....1,600,000 psi
- E. Concealed Boards: Standard grade, any species graded under WWPA rules or No. 3 grade Southern Yellow Pine graded under SPIB rules.
- F. Lumber for Miscellaneous Uses: Unless otherwise indicated, provide Standard grade lumber for support of other work, including cant strips, bucks, nailers, blocking, furring, grounds, stripping and similar members.

2.4 MISCELLANEOUS LUMBER

- A. General: Provide lumber for support or attachment of other construction, including rooftop equipment curbs and support bases, cant strips, bucks, nailers, blocking, furring, grounds, stripping, and similar members.
- B. Fabricate miscellaneous lumber from dimension lumber of sizes indicated and into shapes shown.

- C. Moisture Content: 19 percent maximum for lumber items not specified to receive wood preservative treatment.
- D. Grade: For dimension lumber sizes, provide No. 3 or Standard grade lumber per ALSC's NGRs of any species. For board-size lumber, provide No. 3 Common grade per NELMA, NLGA, or WWPA; No. 2 grade per SPIB; or Standard grade per NLGA, WCLIB or WWPA of any species.

2.5 PLYWOOD DECKING

- A. APA Rated Plywood Decking: CDX Tongue and Groove Decking (see structural).
 - 1. Thickness: Not less than 3/4 inch.

2.6 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this Article for material and manufacturer.
 - 1. For all rough carpentry related to roofing and roof accessories, provide fasteners with a hot-dip zinc coating per ASTM A 153 or of Type 304 stainless steel.
- B. Nails, Wire, Brads, and Staples: FS FF-N-105.
- C. Power-Driven Fasteners: CABO NER-272.
- D. Bolts: Steel bolts complying with ASTM A 307, Grade A (ASTM F 568, Property Class 4.6); with ASTM A 563 (ASTM A 563M) hex nuts and, where indicated, flat washers.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Discard units of material with defects that impair quality of rough carpentry and that are too small to use with minimum number of joints or optimum joint arrangement.
- B. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted.
- C. Fit rough carpentry to other construction; scribe and cope as required for accurate fit. Correlate location of furring, nailers, blocking, grounds, and similar supports to allow attachment of other construction.
- D. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
 - 1. CABO NER-272 for power-driven staples, P-nails, and allied fasteners.
 - 2. Published requirements of metal framing anchor manufacturer.
 - 3. "Table 2306.1--Fastening Schedule," of the Florida Building Code.

- E. Use common wire nails, unless otherwise indicated. Select fasteners of size that will not fully penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting wood; predrill as required.
- F. Use hot-dip galvanized or stainless-steel nails where rough carpentry is related to roofing or roof accessories, in ground contact, or in area of high relative humidity.

3.2 WOOD GROUNDS, NAILERS, BLOCKING, AND SLEEPERS

- A. Install wood grounds, nailers, blocking, and sleepers where shown and where required for screeding or attaching other work. Form to shapes shown and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach to substrates to support applied loading. Recess bolts and nuts flush with surfaces, unless otherwise indicated. Build into masonry during installation of masonry work. Where possible, anchor to formwork before concrete placement.
- C. Provide pressure treated wood grounds in gypsum drywall and plaster partitions for support of plumbing fixtures, toilet accessories, fire extinguisher cabinets and brackets, wall-mounted fixtures and furnishings, and hardware.
 - 1. Provide solid wood grounds, minimum 2 x 4 lumber, in all partitions scheduled to receive wall-mounted door bumpers. Position directly behind and centered on bumpers. Screw attach securely to metal studs.

3.3 WOOD FRAMING, GENERAL

- A. Framing Standard: Comply with AF & PA's "Details for Conventional Wood Frame Construction," unless otherwise indicated.
- B. Install framing members of size and at spacing indicated.
- C. Do not splice structural members between supports.

3.4 WOOD NAILERS, EDGING, AND BLOCKING FOR DECKING:

- A. Provide wherever shown and where required for attachment of other work. Form to shapes, as shown, and cut as required for true line and level on work to be attached. Coordinate location with other work involved.
- B. Where wood members are doubled, ends shall be lapped and thoroughly spiked to each other and to bearing members, maintaining structural integrity, using ring-shank nails.
- C. Where wood members abut concrete, securely fasten to same by bolts or lag screws on staggered centers. Heads of all bolts or lag screws shall be provided with large-head washers.
- D. Round corners of wood plates where flashing occurs.

- E. Make tight connections between members. Install fasteners without splitting of wood; pre-drill as required.
- F. Holes drilled oversized or wallowed out shall be redrilled.
- G. For fastening wood to:
 - 1. Metal. Countersunk flat head No. 10 self tapping, self drilling, metal screws, at 4" o.c., staggered; utilizing appropriate size bolt and nut where possible.
 - 2. Wood. Ring-Shank nails, 3/8" round heads at 12" o.c., staggered; 1-1/4" minimum substrate penetration.
 - 3. Plywood. Annular thread nails, 3/8" round heads at 8" o.c. staggered with full penetration.
 - 4. New Masonry or Concrete. 3/4" diameter by 12" long with 3" hook anchor bolts and Hughes WSH 1093 washers, spaced 2'-8" apart, staggered if nailer or blocking is wider than 6 inches.
 - 5. Existing Structural Concrete and Precast Concrete. Countersunk, flat head, threaded, self-tapping masonry screws ("Tapcons"), at 8" o.c., staggered; 1-1/2" minimum substrate penetration.

3.5 DECKING INSTALLATION

- A. Nail to wood decking with nails of size and spacing indicated on structural drawings. Space panels 1/8" apart at edges and ends. Provide plywood clips.
- B. Refer to Structural Drawings for nailing requirements.

END OF SECTION 06 1000

SECTION 06 1053 - MISCELLANEOUS ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Submittals: Model code evaluation reports for treated wood.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: Provide dressed lumber, S4S, marked with grade stamp of inspection agency.

2.2 TREATED MATERIALS

- A. Provide preservative-treated materials for the following conditions:
 - 1. Wood members in connection with roofing, flashing, vapor barriers, and waterproofing.
 - 2. Concealed members in contact with masonry or concrete.
 - 3. Wood framing members that are less than 18 inches (460 mm) above the ground.
 - 4. Wood floor plates that are installed over concrete slabs-on-grade.

2.3 LUMBER

- A. Dimension Lumber:
 - 1. Maximum Moisture Content: 15 percent.
 - 2. Interior Partition Framing: Construction, Stud, or No. 3: Mixed southern pine: SPIB.
 - 3. Other Framing: Construction or No. 2: Southern pine: SPIB.
- B. Miscellaneous Lumber: Construction, or No. 2 grade with 15 percent maximum moisture content of any species. Provide for nailers, blocking, and similar members.

2.4 PLYWOOD BACKING PANELS

- A. Telephone, Information Technology Equipment, and Electrical Equipment Backing Panels: Plywood, Exposure 1, C-D Plugged, fire-retardant treated, not less than 1/2 inch (12.7 mm) thick.

2.5 FASTENERS

- A. Fasteners: Size and type indicated. Where rough carpentry is exposed to weather, in ground contact, or in area of high relative humidity, provide fasteners of Type 304 stainless steel.
 - 1. Power-Driven Fasteners: CABO NER-272.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Set miscellaneous rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Locate nailers, blocking, and similar supports to comply with requirements for attaching other construction.
- B. Securely attach miscellaneous rough carpentry to substrates, complying with the following:
 - 1. CABO NER-272 for power-driven fasteners.
 - 2. Table R602.3(1), "Fastener Schedule for Structural Members," and Table R602.3(2), "Alternate Attachments," in ICC's International Residential Code for One- and Two-Family Dwellings.

END OF SECTION 06 1053

SECTION 06 2000 - FINISH CARPENTRY

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Submittals: Samples for hardwood veneer plywood paneling and hardboard paneling.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

- A. Lumber: DOC PS 20 and grading rules of inspection agencies certified by American Lumber Standards Committee Board of Review.
- B. Softwood Plywood: DOC PS 1.
- C. Hardwood Plywood: HPVA HP-1.
- D. MDF: ANSI A208.2, Grade 130, made with binder containing no urea-formaldehyde resin.
- E. Particleboard: ANSI A208.1, Grade M-2.
- F. Melamine-Faced Particleboard: Particleboard complying with ANSI A208.1, Grade M-2, finished on both faces with thermally fused, melamine-impregnated decorative paper complying with LMA SAT-1.

2.2 EXTERIOR FINISH CARPENTRY

- A. Siding: Hardie-siding (Colonial Smooth)

2.3 SHELVING AND CLOTHES RODS

- A. Shelving: Melamine-faced particleboard with radiused and filled front edge.
- B. Shelf Brackets with Rod Support: BHMA A156.16, B04051; prime-painted formed steel.

2.4 MISCELLANEOUS MATERIALS

- A. Fasteners for Exterior Finish Carpentry: aluminum unless otherwise recommended by manufacturer.
- B. Glue: Aliphatic-resin, polyurethane, or resorcinol wood glue recommended by manufacturer.

1. Use waterproof resorcinol glue for exterior applications.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Condition finish carpentry in installation areas for 24 hours before installing.
- B. Prime and backprime all unprimed lumber for painted finish exposed on the exterior.
- C. Install finish carpentry level, plumb, true, and aligned with adjacent materials. Scribe and cut to fit adjoining work. Refinish and seal cuts.
- D. Install standing and running trim with minimum number of joints practical, using full-length pieces from maximum lengths of lumber available. Stagger joints in adjacent and related trim. Cope at returns and miter at corners.
- E. Nail siding at each stud. Do not allow nails to penetrate more than one thickness of siding, unless otherwise recommended by siding manufacturer. Seal joints at inside and outside corners and at trim locations.
- F. Select and arrange paneling for best match of adjacent units. Install with uniform tight joints.

END OF SECTION 06 2000

SECTION 07 2100 - BUILDING INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Concealed Interior Partition Wall Insulation.
 - 2. Concealed Floor System Insulation.

1.3 SUBMITTALS

- A. General: Submit each item in this Article according to the Conditions of the Contract and Division 1 Specification Sections.
- B. Product Data for each type of insulation product specified.

1.4 QUALITY ASSURANCE

- A. Single-Source Responsibility for Insulation Products: Obtain each type of building insulation from a single source with resources to provide products complying with requirements indicated without delaying the Work.
- B. Fire-Test-Response Characteristics: Provide insulation and related materials with the fire-test-response characteristics indicated on Drawings or specified elsewhere in this Section as determined by testing identical products per test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify materials with appropriate markings of applicable testing and inspecting agency.
 - 1. Surface-Burning Characteristics: ASTM E 84.
 - 2. Fire-Resistance Ratings: ASTM E 119.
 - 3. Combustion Characteristics: ASTM E 136.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Protect insulation materials from physical damage and from deterioration by moisture, soiling, and other sources. Store inside and in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.
- B. Protect plastic insulation as follows:
 - 1. Do not expose to sunlight, except to extent necessary for period of installation and concealment.
 - 2. Protect against ignition at all times. Do not deliver plastic insulating materials to Project site before installation time.
 - 3. Complete installation and concealment of plastic materials as rapidly as possible in each area of construction.

PART 2 - PRODUCTS**2.1 MANUFACTURERS**

- A. Manufacturers: Subject to compliance with requirements, provide insulation products by one of the following:
 - 1. Glass-Fiber Insulation:
 - a. CertainTeed Corporation
 - b. Johns Manville Corporation
 - c. Knauf Fiber Glass
 - d. Owens Corning

2.2 INSULATING MATERIALS

- A. General: Provide insulating materials that comply with requirements and with referenced standards.
 - 1. Preformed Units: Sizes to fit applications indicated; selected from manufacturer's standard thicknesses, widths, and lengths.
 - 2. Unfaced Mineral-Fiber Blanket Insulation: Sound attenuation insulation combining mineral fibers of type described below with thermosetting resins to comply with ASTM C 665, Type I (blankets without membrane facing).
 - a. 2x4 Walls: R-13
 - b. 2x6 Walls: R-19
 - c. Floor (Mezzanine): R-30

PART 3 - EXECUTION**3.1 EXAMINATION**

- A. Examine substrates and conditions, with Installer present, for compliance with requirements of Sections in which substrates and related work are specified and to determine if other conditions affecting performance of insulation are satisfactory. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean substrates of substances harmful to insulations or vapor retarders, including removing projections capable of puncturing vapor retarders or that interfere with insulation attachment.
- B. Prior to installation of spray foam insulation and batt insulation, confirm that termite treatment has been applied.

3.3 INSTALLATION, GENERAL

- A. Comply with insulation manufacturer's written instructions applicable to products and application indicated.
- B. Install insulation that is undamaged, dry, and unsoiled.
- C. Extend insulation in thickness indicated to envelop entire area to be insulated. Cut and fit tightly around obstructions and fill voids with insulation. Remove projections that interfere with placement.

- D. Apply single layer of insulation to produce thickness indicated.

3.4 INSTALLATION OF GENERAL BUILDING INSULATION

- A. Apply insulation units to substrates by method indicated, complying with manufacturer's written instructions. If no specific method is indicated, bond units to substrate with adhesive or use mechanical anchorage to provide permanent placement and support of units.
- B. Set kraft-faced thermal insulation blankets with kraft facing toward plywood roof sheathing if applicable.
- C. Place blankets in cavities formed by framing members to produce a friction fit between edges of insulation and adjoining framing members.
- D. Install sound attenuation insulation in cavities formed by framing members to produce a friction fit between edges of insulation and adjoining framing members.

3.5 PROTECTION

- A. General: Protect installed insulation and vapor retarders from damage due to harmful weather exposures, physical abuse, and other causes. Provide temporary coverings or enclosures where insulation is subject to abuse and cannot be concealed and protected by permanent construction immediately after installation.

END OF SECTION 07 2100

SECTION 07 9200 - JOINT SEALANTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes joint sealants for the following locations:
 - 1. Exterior joints in vertical surfaces and nontraffic horizontal surfaces as indicated below:
 - a. Control and expansion joints in unit masonry.
 - b. Control and expansion joints in Portland cement plaster.
 - c. Perimeter joints between materials listed above and frames of doors and windows.
 - d. Control and expansion joints in ceiling and overhead surfaces.
 - e. Other joints as indicated.
 - 2. Exterior joints in horizontal traffic surfaces as indicated below:
 - a. Control, expansion, and isolation joints in cast-in-place concrete slabs.
 - b. Other joints as indicated.
 - 3. Interior joints in vertical surfaces and horizontal nontraffic surfaces as indicated below:
 - a. Control and expansion joints on exposed interior surfaces of exterior walls.
 - b. Perimeter joints of exterior openings where indicated.
 - c. Vertical control joints on exposed surfaces of interior unit masonry and concrete walls and partitions.
 - d. Perimeter joints between interior wall surfaces and frames of interior doors and windows.
 - e. Sealing exposed perimeter joints and countertop-to-backsplash joints in plastic laminate casework.
 - f. Other joints as indicated.
 - 4. Interior joints in horizontal traffic surfaces as indicated below:
 - a. Control and expansion joints in cast-in-place concrete slabs.
 - b. Other joints as indicated.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 7 Section "Flashing and Sheetmetal" for sealants used in sheetmetal work.
 - 2. Division 8 Section "Glass and Glazing" for sealants used in glazing.

1.3 SYSTEM PERFORMANCE REQUIREMENTS

- A. Provide elastomeric joint sealants that have been produced and installed to establish and to maintain watertight and airtight continuous seals without causing staining or deterioration of joint substrates.

1.4 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract.
- B. Product data from manufacturers for each joint sealant product required.
- C. Samples for initial selection purposes in form of manufacturer's standard bead samples, consisting of strips of actual products showing full range of colors available, for each product exposed to view.
- D. Certificates from manufacturers of joint sealants attesting that their products comply with specification requirements and are suitable for the use indicated.
- E. Provide and maintain a file of manufacturer's instructions for each of the products used.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced Installer who has completed joint sealant applications similar in material, design, and extent to that indicated for Project that have resulted in construction with a record of successful in-service performance.
- B. Single Source Responsibility for Joint Sealant Materials: Obtain joint sealant materials from a single manufacturer for each different product required.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in original unopened containers or bundles with labels indicating manufacturer, product name and designation, color, expiration period for use, pot life, curing time, and mixing instructions for multicomponent materials.
- B. Store and handle materials in compliance with manufacturer's recommendations to prevent their deterioration or damage due to moisture, high or low temperatures, contaminants, or other causes.

1.7 PROJECT CONDITIONS

- A. Environmental Conditions: Do not proceed with installation of joint sealants under the following conditions:
 - 1. When ambient and substrate temperature conditions are outside the limits permitted by joint sealant manufacturer.

2. When joint substrates are wet.
- B. Joint Width Conditions: Do not proceed with installation of joint sealants where joint widths are less than allowed by joint sealant manufacturer for application indicated.
- C. Joint Substrate Conditions: Do not proceed with installation of joint sealants until contaminants capable of interfering with their adhesion are removed from joint substrates.

1.8 SEQUENCING AND SCHEDULING

- A. Sequence installation of joint sealants in existing interior concrete pavement to occur prior to application of clear concrete sealing compound where indicated or scheduled on drawings.

PART 2 – PRODUCTS

2.1 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, joint fillers, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
- B. Colors: Provide color of exposed joint sealants to comply with the following:
 1. Provide selections made by Architect from manufacturer's full range of standard colors for products of type indicated.

2.2 ELASTOMERIC JOINT SEALANTS

- A. Elastomeric Sealant Standard: Provide manufacturer's standard chemically curing elastomeric sealants that comply with ASTM C 920, including those requirements referencing ASTM C 920 classifications for Type, Grade, Class, and Uses.
- B. Products: Subject to compliance with requirements, provide one of the products specified.
- C. Single Part Pourable Urethane Sealant for use in horizontal joints in floor slabs, sidewalks, and concrete pavement. Provide one of the following:
 1. "Vulkem 45"; Mameco International, Inc.
 2. "NR-201 Urexpan"; Pecora Corp.
 3. "Sonolastic SL1"; Sonneborn Building Products.
- D. Single Part Nonsag Urethane Sealant for use in sealing hollow metal door frames to adjoining wall surfaces, roof flashing and edge metal installations, and general-purpose exterior sealing except where silicone is specified:
 1. "Vulkem 921"; Tremco.
 2. "Dynatrol 1"; Pecora Corp.
 3. "Sika Flex-1a"; Sika Corp.
 4. "Sonolastic NP 1"; Sonneborn Building Products.

- E. Medium-Modulus Neutral-Curing Silicone Sealant for use in all exterior masonry control and expansion joints, and for perimeter sealing of aluminum windows and storefronts.
 - 1. 791; Dow Corning (accommodates joint movement of ± 50 percent).
 - a. Apply to masonry and concrete with Dow Corning 1200 Primer.

2.3 LATEX JOINT SEALANTS

- A. Acrylic-Emulsion Sealant: Manufacturer's standard, one part, nonsag, mildew-resistant, acrylic-emulsion sealant complying with ASTM C 834, formulated to be paintable and recommended for exposed applications on interior locations involving joint movement of not more than plus or minus 5 percent. Provide at intersections of interior door and window frames and adjoining wall surfaces.
 - 1. "AC-20"; Pecora Corp.
 - 2. "Sonolac"; Sonneborn Building Products.
- B. Acrylic Latex Sealant with Silicone: Colored acrylic latex caulk with silicone for sealing joints between casework and building and between countertops and backsplashes. Color shall be selected by Architect to match color of laminated plastic surfaces.
 - 1. "Form Fill Adhesive Caulk".
 - 2. "ColorRITE Caulking Spectrum".
 - 3. "ColorFlex"; Kampel.

2.4 ACOUSTICAL JOINT SEALANT

- A. Acoustical sealant for Exposed and Concealed Joints: Manufacturer's standard nonsag, paintable, nonstaining latex sealant complying with ASTM C 834 and the following:
 - 1. Product effectively reduces airborne sound transmission through perimeter joints and openings in building construction as demonstrated by testing representative assemblies according to ASTM E 90.
 - 2. Install at perimeter joints around all electrical boxes in acoustically rated walls and all drywall ceilings throughout Music Building 1 and Building 1 Addition, and elsewhere as indicated on drawings.
- B. Manufacturer – Provide one of the following:
 - 1. AC-20FTR Acoustical and Insulation Sealant; Pecora Corporation
 - 2. Sheetrock Acoustical Sealant; USG Corp.

2.5 MILDEW – RESISTANT SILICONE SEALANT

- A. One-part mildew-resistant interior sealant designed to seal nonporous interior building surfaces including tubs, sinks, lavatories, and urinals at perimeter intersection with finished walls.
- B. Manufacturer – Provide one of the following:
 - 1. Dow Corning 786 Mildew-Resistant Silicone Sealant.
 - 2. Sanitary SCS1700 Sealant; G.E. Silicones

2.6 JOINT SEALANT BACKING

- A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Plastic Foam Joint Fillers: Preformed, compressible, resilient, nonstaining, nonwaxing, nonextruding strips of flexible plastic foam of either material indicated below and of size, shape, and density to control sealant depth and otherwise contribute to producing optimum sealant performance:
 - 1. Closed-cell polyethylene foam, nonabsorbent to liquid water and gas, nonoutgassing in unruptured state.
 - 2. Proprietary, reticulated, closed-cell polymeric foam, nonoutgassing, with a density of 2.5 pcf (40 kg/cu. m) and tensile strength of 35 psi (240 kPa) per ASTM D 1623, and with water absorption less than 0.02 g/cc per ASTM C 1083.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape as recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.7 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming in any way joint substrates and adjacent nonporous surfaces, and formulated to promote optimum adhesion of sealants with joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint sealant performance. Do not proceed with installation of joint sealants until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with recommendations of joint sealant manufacturer and the following requirements:
 - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
 - 2. Clean concrete, masonry, unglazed surfaces of ceramic tile, and similar porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining from above cleaning operations by vacuuming or blowing out joints with oil-free compressed air.
 - 3. Remove laitance and form release agents from concrete.
 - 4. Clean metal, glass, porcelain enamel, glazed surfaces of ceramic tile, and other nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.
- B. Joint Priming: Prime joint substrates where indicated or where recommended by joint sealant manufacturer based on preconstruction joint sealant-substrate tests or prior experience. Apply primer to comply with joint sealant manufacturer's recommendations. Confine primers to areas of joint sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint sealant manufacturer's printed installation instructions applicable to products and applications indicated, except where more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations of ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Installation of Sealant Backings: Install sealant backings to comply with the following requirements:
 - 1. Install joint fillers of type indicated to provide support of sealants during application and at position required to produce the cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - a. Do not leave gaps between ends of joint fillers.
 - b. Do not stretch, twist, puncture, or tear joint fillers.
 - c. Remove absorbent joint fillers that have become wet prior to sealant application and replace with dry material.

2. Install bond breaker tape between sealants where backer rods are not used between sealants and joint fillers or back of joints.
- D. Installation of Sealants: Install sealants by proven techniques that result in sealants directly contacting and fully wetting joint substrates, completely filling recesses provided for each joint configuration, and providing uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability. Install sealants at the same time sealant backings are installed.
 - E. Tooling of Nonsag Sealants: Immediately after sealant application and prior to time skinning or curing begins, tool sealants to form smooth, uniform beads of configuration indicated, to eliminate air pockets, and to ensure contact and adhesion of sealant with sides of joint. Remove excess sealants from surfaces adjacent to joint. Do not use tooling agents that discolor sealants or adjacent surfaces or are not approved by sealant manufacturer.
1. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.
- 3.4 CLEANING
- A. Clean off excess sealants or sealant smears adjacent to joints as work progresses by methods and with cleaning materials approved by manufacturers of joint sealants and of products in which joints occur.
- 3.5 PROTECTION
- A. Protect joint sealants during and after curing period from contact with contaminating substances or from damage resulting from construction operations or other causes so that they are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so that and installations with repaired areas are indistinguishable from original work.

END OF SECTION 07 9200

SECTION 08 1110 - STANDARD STEEL DOORS AND FRAMES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Standard hollow-metal steel doors.
 - 2. Standard hollow-metal steel frames.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 4 Section "Unit Masonry" for building anchors into and grouting frames in masonry construction.
 - 2. Division 8 Section "Flush Wood Doors" for solid-core wood doors installed in steel frames.
 - 3. Division 8 Section "Door Hardware" for door hardware and weatherstripping.
 - 4. Division 8 Section "Glazing" for glass in steel doors and sidelights.
 - 5. Division 9 Section "Painting" for field painting primed doors and frames.

1.3 DEFINITIONS

- A. Minimum Thickness: Minimum thickness of base metal without coatings.

1.4 SUBMITTALS

- A. Product Data: Include construction details, material descriptions, core descriptions, label compliance, fire-resistance rating, and finishes for each type of steel door and frame specified.
- B. Shop Drawings:
 - 1. In addition to requirements below, provide a schedule of standard steel doors and frames using same reference numbers for details and openings as those on Drawings:
 - a. Elevations of each door design.
 - b. Details of doors, including vertical and horizontal edge details.
 - c. Frame details for each frame type, including dimensioned profiles.
 - d. Details and locations of reinforcement and preparations for hardware.
 - e. Details of each different wall opening condition.
 - f. Details of anchorages, accessories, joints, and connections.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: An employer of workers trained and approved by manufacturer.
- B. Source Limitations: Obtain standard steel doors and frames through one source from a single manufacturer.
- C. Fire-Rated Door Assemblies: Assemblies complying with NFPA 80 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for fire-protection ratings indicated.
 - 1. Test Pressure: Test at atmospheric (neutral) pressure according to NFPA 252 or UL 10B.
- D. Smoke-Control Door Assemblies: Comply with NFPA 105 or UL 1784.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver doors and frames palletized, wrapped, or crated to provide protection during transit and Project-site storage. Do not use nonvented plastic.
- B. Deliver welded frames with two removable spreader bars across bottom of frames, tack welded to jambs and mullions.
- C. Store doors and frames under cover at Project site. Place units in a vertical position with heads up, spaced by blocking, on minimum 4-inch- high wood blocking. Avoid using nonvented plastic or canvas shelters that could create a humidity chamber.
 - 1. If wrappers on doors become wet, remove cartons immediately. Provide minimum 1/4-inch space between each stacked door to permit air circulation.

1.7 PROJECT CONDITIONS

- A. Field Measurements: Verify openings by field measurements before fabrication and indicate measurements on Shop Drawings.

1.8 COORDINATION

- A. Coordinate installation of anchorages for standard steel frames. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Ceco Door Products.
 - 2. Curries Company; an Assa Abloy Group Company.

3. Windsor Republic Doors.
4. Steelcraft; an Ingersoll-Rand Company.
5. Hollow Metal, Inc.

2.2 MATERIALS

- A. Cold-Rolled Steel Sheet: ASTM A 1008/A 1008M, Commercial Steel (CS), Type B; suitable for exposed applications.
- B. Hot-Rolled Steel Sheet: ASTM A 1011/A 1011M, Commercial Steel (CS), Type B; free of scale, pitting, or surface defects; pickled and oiled.
- C. Metallic-Coated Steel Sheet: ASTM A 653/A 653M, Commercial Steel (CS), Type B; with minimum A60 (ZF180) zinc-iron-alloy (galvannealed) coating designation.
- D. Supports and Anchors: After fabricating, galvanize units to be built into exterior walls according to ASTM A 153/A 153M, Class B.
- E. Inserts, Bolts, and Fasteners: Provide items to be built into exterior walls, hot-dip galvanized according to ASTM A 153/A 153M.

2.3 STANDARD STEEL DOORS

- A. General: Provide doors of design indicated, not less than thickness indicated; fabricated with smooth surfaces, without visible joints or seams on exposed faces, unless otherwise indicated. Comply with ANSI A250.8.
 1. Design: As indicated on Drawings.
 2. Core Construction: Manufacturer's standard kraft-paper honeycomb, polystyrene, polyurethane, mineral-board, or vertical steel-stiffener core that produces doors complying with ANSI A250.8.
 - a. Fire Door Core: As required to provide fire-protection ratings indicated.
 3. Vertical Edges for Single-Acting Doors: Beveled edge
 - a. Beveled Edge: 1/8 inch in 2 inches.
 4. Top and Bottom Edges: Closed with flush (at top), inverted (at bottom), 0.042-inch-thick end closures or channels of same material as face sheets.
 5. Tolerances: Comply with SDI 117, "Manufacturing Tolerances for Standard Steel Doors and Frames."
- B. Exterior and Interior Doors: Face sheets fabricated from A-60 galvannealed steel sheet. Provide doors complying with requirements indicated below by referencing ANSI A250.8 for level and model and ANSI A250.4 for physical-endurance level:
 1. Level 3 and Physical Performance Level A (Extra Heavy Duty), Model 2 (Seamless), 16 gage (.053 inch).

- C. Hardware Reinforcement: Fabricate reinforcement plates from same material as door face sheets to comply with the following minimum sizes:
 - 1. Hinges: Minimum 0.123 inch thick by 1-1/2 inches wide by 6 inches longer than hinge, secured by not less than 6 spot welds.
 - 2. Pivots: Minimum 0.167 inch thick by 1-1/2 inches wide by 6 inches longer than hinge, secured by not less than 6 spot welds.
 - 3. Lock Face, Flush Bolts, Closers, and Concealed Holders: Minimum 0.067 inch thick.
 - 4. All Other Surface-Mounted Hardware: Minimum 0.067 inch thick.
- D. Fabricate concealed stiffeners and hardware reinforcement from either cold- or hot-rolled steel sheet.

2.4 STANDARD STEEL FRAMES

- A. General: Comply with ANSI A250.8 and with details indicated for type and profile.
- B. Exterior and Interior Frames: Fabricated from A-60 galvanized steel sheet.
 - 1. Fabricate frames with mitered or coped and continuously welded face corners.
 - 2. Frames for Level 3 Steel Doors: 16 gage (.053 inch) thick steel sheet.
- C. Hardware Reinforcement: Fabricate reinforcement plates from same material as frames to comply with the following minimum sizes:
 - 1. Hinges: Minimum 0.123 inch thick by 1-1/2 inches wide by 6 inches longer than hinge, secured by not less than 6 spot welds.
 - 2. Pivots: Minimum 0.167 inch thick by 1-1/2 inches wide by 6 inches longer than hinge, secured by not less than 6 spot welds.
 - 3. Lock Face, Flush Bolts, Closers, and Concealed Holders: Minimum 0.067 inch thick.
 - 4. All Other Surface-Mounted Hardware: Minimum 0.067 inch thick.
- D. Supports and Anchors: Fabricated from electrolytic zinc-coated or metallic-coated steel sheet.
- E. Jamb Anchors:
 - 1. Masonry Type: Adjustable strap-and-stirrup anchors to suit frame size, not less than 0.042 inch thick, with corrugated or perforated straps not less than 2 inches wide by 10 inches long.
 - 2. Postinstalled Expansion Type for In-Place Concrete Masonry: minimum 3/8-inch-diameter bolts with expansion shields or inserts. Provide pipe spacer from frame to wall, with throat reinforcement plate, welded to frame at each anchor location.
- F. Fabricate concealed stiffeners and hardware reinforcement from either cold- or hot-rolled steel sheet.
- G. Plaster Guards: Formed from same material as frames, not less than 0.016-inch thick.

2.5 FABRICATION

- A. General: Fabricate standard steel doors and frames to be rigid and free of defects, warp, or buckle. Accurately form metal to required sizes and profiles, with minimum radius for thickness of metal. Where practical, fit and assemble units in manufacturer's plant. To ensure

proper assembly at Project site, clearly identify work that cannot be permanently factory assembled before shipment.

B. Standard Steel Doors:

1. Exterior Doors: Provide weep-hole openings in bottom of exterior doors to permit moisture to escape. Seal joints in top edges of doors against water penetration.

C. Standard Steel Frames: Where frames are fabricated in sections due to shipping or handling limitations, provide alignment plates or angles at each joint, fabricated of same thickness metal as frames.

1. Welded Frames: Weld flush face joints continuously; grind, fill, dress, and make smooth, flush, and invisible.
2. Provide countersunk, flat- or oval-head exposed screws and bolts for exposed fasteners, unless otherwise indicated.
3. Plaster Guards: Weld guards to frame at back of hardware mortises in frames installed in concrete or masonry.
4. Jamb Anchors: Provide number and spacing of anchors as follows:
 - a. Masonry Type: Locate anchors not more than 18 inches from top and bottom of frame. Space anchors not more than 32 inches o.c. Provide three anchors per jamb.
 - b. Postinstalled Expansion Type: Locate anchors not more than 6 inches from top and bottom of frame. Space anchors not more than 26 inches o.c.
5. Door Silencers: Except on weather-stripped doors, drill stops to receive door silencers as follows. Provide plastic plugs to keep holes clear during construction.
 - a. Single-Door Frames: Drill stop in strike jamb to receive three door silencers.

D. Hardware Preparation: Factory prepare standard steel doors and frames to receive templated mortised hardware; include cutouts, reinforcement, mortising, drilling, and tapping.

1. All locations shall be based upon Steelcraft standards.
2. Reinforce doors and frames to receive nontemplated mortised and surface-mounted door hardware.
3. Comply with applicable requirements in ANSI A250.6 and ANSI/DHI A115 Series specifications for door and frame preparation for hardware. Locate hardware according to ANSI A250.8.

2.6 STEEL FINISHES

A. General: Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.

1. Finish standard steel door and frames after assembly.

- B. Galvannealed Steel Surface Preparation: Clean surfaces with nonpetroleum solvent so surfaces are free of oil and other contaminants. After cleaning, apply a conversion coating suited to the organic coating to be applied over it. Clean welds, mechanical connections, and abraded areas, and apply galvanizing repair paint specified below to comply with ASTM A 780.
 - 1. Galvanizing Repair Paint: High-zinc-dust-content paint for regalvanizing welds in steel, complying with SSPC-Paint 20.
- C. Factory Priming for Field-Painted Finish: Apply shop primer specified below immediately after surface preparation and pretreatment. Apply a smooth coat of even consistency to provide a uniform dry film thickness of not less than 0.7 mils.
 - 1. Shop Primer: Manufacturer's standard, fast-curing, lead- and chromate-free primer complying with ANSI A250.10 acceptance criteria; recommended by primer manufacturer for substrate; compatible with substrate and field-applied finish paint system indicated; and providing a sound foundation for field-applied topcoats despite prolonged exposure.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of standard steel doors and frames.
 - 1. Examine roughing-in for embedded and built-in anchors to verify actual locations of standard steel frame connections before frame installation.
 - 2. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Remove welded-in shipping spreaders installed at factory.
- B. Prior to installation and with installation spreaders in place, adjust and securely brace standard steel door frames for squareness, alignment, twist, and plumb to the following tolerances:
 - 1. Squareness: Plus or minus 1/16 inch, measured at door rabbet on a line 90 degrees from jamb perpendicular to frame head.
 - 2. Alignment: Plus or minus 1/16 inch, measured at jambs on a horizontal line parallel to plane of wall.
 - 3. Twist: Plus or minus 1/16 inch, measured at opposite face corners of jambs on parallel lines, and perpendicular to plane of wall.
 - 4. Plumbness: Plus or minus 1/16 inch, measured at jambs on a perpendicular line from head to floor.
- C. Drill and tap doors and frames to receive nontemplated mortised and surface-mounted door hardware.

3.3 INSTALLATION

- A. General: Provide doors and frames of sizes, thicknesses, and designs indicated. Install standard steel doors and frames plumb, rigid, properly aligned, and securely fastened in place; comply with Drawings and manufacturer's written instructions.
- B. Standard Steel Frames: Install standard steel frames for doors of size and profile indicated. Comply with SDI 105.
 - 1. Set frames accurately in position; plumbed, aligned, and braced securely until permanent anchors are set. After wall construction is complete, remove temporary braces, leaving surfaces smooth and undamaged.
 - a. At fire-protection-rated openings, install frames according to NFPA 80.
 - b. Remove temporary braces necessary for installation only after frames have been properly set and secured.
 - c. Check plumb, squareness, and twist of frames as walls are constructed. Shim as necessary to comply with installation tolerances.
 - 2. In-Place Concrete or Masonry Construction: Secure frames in place with postinstalled expansion anchors. Countersink anchors, and fill and make smooth, flush, and invisible on exposed faces.
 - 3. Installation Tolerances: Adjust standard steel door frames for squareness, alignment, twist, and plumb to the following tolerances:
 - a. Squareness: Plus or minus 1/16 inch, measured at door rabbet on a line 90 degrees from jamb perpendicular to frame head.
 - b. Alignment: Plus or minus 1/16 inch, measured at jambs on a horizontal line parallel to plane of wall.
 - c. Twist: Plus or minus 1/16 inch, measured at opposite face corners of jambs on parallel lines, and perpendicular to plane of wall.
 - d. Plumbness: Plus or minus 1/16 inch, measured at jambs at floor.
- C. Standard Steel Doors: Fit hollow-metal doors accurately in frames, within clearances specified below. Shim as necessary.
 - 1. Non-Fire-Rated Standard Steel Doors:
 - a. Jambs and Head: 1/8 inch plus or minus 1/16 inch.
 - b. Between Edges of Pairs of Doors: 1/8 inch plus or minus 1/16 inch.
 - c. Between Bottom of Door and Top of Threshold: Maximum 3/8 inch.
 - d. Between Bottom of Door and Top of Finish Floor (No Threshold): Maximum 3/4 inch.
 - 2. Fire-Rated Doors: Install doors with clearances according to NFPA 80.
 - 3. Smoke-Control Doors: Install doors according to NFPA 105.

3.4 ADJUSTING AND CLEANING

- A. Final Adjustments: Check and readjust operating hardware items immediately before final inspection. Leave work in complete and proper operating condition. Remove and replace defective work, including standard steel doors or frames that are warped, bowed, or otherwise unacceptable.
- B. Clean grout and other bonding material off standard steel doors and frames immediately after installation.
- C. Prime-Coat Touchup: Immediately after erection, sand smooth rusted or damaged areas of prime coat and apply touchup of compatible air-drying primer.
- D. Galvannealed Surfaces: Clean abraded areas and repair with galvanizing repair paint according to manufacturer's written instructions.

END OF SECTION 08 1110

SECTION 08 2110 - FLUSH WOOD DOORS

PART 1 - GENERAL

1.1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Solid core doors with wood veneer faces.
 - 2. Factory fitting flush wood doors to frames and factory machining for hardware.

1.3 SUBMITTALS

- A. General: Submit each item in this Article according to the Conditions of the Contract.
- B. Product data for each type of door, including details of core and edge construction, trim for openings and louvers, and factory-finishing specifications.
- C. Shop drawings indicating location and size of each door, elevation of each kind of door, details of construction, location and extent of hardware blocking, fire ratings, and other pertinent data.
 - 1. For factory-machined doors, indicate dimensions and locations of cutouts for locksets and other cutouts adjacent to light and louver openings.
- D. Samples for Initial Selection: Color charts consisting of actual materials in small sections for the following:
 - 1. Faces of Factory-Finished Doors: Show the full range of colors available for stained finishes.
- E. Samples for Verification:
 - 1. Factory finishes applied to actual door face materials, approximately 8 by 10 inches, for each material and finish. For each wood species and transparent finish, provide set of three samples showing typical range of color and grain to be expected in the finished work.

1.4 QUALITY ASSURANCE

- A. Quality Standard: Comply with the following standard:
 - 1. AWI Quality Standard: Architectural Woodwork Quality Standards® of the Architectural Woodwork Institute for grade of door, core, construction, finish, and other requirements.
- B. Fire-Rated Wood Doors: Provide wood doors that comply with NFPA 80; are identical in materials and construction to units tested in door and frame assemblies per ASTM E 152; and are labeled and listed by UL, Warnock Hersey, or another testing and inspection agency acceptable to authorities having jurisdiction.
- C. Single-Source Responsibility: Obtain doors from one source and by a single manufacturer.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Protect doors during transit, storage, and handling to prevent damage, soiling, and deterioration. Comply with requirements of referenced standard and manufacturer's instructions.
- B. Identify each door with individual opening numbers as designated on shop drawings, using temporary, removable, or concealed markings.

1.6 PROJECT CONDITIONS

- A. Conditioning: Do not deliver or install doors until conditions for temperature and relative humidity have been stabilized and will be maintained in storage and installation areas during the remainder of the construction period to comply with the following requirements applicable to Project's geographical location:

- 1. AWI quality standard Section 100-S-11 "Relative Humidity and Moisture Content."

1.7 WARRANTY

- A. General Warranty: Door manufacturer's warranty specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents.
- B. Door Manufacturer's Warranty: Submit written agreement on door manufacturer's standard form signed by manufacturer, Installer, and Contractor, agreeing to repair or replace defective doors that have warped (bow, cup, or twist) more than 1/4 inch in a 42-by-84-inch section or that show telegraphing of core construction in face veneers exceeding 0.01 inch in a 3-inch span, or do not conform to tolerance limitations of referenced quality standards.
 - 1. Warranty shall also include installation and finishing that may be required due to repair or replacement of defective doors where defect was not apparent prior to hanging.
 - 2. Warranty shall be in effect during the following period of time after date of Substantial Completion.
 - a. Solid Core Interior Doors: One year.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturer: Subject to compliance with requirements, provide doors by one of the following:
 - 1. Solid Core Doors:
 - a. Algoma Hardwoods, Inc.

- b. Buell Door Company
- c. Chappell Door Company
- d. Eggers Industries
- e. Marshfield Door Systems
- f. Mohawk Flush Doors, Inc.
- g. VT Industries, Inc.

2.2 INTERIOR FLUSH WOOD DOORS

- A. Solid Core Doors for Stained Finish: Comply with the following requirements:
 - 1. Faces: Running, book-matched, rotary-cut, clear white birch.
 - 2. A.W.I. Grade: Premium.
 - 3. Construction: PC 5 (Particleboard core, 5 ply, with core bonded to faces).
 - 4. Core: Particleboard core, ANSI A208.1, Grade LD-2.
 - 5. Bonding: Stiles and rails bonded to core, then entire unit abrasive planed before veneering.
- B. Fire-Rated Solid Core Doors: Comply with the following requirements:
 - 1. Faces and Grade: Provide faces and grade to match non-fire-rated doors in same area of building, unless otherwise indicated.
 - 2. Construction: Manufacturer's standard core construction as required to provide fire-resistance rating indicated.
 - 3. Blocking: Provide composite blocking designed to maintain fire resistance of door but with improved screw-holding capability of same thickness as core and with minimum dimensions as follows:
 - a. 5-inch top rail blocking.
 - b. 5-inch bottom rail blocking.
 - c. 5-by-18-inch lock blocks.
 - d. 5-inch midrail blocking.

2.3 LOUVERS AND LIGHT FRAMES

- A. Metal Louvers:
 - 1. Blade Type: Vision-proof, inverted V.
 - 2. Metal and Finish: Galvanized steel, 0.0396 inch thick, hot-dip zinc coated and factory primed for paint finish.
- B. Fire Door Louvers: Metal louvers with fusible link and closing device, listed and labeled for use in doors with fire rating of one and one-half hours and less.
- C. Metal Frames for Light Openings: Manufacturer's standard frame formed of 0.0478-inch thick, cold-rolled steel sheet; factory primed and approved for use in doors including fire rated doors where indicated.

2.4 FABRICATION

- A. Fabricate flush wood doors to comply with following requirements:
 - 1. Factory fit doors to suit frame-opening sizes indicated, with the following uniform clearances and bevels:
 - a. Comply with clearance requirements of referenced quality standard for fitting.
 - b. Comply with requirements of NFPA 80 for fire-resistance-rated doors.
 - 2. Factory machine doors for hardware that is not surface applied. Locate hardware to comply with DHI-WDHS-3. Comply with final hardware schedules, door frame shop drawings, DHI A115-W series standards, and hardware templates.
 - a. Coordinate measurements of hardware mortises in metal frames to verify dimensions and alignment before proceeding with factory machining.
- B. Openings: Cut and trim openings through doors to comply with applicable requirements of referenced standards for kind(s) of door(s) required.
 - 1. Light Openings: Trim openings with moldings of wood.
 - 2. Louvers: Factory install solid wood louvers in prepared openings.

2.5 FACTORY FINISHING

- A. General: Comply with AWI's "Architectural Woodwork Quality Standards Illustrated" for factory finishing.
- B. Primed for Paint.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine installed door frames prior to hanging door:
 - 1. Verify that frames comply with indicated requirements for type, size, location, and swing characteristics and have been installed with plumb jambs and level heads.
 - 2. Reject doors with defects.
- C. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Hardware: For installation see Division 8 Section "Door Hardware."
- B. Manufacturer's Instructions: Install wood doors to comply with manufacturer's instructions and referenced quality standard and as indicated.

1. Install fire-rated doors in corresponding fire-rated frames according to requirements of NFPA 80.
2. Fitting Clearances for Non-Fire-Rated Doors: Provide 1/8 inch at jambs and heads, 1/16 inch per leaf at meeting stiles for pairs of doors, and 1/8 inch from bottom of door to top of decorative floor finish or covering. Where threshold is shown or scheduled, provide 1/4-inch clearance from bottom of door to top of threshold.
3. Fitting Clearances for Fire-Rated Doors: Comply with NFPA 80.

C. Factory-Fitted Doors: Align in frames for uniform clearance at each edge.

3.3 ADJUSTING AND PROTECTION

- A. Operation: Rehang or replace doors that do not swing or operate freely.
- B. Finished Doors: Refinish or replace doors damaged during installation.
- C. Protect doors as recommended by door manufacturer to ensure that wood doors will be without damage or deterioration at the time of Substantial Completion.

END OF SECTION 08 2110

SECTION 08 3610 – OVERHEAD ROLLING DOORS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes sectional overhead doors, as follows:
 - 1. Rolling Steel Doors.
- B. Related Sections include the following:
 - 1. Division 9, Section "Painting" for field-applied paint finish on exterior sides of doors.

1.3 SUBMITTALS

- A. General: Submit the following according to Conditions of the Contract.
- B. Product data, roughing-in diagrams, and installation instructions for each type and size of overhead door. Include manufacturer's operating instructions and maintenance data.
- C. Shop drawings for special components and installations which are not fully dimensioned or detailed in manufacturer's data including wind bracing for door panels.
 - 1. Drawings must include details for anchorage of door tracks to building to meet wind and impact load requirements. Indicate fastener or weld type, size, and spacing for attachment to masonry walls.
 - 2. Shop drawings shall be signed and sealed by an Alabama registered professional engineer.

1.4 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Provide each sectional overhead door as a complete unit produced by a single manufacturer, including frames, sections, brackets, guides, tracks, counterbalance mechanisms, hardware, and installation accessories.
- B. Installer: Installation of sectional doors shall be performed by an authorized representative of the manufacturer.
- C. Single-Source Responsibility: Provide doors, tracks, and accessories from one manufacturer. Provide secondary components from source acceptable to manufacturer of primary components.
- D. Pre-Installation Conference: Schedule and convene a pre-installation conference just prior to commencement of field operations, to establish procedures to maintain optimum working conditions and to coordinate this work with related and adjacent work.

- E. Wind Loads: Provide sectional overhead door system including anchorage to building capable of withstanding wind load design pressures calculated according to the requirements of the International Building Code and ASCE 7-98. Unless otherwise indicated on the drawings, provide for the following:
 - 1. Door to satisfy 130 MPH wind rating
- F. Missile Impact Loads: Provide sectional overhead door system including anchorage to building capable of withstanding missile impact loads in accordance with the International Building Code 2003, Section 1609.1.4.

PART 2 - PRODUCTS

2.1ACCEPTABLE MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements provide the following:
 - 1. Equal to Overhead Door Corporation – Sheet Door “790 CW” Series.
 - 2. Substitutions: Equivalent products by other manufacturers will be considered upon receipt of a properly submitted substitution request not less than 10 days prior to bid opening. Such requests must be accompanied by a copy of a shop drawing reflecting State of Florida Product Approval and compliance with wind load pressures as noted above for the specified door size.

2.2STEEL SECTIONS

- A. Sectional Door Assembly: Steel door assembly to form weathertight joints and provide full-width interlocking structural rigidity. Units shall have the following characteristics:
 - 1. Exterior Surface: Rolling Sheet Door with Manufacturer’s standard finish.
 - 2. Steel: Minimum 26 gauge, galvanized.
 - 3. Structural steel angle guides.
 - 4. Radio transmitter (1 per door)
 - 5. Auxillary chain hoist
 - 6. Pneumatic electric safety edge
 - 7. Height: 14’-0”.
 - 8. Width: 12’-0”.

2.3TRACKS, SUPPORTS, AND ACCESSORIES

- A. Tracks: Provide manufacturer's standard factory black finish steel angle (3/16”min) weatherstrip track system designed for clearances shown. Provide complete track assembly including all components required for door type and size. Slope tracks at proper angle from vertical, or otherwise design to ensure tight closure at jambs when door unit is closed. Weld to track supports.
- B. Support and attach tracks to opening jambs with continuous angle welded to tracks and attached to wall.

- C. Weather Seals: Provide continuous rubber, neoprene, or flexible vinyl adjustable weatherstrip gasket at tops and compressible astragal on bottoms of each overhead door. Provide jamb seals.

2.4 COUNTERBALANCING MECHANISM

- A. Counterbalance: Manufacturer's standard pipe and spring assembly.

2.5 ELECTRIC DOOR OPERATORS

- A. General: Furnish electric door-operator assembly of size and capacity recommended and provided by door manufacturer; complete with electric motor and factory-prewired motor controls, starter, gear-reduction unit, solenoid-operated brake, clutch, remote-control stations, control devices, integral gearing for locking door, side-wall mount, and accessories required for proper operation.
- B. Disconnect Device: Hand-operated disconnect device or mechanism for automatically engaging chain-and-sprocket operator and releasing brake for emergency manual operation while disconnecting motor without affecting timing of limit switch. Mount emergency chain operator so it is accessible from floor level. Include interlock device to automatically prevent motor from operating when emergency operator is engaged.
- C. Design operator so that motor may be removed without disturbing limit-switch adjustment and without affecting emergency auxiliary operator.
- D. Door Operator Type: Provide the following:
 - 1. Provide side-wall mount.
- E. Electric Motors: Provide high-starting torque, reversible, constant-duty, Class A-insulated electric motors with overload protection, sized to move door in either direction, from any position, at not less than 2/3 foot per second or more than 1 foot per second.
 - 1. Coordinate wiring requirements and current characteristics of motors with building electrical system.
 - 2. Provide open-drip-proof type motor, and controller with NEMA ICS 6, Type 1 enclosure.
 - 3. Motor to be minimum 1/2 H.P.
- F. Remote Control Station: Provide momentary-contact, three-button control station with push button controls labeled "Open", "Close", and "Stop".
 - 1. Provide interior units, full-guarded, surface-mounted, heavy-duty, with general purpose NEMA Type 1 enclosure, two per door as indicated on drawings.
- G. Automatic Reversing Control: Provide each door with automatic safety sensor edge, located within neoprene or rubber astragal mounted to bottom door bar. Contact with bar shall immediately reverse downward door travel. Provide manufacturer's standard take-up reel or self-coiling cable.

1. Provide electrically or pneumatically actuated automatic bottom bar.

PART 3 – EXECUTION

3.1 INSTALLATION

- A. General: Install doors, tracks, and operating equipment complete with necessary hardware, jamb and head mold stops, anchors, inserts, hangers, and equipment supports according to shop drawings, manufacturer's instructions, and as specified.
- B. Fasten vertical track assembly to structure in accordance with shop drawings. Provide sway bracing, diagonal bracing, and reinforcing as required for rigid installation of track and door-operating equipment.
- C. After completing installation, including work by other trades, lubricate, test, and adjust doors to operate easily, free from warp, twist, or distortion and fitting weathertight for entire perimeter.
- D. Touch-up damaged coatings, finishes, and repair minor damage. Clean exposed surfaces using non-abrasive materials and methods recommended by manufacturer of material or product being cleaned.

2.3 DEMONSTRATION

- A. Startup Services: Engage a factory-authorized service representative to perform startup services and to train Owner's maintenance personnel as specified below:
 1. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
 2. Train Owner's maintenance personnel on procedures and schedules related to startup and shutdown, troubleshooting, servicing, and preventative maintenance.
 3. Review data in the maintenance manuals. Refer to Division 1, Section "Contract Closeout".
 4. Schedule training with Owner with at least 7 days' advance notice.

END OF SECTION 08 3610

SECTION 08 7100 - DOOR HARDWARE

PART 1-GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Commercial door hardware for the following:
 - a. Swinging doors.
 - b. Other doors to the extent indicated.
- B. Related Sections:
 - 1. Division 8: Steel Doors and Frames.
 - 2. Division 8: Flush Wood Doors.
 - 3. Division 8: Aluminum Entrances and Storefronts.
- C. Products furnished, but not installed, under this Section include the following. Coordinating, purchasing, delivering, and scheduling remain requirements of this Section.
 - 1. Permanent cores and keys to be installed by Owner.

1.3 SUBMITTALS

- A. Product Data: Include installation details, material descriptions, dimensions of individual components and profiles, and finishes.
- B. Door Hardware Schedule: Prepared by or under the supervision of supplier, detailing fabrication and assembly of door hardware, as well as procedures and diagrams. Coordinate the final Door Hardware Schedule with doors, frames, and related work to ensure proper size, thickness, hand, function, and finish of door hardware.
 - 1. Format: Comply with scheduling sequence and vertical format in DHI's "Sequence and Format for the Hardware Schedule."
 - 2. Organization: Organize the Door Hardware Schedule into door hardware sets indicating complete designations of every item required for each door or opening.
 - a. Organize door hardware sets in same order as in the Door Hardware Sets at the end of Part 3. Submittals that do not follow the same format and order as the Door Hardware Sets will be rejected and subject to resubmission.
 - 3. Content: Include the following information:
 - a. Type, style, function, size, label, hand, and finish of each door hardware item.
 - b. Manufacturer of each item.
 - c. Fastenings and other pertinent information.

- d. Location of door hardware set, cross-referenced to Drawings, both on floor plans and in door and frame schedule.
 - e. Explanation of abbreviations, symbols, and codes contained in schedule.
 - f. Mounting locations for door hardware.
 - g. Door and frame sizes and materials.
4. Submittal Sequence: Submit the final Door Hardware Schedule at earliest possible date, particularly where approval of the Door Hardware Schedule must precede fabrication of other work that is critical in the Project construction schedule. Include Product Data, Samples, Shop Drawings of other work affected by door hardware, and other information essential to the coordinated review of the Door Hardware Schedule.
- C. Keying Schedule: Prepared under the supervision of the Owner, separate schedule detailing final keying instructions for locksets and cylinders in writing. Include keying system explanation, door numbers, key set symbols, hardware set numbers and special instructions. Owner to approve all lock functions and submitted keying schedule prior to the ordering of permanent cylinders.
- D. Submittal shall be embossed or have the imprint of a Certified, up to date, Seal stamp.
- E. Maintenance Data: For each type of door hardware to include in maintenance manuals specified in Division 1.
- F. Fire-Rated Door Assembly Testing: Per NFPA80, submit a written record of each fire door assembly to the Owner to be made available to the Authority Having Jurisdiction (AHJ) for future building inspections.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: An experienced Installer who has completed standard Builder's hardware installations similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in-service performance.
- B. The supplier must have demonstrated willingness to coordinate field problems, and (upon reasonable compensation) to assist the Owner in re-keying and service operations. He must have a reputation for supplying quality material adequately and on-time.
Pre-bid approval is required by Addendum, 10 days in Advance of Bid Date.

The following suppliers are accorded such approval in advance:

- a. Brabner & Hollon; Mobile, AL
 - b. Rayford & Associates, Inc.; Mobile, AL
 - c. Mullins Building Supply; Montgomery, AL
- C Architectural Hardware Consultant Qualifications: A person who is currently certified by the Door and Hardware Institute as an Architectural Hardware Consultant (AHC), active in the DHI Continuing Education Program with an up-to-date Seal, and who is experienced in providing consulting services for door hardware installations that are comparable in

material, design, and extent to that indicated for this Project. Go to <http://www.dhi.org/> to search list for local Architectural Hardware Consultants.

- D Source Limitations: Obtain each type and variety of aluminum, steel and wood door hardware from the same single manufacturer, unless otherwise indicated.
- E. Regulatory Requirements: Comply with provisions of the following:
1. Where indicated to comply with accessibility requirements, comply with Americans with Disabilities Act (ADA), "Accessibility Guidelines for Buildings and Facilities (ADAAG)," ANSI A117.1 as follows:
 - a. Handles, Pulls, Latches, Locks, and other Operating Devices: Shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist.
 - b. Door Closers: Comply with the following maximum opening-force requirements indicated:
 - 1) Interior Hinged Doors: 5 lbf applied perpendicular to door.
 - 2) Fire Doors: Minimum opening force allowable by authorities having jurisdiction.
 - c. Thresholds: Not more than 1/2 inch high. Bevel raised thresholds with a slope of not more than 1:2.
 2. NFPA 101: Comply with the following for means of egress doors:
 - a. Latches, Locks, and Exit Devices: Not more than 15 lbf to release the latch. Locks shall not require the use of a key, tool, or special knowledge for operation.
 - b. Thresholds: Not more than 1/2 inch high.
 3. International Building Code IBC2015.
 4. International Building Code Section 1609 for Hurricane Protection.
- F. Fire-Rated Door Assemblies: Provide door hardware for assemblies complying with NFPA 80 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for fire ratings indicated, based on testing per NFPA 252 (neutral pressure at 40" above sill) or UL-10C.
- G. Keying Conference: Conduct conference to comply with requirements in Division 1 Section "Project Meetings." Supplier to meet with Owner to finalize keying requirements and to obtain final instructions in writing. Keying conference to incorporate the following criteria into the final keying schedule document:
1. Function of building, purpose of each area and degree of security required.
 2. Review and verify lock function for every opening.
 3. Plans for existing and future key system expansion.
 4. Requirements for key control system.
 5. Installation of permanent keys and cylinder cores as required.
 6. Provide Key Biting List.
 7. Provide extra Key Blank and Cylinders.
 8. Address for delivery of keys.
- H. Pre-Installation Conference: Conduct conference at Project site attended by representatives of Supplier, Installer, and Contractor to review proper hardware

installation methods and the procedures for receiving and handling hardware. At completion of installation, provide written certification that hardware items were applied per conference recommendations and to finish hardware specifications.

1. Inspect and discuss all roughing-in and other preparatory work performed by other trades.
2. Review sequence of operation for each type of door hardware.
3. Review and finalize construction schedule and verify availability of materials.
4. Review required testing, inspecting, and certifying procedures.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Inventory door hardware on receipt and provide secure lock-up and shelving for door hardware delivered to Project site.
- B. Tag each item or package separately with identification related to the final Door Hardware Schedule, and include basic installation instructions with each item or package.
- C. Deliver permanent keys, cylinders, cores, and related accessories directly to Owner via registered mail or overnight package service. Instructions for delivery to the Owner shall be established at the "Keying Conference".

1.6 COORDINATION

- A. Templates: Obtain and distribute to the parties involved templates for doors, frames, and other work specified to be factory prepared for installing standard hardware. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing hardware to comply with indicated requirements.

1.7 WARRANTY

- A. General Warranty: Special warranties specified in this Article shall not deprive Owner of other rights Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by Contractor under requirements of the Contract Documents.
- B. Special Warranty: Written warranty, executed by manufacturer agreeing to repair or replace components of Builders Hardware that fails in materials or workmanship within specified warranty period. Failures include, but are not limited to, the following:
 1. Structural failures including excessive deflection, cracking, or breakage.
 2. Faulty operation of the hardware.
 3. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
- C. Warranty Period: One year from date of Substantial Completion, unless otherwise indicated.
- D. Special Warranty Periods: Five years for bored latches and locksets, five years for exit devices, and ten years for manual door closers.

1.8 MAINTENANCE SERVICE

- A. Maintenance Tools and Instructions: Furnish a complete set of specialized tools and maintenance instructions as needed for Owner's continued adjustment, maintenance, and removal and replacement of door hardware.

PART 2 - PRODUCTS

2.1 SCHEDULED DOOR HARDWARE

- A. General: Provide door hardware for each door to comply with requirements in this Section and the Door Hardware Schedule at the end of Part 3.
 - 1. Door Hardware Sets: Provide quantity, item, size, finish or color indicated for named products listed in Hardware Sets.
- B. Designations: Requirements for design, grade, function, finish, size, and other distinctive qualities of each type of door hardware are indicated in the Door Hardware Schedule at the end of Part 3. Products are identified by using door hardware designations, as follows:
 - 1. Named Manufacturer's Products: Product designation and manufacturer are listed for each door hardware type required for establishing requirements. Manufacturers' names are abbreviated in the Door Hardware Schedule.

2.2 HINGES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Butt Hinges:
 - a. Stanley a Dormakaba Company (STA).
 - b. Hager Company (HAG)
 - c. Ives (IVE)
- B. Standards: BHMA Certified products complying with the following:
 - 1. Butts and Hinges: BHMA A156.1.
 - 2. Template Hinge Dimensions: BHMA A156.7.
 - 3. Spring Hinges: BHMA A156.17.
- C. Quantity: Provide the following, unless otherwise indicated:
 - 1. Two Hinges: For doors with heights up to 60 inches.
 - 2. Three Hinges: For doors with heights 61 to 90 inches.
 - 3. Four Hinges: For doors with heights 91 to 120 inches.
 - 4. For doors with heights more than 120 inches, provide 4 hinges, plus 1 hinge for every 30 inches (of door height greater than 120 inches).
- D. Hinge Size: Provide the following, unless otherwise indicated, with hinge widths sized for door thickness and clearances required:

Up to 48 by 86 by 1-3/4	4-1/2	0.134	0.180
48 by 120 by 1-3/4	5	0.146	0.190

E. Hinge Weight and Base Material: Unless otherwise indicated, provide the following:

1. Exterior Doors: Heavy weight, non-ferrous, ball bearing hinges.
2. Interior Doors: Heavy weight, steel, ball bearing hinges unless Hardware Sets indicate standard weight.

F. Hinge Options: Comply with the following where indicated in the Door Hardware Schedule or on Drawings:

1. Non-removable Pins: Provide set screw in hinge barrel that, when tightened into a groove in hinge pin, prevents removal of pin while door is closed; for the following applications:
 - a. Out-swinging exterior doors.
 - b. Out-swinging controlled doors.

2.3 DOOR BOLTS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

1. Surface Bolts:
 - a. Trimco Manufacturing (TRI).
 - b. Hager Company (HAG).
 - c. Ives (IVE).
2. Flush Bolts:
 - a. Trimco Manufacturing (TRI).
 - b. Hager Company (HAG).
 - c. Ives (IVE).

B. Standards: Comply with the following:

1. Surface Bolts: BHMA A156.16.
2. Manual Flush Bolts: BHMA A156.16.

C. Surface Bolts and Flush Bolts: BHMA Certified Grade 1.

D. Provide manual flush bolts with top rod of sufficient length to allow bolt location approximately six feet from the floor. Furnish dust proof strikes for bottom bolts. Surface bolts to be 8" in length and U.L. listed for labeled fire doors.

E. Bolt Throw: Comply with testing requirements for length of bolts to comply with labeled fire door requirements, and as follows:

1. Mortise Flush Bolts: Minimum 3/4-inch throw.

2.4 LOCKS AND LATCHES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Mechanical Mortise Locks and Latches:
 - a. Best Access Systems a Dormakaba Company (BES) – 45H Series.
 - b. Falcon Locks an Allegion Company (FAL) – M Series
 - 2. Mechanical Bored Locks and Latches:
 - a. Best Access Systems a Dormakaba Company (BES) – 7K3 Series.
 - b. Falcon Locks an Allegion Company (FAL) – B Series
 - 3. Auxiliary Deadbolt:
 - a. Best Access Systems a Dormakaba Company (BES) – 8T3 Series.
 - b. Falcon Locks an Allegion Company (FAL) – D Series
- B. Standards: Comply with the following:
 - 1. Mortise Locks and Latches: BHMA A156.13.
 - 2. Bored Locks and Latches: BHMA A156.2.
 - 3. Auxiliary Locks: BHMA A156.5.
- C. Mortise Locks: BHMA Certified Grade 1, Series 1000.
- D. Bored Locks: BHMA Certified Grade 2, Series 4000.
- E. Auxiliary Locks: BHMA Certified Grade 1.
- F. Lock Trim: Match the following design style:
 - 1. Lever: Best Access Systems a Dormakaba Company (BES) 14D Trim.
- G. Lock Functions: Function numbers and descriptions indicated in the Door Hardware Schedule comply with the following:
 - 1. Mortise Locks: BHMA A156.13.
 - 2. Bored Locks: BHMA A156.2.
 - 3. Auxiliary Locks: BHMA A156.5.
- H. Lock Throw: Comply with testing requirements for length of bolts to comply with labeled fire door requirements, and as follows:
 - 1. Mortise Locks: Minimum 3/4-inch latchbolt throw.
 - 2. Bored Locks: Minimum 1/2-inch latchbolt throw.
 - 3. Deadbolts: Minimum 1-inch bolt throw.
- I. Backset: 2-3/4 inches unless otherwise indicated.
- J. Knurl all knobs or levers to mechanical rooms, electrical rooms or closets, and all other hazardous or dangerous areas as required by Code. Fire Exit Stair Door Hardware shall not be knurled.

2.5 CYLINDERS AND KEYING

- A. Provide Standard Cylinders for SFIC 7-pin Cores.
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Cylinders:
 - a. Best Access Systems a Dormakaba Company (BES)
 - b. Falcon Locks an Allegion Company (FAL)
- C. Standards: Comply with the following:
 - 1. Cylinders: BHMA A156.5.
 - 2. Key Control System: BHMA A156.5.
- D. Cylinder Grade: BHMA Certified Grade 1.
- E. Permanent Cores: Manufacturer's standard; finish face to match lockset; complying with the following:
 - 1. Removable Cores: Core insert, removable by use of a special key, and for use with only the core manufacturer's cylinder and door hardware.
- F. Construction Keying: Comply with the following:
 - 1. Construction Master keying: Provide temporary construction keyed cores that are replaceable by permanent cores. Provide construction master keys in quantity as required by project Contractor.
- G. Keying System: Unless otherwise indicated, provide for a keying system complying with the following requirements:
 - 1. New Grand Master Key System: Cylinders are factory keyed operated by a change key, master key, and a grand master key. Conduct keying meeting with End User to define and document keying system instructions and requirements.
- H. Keys: Provide nickel-silver keys complying with the following:
 - 1. Stamping: Permanently inscribe each key with a visual key control number and as directed by Owner.
 - 2. Quantity: Provide the following:
 - a. Cylinder Change Keys (Per Lock or Cylinder): Two.
 - b. Master Keys: Six.
 - 1) Construction Control Keys: Two.
 - 2) Permanent Control Keys: Two.
- I. Key Registration List: Provide keying transcript list to Owner's representative for lock cylinders.
- J. Key Control System: Provide one LUND lockable cabinet for key control and storage. Cabinet to provide for 50% future expansion.

2.6 STRIKES

- A. Standards: Comply with the following:
 - 1. Strikes for Bored Locks and Latches: BHMA A156.2.
 - 2. Strikes for Mortise Locks and Latches: BHMA A156.13.
 - 3. Strikes for Auxiliary Deadlocks: BHMA A156.5.
 - 4. Dustproof Strikes: BHMA A156.16.
- C. Strikes: Provide manufacturer's standard strike with strike box for each latch or lock bolt, with curved lip extended to protect frame, finished to match door hardware set, unless otherwise indicated, and as follows:
 - 1. Flat-Lip Strikes: For locks with three-piece anti friction latchbolts, as recommended by manufacturer.

2.7 EXIT DEVICES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Exit Devices:
 - a. Precision Exit Devices a Dormakaba Company (PRE) – 2000 Series.
 - b. Hager Company (HAG) – 4500 Series.
 - c. Falcon Exits an Allegion Company (FAL) – 2400/2500 Series.
- B. Standard: BHMA A156.3.
- C. Exit Devices: BHMA Certified Grade 1.
- D. Panic Exit Devices: Listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for panic protection, based on testing per UL 305.
- E. Fire Exit Devices: Complying with NFPA 80 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for fire and panic protection, based on testing per UL 305 and NFPA 252.
- F. Vertical Rod Exit Devices: Provide and install interior vertical rod exit devices as Less Bottom Rod (LBR) unless otherwise indicated.
- G. Outside Trim: Match design for locksets and latchsets, unless otherwise indicated.
- H. Through Bolt Installation: For exit devices and trim as indicated in Door Hardware Sets.

2.8 CLOSERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one the following:
 - 1. Surface-Mounted Closers (Heavy Duty):
 - a. Dorma-Kaba – HD8000 Series

- b. LCN – 4000 Series.
 - c. Falcon Closers an Allegion Company – SC80 Series.
- B. Standards: Comply with the following:
 - 1. Closers: BHMA A156.4.
- C. Surface Closers: BHMA Certified Grade 1.
- D. Size of Units: Unless otherwise indicated, comply with manufacturer's written recommendations for sizing of door closers depending on size of door, exposure to weather, and anticipated frequency of use. Provide non-handed, factory-sized closers adjustable to meet field conditions and requirements for opening force. Unless otherwise indicated, all door closers are to be mounted inside rooms not visible from a corridor or lobby.
- E. Closer Options: As indicated in hardware sets, or required for proper installation, provide Manufacturer's reinforcements for all door closer options including delayed action, hold open arms, extra duty parallel arms, positive stop/hold open arms, compression stop/hold open arms, special mounting brackets, spacers and drop plates. Through bolt type mounting is required as indicated in the door hardware sets.

2.9 OPERATING and PROTECTIVE TRIM UNITS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Metal Protective Trim Units:
 - a. Trimco Manufacturing (TRI).
 - b. Hager Company (HAG).
 - c. Ives (IVE).
- B. Standard: Comply with BHMA A156.6.
- C. Materials: Fabricate protection plates from the following:
 - 1. Stainless Steel: .050 inches thick, beveled four sides (B4E) with countersunk screw holes.
- D. Push-Pull Design: Minimum 1" Round with 8" Centers. Provide 90-degree offset pulls at exterior openings.
- E. Fasteners: Provide manufacturer's designated fastener type as indicated in door hardware sets.
- F. Furnish protection plates sized two inches less than door width (LDW) on push side and by height specified in door hardware sets.

2.10 STOPS AND BUMPERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

1. Stops and Bumpers:
 - a. Trimco Manufacturing (TRI).
 - b. Hager Company (HAG).
 - c. Ives (IVE)
- B. Standards: Comply with the following:
 1. Stops and Bumpers: BHMA A156.16.
 2. Door Silencers: BHMA A156.16.
- C. Stops and Bumpers: BHMA Certified Grade 1.
- D. Floor Stops: For doors, unless wall or other type stops are scheduled or indicated. Do not mount floor stops where they will impede traffic.
 1. Where floor or wall stops are not appropriate, provide overhead stops.
- E. Silencers for Metal Door Frames: BHMA Grade 1; neoprene or rubber, minimum diameter 1/2 inch fabricated for drilled-in application to frame. Provide (3) per single door and (2) per paired door frame. Code requires holes in frames be filled with product or fasteners.

2.11 DOOR THRESHOLDS, WEATHERSTRIPPING AND GASKETING

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Door Thresholds, Weatherstripping and Gasket Seals:
 - a. National Guard Products (NGP).
 - b. Hager Company (HAG)
 - c. Zero International (ZER).
- B. Standard: Comply with BHMA A156.22.
- C. General: Provide continuous weatherstrip seal on exterior doors and smoke, light, or sound gasketing on interior doors where specified. Provide non-corrosive fasteners for exterior applications.
 1. Perimeter Gasketing: Apply to head and jamb, forming seal between door and frame. Install header seal before mounting door closer arms.
 2. Meeting Stile Astragals: Fasten to meeting stiles, forming seal when doors are closed.
 3. Door Sweep: Apply to bottom of door, forming seal with threshold when door is closed.
- D. Smoke Labeled Gasketing: Assemblies complying with NFPA 105 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for smoke control ratings indicated, based on testing per UL 1784.
 1. Provide smoke labeled perimeter gasketing at all smoke labeled openings.
- E. Fire Labeled Gasketing: Assemblies complying with NFPA 80 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for fire ratings indicated, based on testing per UL-10C.

1. Intumescent Seals and Gasketing: Provide concealed, Category A type gasketing systems on assemblies only where an intumescent seal is required by Door Manufacturer to meet IBC and UL-10C positive pressure labeling.

2.12 FABRICATION

- A. Fasteners: Provide door hardware manufactured to comply with published templates generally prepared for machine, wood, and sheet metal screws. Provide screws per manufacturers recognized installation standards for application intended.

2.13 FINISHES

- A. Standard: Comply with BHMA A156.18.
- B. Provide quality of finish, including thickness of plating or coating (if any), composition, hardness, and other qualities complying with manufacturer's standards, but in no case, less than specified by referenced standards for the applicable units of hardware.
- C. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- D. Finishes on locksets, latch-sets and exit devices to incorporate an FDA recognized antimicrobial coating (AM) listed for use on medical and food preparation equipment that will suppress the growth and spread of a broad range of bacteria, algae, fungus, mold and mildew.
- E. BHMA Designations: Comply with base material and finish requirements indicated by the following:
 1. BHMA 600: Primed for painting, over steel base metal.
 2. BHMA 626: Satin chromium plated over nickel, over brass or bronze base metal.
 3. BHMA 628: Satin aluminum, clear anodized, over aluminum base metal.
 4. BHMA 630: Satin stainless steel, over stainless-steel base metal.
 5. BHMA 689: Aluminum painted, over any base metal.
 6. BHMA 690: Dark bronze painted, over any base metal.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine doors and frames, with Installer present, for compliance with requirements for installation tolerances, labeled fire door assembly construction, wall and floor construction, and other conditions affecting performance.
- B. Examine roughing-in for all door hardware installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

- D. Notify architect of any discrepancies or conflicts between the door schedule, door types, drawings and scheduled hardware. Proceed only after such discrepancies or conflicts have been resolved in writing.

3.2 PREPARATION

- A. Steel Doors and Frames: Comply with ANSI/BHMA A115 series.
- B. Wood Doors: Comply with ANSI/BHMA A115-W series.

3.3 INSTALLATION

- A. Mounting Heights: Mount door hardware units at heights indicated in following applicable publications, unless specifically indicated or required to comply with governing regulations:
 - 1. Standard Steel Doors and Frames: DHI's "Recommended Locations for Architectural Hardware for Standard Steel Doors and Frames."
 - 2. Wood Doors: DHI WDHS.3, "Recommended Locations for Architectural Hardware for Wood Flush Doors."
- B. Install each door hardware item to comply with manufacturer's written instructions. Where cutting and fitting are required to install door hardware onto or into surfaces that are later to be painted or finished in another way, coordinate removal, storage, and re-installation of surface protective trim units with finishing work specified in Division 9 Sections. Do not install surface-mounted items until finishes have been completed on substrates involved.
- C. Thresholds: Set thresholds for exterior and acoustical doors in full bed of sealant complying with requirements specified in Division 7 Section "Joint Sealants."

3.4 FIELD QUALITY CONTROL

- A. Field Inspection: Secure the services of an Architectural Hardware Consultant (AHC) to perform a final inspection of installed door hardware and state in report whether work complies with or deviates from requirements, including whether door hardware is properly installed, operating and adjusted.
 - 1. Architectural Hardware Consultant will inspect all swinging doors and hardware immediately following completion of installation and state in report whether installed work complies with or deviates from specifications or construction document requirements.
 - a. Inspection Scope:
 - 1) Inspect all swinging doors and door hardware.
 - 2) Inspector to furnish a Field Quality Report, itemized per each individual opening, to the Architect within 7 days of the inspection, including:
 - a) Deficiencies in workmanship and standard industry practices.
 - b) Use of allowable products.
 - c) Use of manufacturer recommended fasteners.

- d) Compliance with the ADA.
- e) Proper door/frame/hardware clearances.
- f) Problems related to function, security, aesthetics, or maintenance.
- b. Inspector Qualifications:
 - 1) Certified Architectural Hardware Consultant.
 - 2) Entirely independent of the supply side of the project, having no familial or financial relationship with any manufacturer, manufacturer's representative, distributor, installer or supplier used on this project.
 - 3) Full-time (40 hours per week) engaged in the writing of hardware specifications and on-site inspections.
 - 4) Approved by Architect. Go to <http://www.dhi.org/> to search list for local Architectural Hardware Consultants.

3.5 ADJUSTING

- A. Initial Adjustment: Adjust and check each operating item of door hardware and each door to ensure proper operation or function of every unit. Replace units that cannot be adjusted to operate as intended. Adjust door control devices to compensate for final operation of heating and ventilating equipment and to comply with referenced accessibility requirements.
 - 1. Door Closers: Adjust sweep period so that, from an open position of 70 degrees, the door will take at least 3 seconds to move to a point 3 inches from the latch, measured to the leading edge of the door.
- B. Fire-Rated Door Assembly Testing: Upon completion of the installation, each fire door assembly in the project shall be tested to confirm proper operation of its closing device and that it meets all criteria of a fire door assembly as per current NFPA80 Edition. The inspection of the fire doors is to be performed by individuals with knowledge and understanding of the operation components of the type of door being subjected to testing who are acceptable by the Authority Having Jurisdiction (AHJ). A written record shall be maintained and transmitted to the Owner to be made available to the Authority Having Jurisdiction (AHJ). The record shall list each fire door assembly throughout the project, and include each door number, and itemized list of hardware set components at each door opening, and each door location in the facility.

3.6 CLEANING AND PROTECTION

- A. Clean adjacent surfaces soiled by door hardware installation.
- B. Clean operating items as necessary to restore proper finish and provide final protection and maintain conditions that ensure door hardware is without damage or deterioration at time of owner occupancy.

3.7 DEMONSTRATION

- A. Secure the services of a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain door hardware and door hardware finishes.

3.8 DOOR HARDWARE SETS

- A. The hardware sets listed below represent the design intent and direction of the Owner and Architect. They are a guideline only and should not be considered a detailed hardware schedule. Discrepancies, conflicting hardware and missing items should be brought to the attention of the Architect with corrections made prior to the bidding process.

HARDWARE SETS

PHASE I

Hardware Set #E01 – Exterior Entry

Single 3'0" x 7'0" x 1 3/4" HMD x HMF

Openings # 119A, 104A, 110B.

Opening to have:

1 Each	Continuous Hinge	SL-11HD – 83"	CLR	SEL
1 Each	Exit Device	HC 2103 X 4903D CD	630	PRE
1 Each	Mortise Cylinder	1E-74 STD	626	BES
1 Each	Rim Cylinder	12E-72	626	BES
2 Each	Const. Core	IC-7A	GRN	BES
1 Each	Door Closer	HD8016 SDS FC	689	BES
1 Each	Door Sweep	200N 36"	Alum	NGP
1 Each	Threshold	896N 72" 1/4-20 SSMSA	Alum	NGP
1 Set	Weather Seal	160SA 36" X 84"	Alum	NGP

PHASE I

Hardware Set #E02 – Exterior

Single 3'0" x 7'0" x 1 3/4" HMD x HMF

Openings # 107A, 120A, 121A.

Each opening to have:

1 Each	Continuous Hinge	SL-11HD – 83"	CLR	SEL
1 Each	Storage Lockset	9K3-7D14D S3 STD	626	BES
1 Each	Const. Core	1C-7A	GRN	BES
1 Each	Door Closer	HD8016 DST FC	689	BES
1 Each	Door Sweep	200N 36"	Alum	NGP
1 Each	Threshold	896N 36" 1/4-20 SSMSA	Alum	NGP
1 Set	Weather Seal	160SA 36" X 84"	Alum	NGP

PHASE I

Hardware Set #E03 – Exterior

Single 3'0" x 7'0" x 1 3/4" HMD x HMF

Openings # 108A.

Each opening to have:

1 Each	Continuous Hinge	SL-11HD – 83"	CLR	SEL
1 Each	Privacy Lockset	45H-OL14H VIN	626	BES
1 Each	Door Closer	HD8016 DST FC	689	BES
1 Each	Door Sweep	200N 36"	Alum	NGP

1 Each	Threshold	896N 36" ¼-20 SSMSA	Alum	NGP
1 Set	Weather Seal	160SA 36" X 84"	Alum	NGP

PHASE 1 (ADD ALT 1)

Hardware Set #01 – Shop/Breakroom

Single 3'0" x 7'0" x 1 ¾" HMD/WD x HMF

Opening # 104B, 105A.

Opening to have:

3 Each	Hinges	FBB179 4.5" X 4.5"	26D	STA
1 Each	Passage Set	7K3-0N14D S3	626	BES
1 Each	Door Closer	HD8016 AF89P FC	689	BES
1 Each	Sound Seal	5050B 17'	BRN	NGP
1 Each	Floor Stop	FS436	26D	IVE

PHASE 1 (ADD ALT 1)

Hardware Set #02 – Restroom

Single 3'0" x 7'0" x 1 ¾" WD x HMF

Openings # 106A.

Opening to have:

3 Each	Hinges	FBB191 4.5" X 4.5"	626	STA
1 Each	Privacy Set	7K3-0L14D S3	626	BES
1 Each	Door Closer	HD8016 AF89P FC	689	BES
1 Each	Kickplate	8400 10" x 34" B4E	630	IVE
1 Each	Mop plate	8400 6" x 34" B4E	630	IVE
1 Each	Sound Seal	5050B 17'	BRN	NGP
1 Each	Wall Stop	WS407CCV	630	IVE

PHASE 1 (ADD ALT 1)

Hardware Set #03 – Offices

Single 3'0" x 7'0" x 1 ¾" WD x HMF

Openings # 103A, 102A.

Each opening to have:

3 Each	Hinges	FBB179 4.5" X 4.5"	26D	STA
1 Each	Office Lockset	7K3-7AB14D S3	626	BES
1 Each	Const. Core	1C-7A	GRN	BES
1 Each	Wall Stop	WS407CCV	630	IVE
3 Each	Silencer	SR64	Grey	IVE

PHASE 1 (ADD ALT 1)

Hardware Set #04 – Tools

Pair 6'0" x 7'0" x 1 ¾" HMD x HMF

Opening # 109A.

Opening to have:

6 Each	Hinge	FBB179 4.5" X 4.5" NRP	26D	STA
1 Set	Flush Bolts	FB458-12"	626	IVE

1 Each	Storage Lockset	7K3-7D14D S3 STD	626	BES
1 Each	Const. Core	1C-7A	GRN	BES
2 Each	Overhead Stop	9012 A	630	ABH
1 Each	Dust Proof Strike	DP2	626	IVE

PHASE II

Hardware Set #E04 – Exterior Entry

Single 3'0" x 7'0" x 1 3/4" HMD x HMF

Openings # 119B.

Opening to have:

1 Each	Continuous Hinge	SL-11HD – 83"	CLR	SEL
1 Each	Exit Device	HC 2103 X 4903D CD	630	PRE
1 Each	Mortise Cylinder	1E-74 STD	626	BES
1 Each	Rim Cylinder	12E-72	626	BES
2 Each	Const. Core	1C-7A	GRN	BES
1 Each	Door Closer	HD8016 SDS FC	689	BES
1 Each	Door Sweep	200N 36"	Alum	NGP
1 Each	Threshold	896N 72" 1/4-20 SSMSA	Alum	NGP
1 Set	Weather Seal	160SA 36" X 84"	Alum	NGP

PHASE II

Hardware Set #E05 – Exterior 2nd Level Storage

Single 3'0" x 7'0" x 1 3/4" HMD x HMF

Openings # 202A.

Opening to have:

1 Each	Continuous Hinge	SL-11HD – 83"	CLR	SEL
1 Each	Storage Lockset	9K3-7D14D S3 STD	626	BES
1 Each	Const. Core	1C-7A	GRN	BES
1 Each	Door Closer	HD8016 DST FC	689	BES
1 Each	Door Sweep	200N 36"	Alum	NGP
1 Each	Threshold	896N 36" 1/4-20 SSMSA	Alum	NGP
1 Set	Weather Seal	160SA 36" X 84"	Alum	NGP

PHASE II

Hardware Set #E06 – Exterior Stair Storage

Single 3'0" x 7'0" x 1 3/4" SPCL WD x WDF

Openings # 101A.

Opening to have:

3 Each	Invisible Hinges	218	26D SOS	
1 Each	Storage Lockset	9K3-7D14D S3 STD	626	BES
1 Each	Const. Core	1C-7A	GRN	BES
1 Each	Overhead Stop	9012 A	630	ABH

PHASE II

Hardware Set #05 – Offices/Triage/Intern

Single 3'0" x 7'0" x 1 3/4" WD x HMF

Openings # 111A, 112A, 113A, 122A.

Opening to have:

3 Each	Hinges	FBB179 4.5" X 4.5"	26D	STA
1 Each	Office Lockset	7K3-7AB14D S3	626	BES
1 Each	Const. Core	1C-7A	GRN	BES
1 Each	Wall Stop	WS407CCV	630	IVE
3 Each	Silencer	SR64	Grey	IVE

PHASE II

Hardware Set #06 – Laundry

Single 3'0" x 7'0" x 1 3/4" WD x HMF

Opening # 130A.

Each opening to have:

3 Each	Hinges	FBB179 4.5" X 4.5"	26D	STA
1 Each	Passage Set	7K3-0N14D S3	626	BES
1 Each	Sound Seal	5050B 17'	BRN	NGP
1 Each	Floor Stop	FS436	26D	IVE

PHASE II

Hardware Set #07 – Restroom

Single 3'0" x 7'0" x 1 3/4" WD x HMF

Opening # 124A.

Each opening to have:

3 Each	Hinges	FBB191 4.5" X 4.5"	626	STA
1 Each	Privacy Set	7K3-0L14D S3	626	BES
1 Each	Door Closer	HD8016 AF89P FC	689	BES
1 Each	Kickplate	8400 10" x 34" B4E	630	IVE
1 Each	Mop plate	8400 6" x 34" B4E	630	IVE
1 Each	Sound Seal	5050B 17'	BRN	NGP
1 Each	Wall Stop	WS407CCV	630	IVE

PHASE II

Hardware Set #08 – Storage/Janitor/Elec.

Single 3'0" x 7'0" x 1 3/4" WD x HMF

Openings # 114A, 120B, 125A, 126A, 127A.

Opening to have:

3 Each	Hinges	FBB179 4.5" X 4.5" NRP	26D	STA
1 Each	Storage Lockset	7K3-7D14D S3 STD	626	BES
1 Each	Const. Core	1C-7A	GRN	BES
1 Each	Overhead Stop	9012 A	630	ABH
3 Each	Silencer	SR64	Grey	IVE

PHASE II

Hardware Set #09 – Rehab/Exam

Single 3'0" x 7'0" x 1 3/4" WD x HMF

Openings # 115A, 116A, 123A, 129A.

Each opening to have:

3 Each	Hinges	FBB179 4.5" X 4.5"	26D	STA
1 Each	Passage Set	7K3-0N14D S3	626	BES
1 Each	Sound Seal	5050B 17'	BRN	NGP
1 Each	Wall Stop	WS407CCV	630	IVE

PHASE II

Hardware Set #10 – Kitchen/Treatment

Pair 1'6" x 7'0" x 1 ¾' Eliason Door x HMF

Openings # 118A, 128A, 128B.

Each opening to have:

NOTE: All Hardware Provided by the Door Manufacturer.

PHASE II

Hardware Set #MISC – Miscellaneous

Key Cabinet

1 Each	Key Cabinet	#1201A	600	LUN
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END OF SCHEDULE

SECTION 08 8000 – GLAZING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes glazing for the following products, including those specified in other Sections where glazing requirements are specified by reference to this Section:
 - 1. Window units.
 - 2. Vision lites.
 - 3. Entrances and other doors.
 - 4. Fixed and Fire-Rated Glass
 - 5. Curtain Wall and Storefront Systems
 - 6. Sliding Door units
- B. Related Sections: The following sections contain requirements that relate to this Section.
 - 1. Glass for aluminum entrances and storefronts is specified in Division 8 Section "Aluminum Entrances and Storefronts".

1.3 DEFINITIONS

- A. Manufacturer is used in this Section to refer to a firm that produces primary glass or fabricated glass as defined in the referenced glazing standard.

1.4 SUBMITTALS

- A. General: Submit the following according to Conditions of Contract and Division 1 Specification Sections.
- B. Product data for each glass product and glazing material indicated.
- C. Samples for verification purposes of 12-inch square samples of each type of glass indicated except for clear monolithic glass products, and 12-inch long samples of each color required (except black) for each type of sealant or gasket exposed to view. Install sealant or gasket sample between two strips of material representative in color of the adjoining framing system.
- D. Product certificates signed by glazing materials manufacturers certifying that their products comply with specified requirements.
 - 1. Separate certifications are not required for glazing materials bearing manufacturer's permanent labels designating type and thickness of glass, provided labels represent a quality control program of a recognized certification agency or independent testing agency acceptable to authorities having jurisdiction.

1.5 QUALITY ASSURANCE

- A. Glazing Publications: Comply with published recommendations of glass product manufacturers and organizations below, except where more stringent requirements are indicated. Refer to these publications for glazing terms not otherwise defined in this Section or in referenced standards.
 - 1. FGMA Publications: "FGMA Glazing Manual."
- B. Safety Glass: Products complying with ANSI Z97.1 and testing requirements of 16 CFR Part 1201 for Category II materials.
 - 1. Subject to compliance with requirements, provide safety glass permanently marked with certification label of Safety Glazing Certification Council (SGCC) or other certification agency acceptable to authorities having jurisdiction.
- C. Fire-Resistive Glazing Products for Door Assemblies: Products identical to those tested per ASTM E 152, labeled and listed by UL or another testing and inspecting agency acceptable to authorities having jurisdiction.
- D. Fire-Resistive Glazing Products for Window Assemblies: Products identical to those tested per ASTM E 163, labeled and listed by UL or another testing and inspecting agency acceptable to authorities having jurisdiction.
- E. Glazier Qualifications: Engage an experienced glazier who has completed glazing similar in material, design, and extent to that indicated for Project with a record of successful in-service performance.
- F. Single-Source Responsibility for Glass: Obtain glass from one source for each product indicated below:
 - 1. Primary glass of each (ASTM C 1036) type and class indicated.
 - 2. Heat-treated glass of each (ASTM C 1048) condition indicated.
- G. Single-Source Responsibility for Glazing Accessories: Obtain glazing accessories from one source for each product and installation method indicated.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Protect glazing materials to comply with manufacturer's directions and as needed to prevent damage to glass and glazing materials from condensation, temperature changes, direct exposure to sun, or other causes.

1.7 PROJECT CONDITIONS

- A. Environmental Conditions: Do not proceed with glazing when ambient and substrate temperature conditions are outside the limits permitted by glazing materials manufacturer or when glazing channel substrates are wet from rain, frost, condensation, or other causes.

PART 2 - PRODUCTS

2.1 PRIMARY FLOAT GLASS PRODUCTS

- A. Float Glass: ASTM C 1036, Type I (transparent glass, flat), and Quality q3 (glazing select).

2.2 HEAT-TREATED FLOAT GLASS

- A. Uncoated, Clear, Heat-Treated Float Glass: ASTM C 1048, Condition A (uncoated surfaces), Type I (transparent glass, flat), Class 1 (clear), Quality q3 (glazing select), kind as indicated below, 1/4" thick:
1. Kind FT (fully tempered) in the following locations:
 - a. Interior door vision panels in doors in non fire-rated openings.
 - b. Interior windows in non fire-rated openings.
 - c. All interior storefront glass.
 - d. Interior sliding door units
 2. Manufacturers: Subject to compliance with requirements, provide heat-treated glass by one of the following companies.
 - a. AFG Industries, Inc.
 - b. Ford Glass Division
 - c. Guardian Industries Corp.
 - d. HGP & Affiliates, Inc.
 - e. Pilkington LOF
 - f. PPG Industries, Inc.
 - g. Saint-Gobain
 - h. Viracon, Inc.

- B. Large Missile Impact-Resistant, Laminated Glass, ASTM C 1172.

1. Kind LT (fully tempered or heat strengthend) in the following locations:
 - a. All exterior storefront glass as shown on schedule (below 30 feet).
 - b. Exterior vision lites.
2. Glass shall be 1 5/16" thick insulated consisting of a 1/4" thick, fully tempered outer lite of Viracon "clear" (or as otherwise selected from the manufacturer's full color range for colored glass) Tinted glass, 1/2" airspace, 1/4" thick HS, a .090" thick PVB plastic interlayer, and a 1/4" thick HS inner lite of clear glass (9/16" total inboard lite).

2.3 ELASTOMERIC GLAZING SEALANTS

- A. General: Provide products of type indicated, complying with the following requirements:
1. Compatibility: Select glazing sealants and tapes of proven compatibility with other materials they will contact, including glass products, seals of insulating glass units, and glazing channel substrates, under conditions of installation and service, as demonstrated by testing and field experience.
 2. Suitability: Comply with sealant and glass manufacturer's recommendations for selecting glazing sealants and tapes that are suitable for applications indicated and conditions existing at time of installation.
 3. Colors: Provide color of exposed joint sealants to comply with the following:

- a. Provide selections made by Architect from manufacturer's full range of standard colors for products of type indicated.
 - B. Elastomeric Glazing Sealant Standard: Provide manufacturer's standard chemically curing, elastomeric sealants that comply with ASTM C 920 requirements.
- 2.4 GLAZING TAPES
- A. Back-Bedding Mastic Glazing Tape: Preformed, butyl-based elastomeric tape with a solids content of 100 percent, nonstaining and nonmigrating in contact with nonporous surfaces, with or without spacer rod as recommended by tape and glass manufacturers for application indicated, packaged on rolls with a release paper backing, and complying with AAMA 800.
 - B. Expanded Cellular Glazing Tape: Closed-cell, polyvinyl chloride foam tape, factory coated with adhesive on both surfaces, packaged on rolls with release liner protecting adhesive, and complying with AAMA 800 for product 810.5.
- 2.5 GLAZING GASKETS
- A. Lock-Strip Gaskets: Neoprene extrusions in size and shape indicated, fabricated into frames with molded corner units and zipper lock strips, complying with ASTM C 542, black.
 - B. Dense Compression Gaskets: Molded or extruded gaskets of material indicated below, complying with standards referenced with name of elastomer indicated below, and of profile and hardness required to maintain watertight seal:
 - 1. Neoprene, ASTM C 864.
 - 2. EPDM, ASTM C 864.
 - 3. Silicone, ASTM C 1115.
 - 4. Thermoplastic polyolefin rubber, ASTM C 1115.
 - 5. Any material indicated above.
 - C. Soft Compression Gaskets: Extruded or molded closed-cell, integral-skinned gaskets of material indicated below, complying with ASTM C 509, Type II, black, and of profile and hardness required to maintain watertight seal:
 - 1. Neoprene.
 - 2. EPDM.
 - 3. Silicone.
 - 4. Thermoplastic polyolefin rubber.
 - 5. Any material indicated above.
- 2.6 MISCELLANEOUS GLAZING MATERIALS
- A. General: Provide products of material, size, and shape complying with referenced glazing standard, requirements of manufacturers of glass and other glazing materials involved for glazing application indicated, and with a proven record of compatibility with surfaces contacted in installation.
 - B. Cleaners, Primers and Sealers: Type recommended by sealant or gasket manufacturer.

- C. Setting Blocks: Elastomeric material with a Shore A durometer hardness of 85 plus or minus 5.
- D. Spacers: Elastomeric blocks or continuous extrusions with a Shore A durometer hardness required by glass manufacturer to maintain glass lites in place for installation indicated.
- E. Edge Blocks: Elastomeric material of hardness needed to limit glass lateral movement (side-walking).

2.7 FABRICATION OF GLASS AND OTHER GLAZING PRODUCTS

- A. Fabricate glass and other glazing products in sizes required to glaze openings indicated for Project, with edge and face clearances, edge and surface conditions, and bite complying with recommendations of product manufacturer and referenced glazing standard as required to comply with system performance requirements.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine glass framing, with glazier present, for compliance with the following:
 - 1. Manufacturing and installation tolerances, including those for size, squareness, offsets at corners.
 - 2. Presence and functioning of weep system where required.
 - 3. Minimum required face or edge clearances.
 - 4. Effective sealing between joints of glass-framing members.
- B. Do not proceed with glazing until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean glazing channels and other framing members receiving glass immediately before glazing. Remove coatings that are not firmly bonded to substrates.

3.3 GLAZING, GENERAL

- A. Comply with combined recommendations of manufacturers of glass, sealants, gaskets, and other glazing materials, except where more stringent requirements are indicated, including those in referenced glazing publications.
- B. Glazing channel dimensions as indicated on Drawings provide necessary bite on glass, minimum edge and face clearances, and adequate sealant thicknesses, with reasonable tolerances. Adjust as required by Project conditions during installation.
- C. Protect glass from edge damage during handling and installation as follows:
 - 1. Use a rolling block in rotating glass units to prevent damage to glass corners. Do not impact glass with metal framing. Use suction cups to shift glass units within openings;

do not raise or drift glass with a pry bar. Rotate glass lites with flares or bevels on bottom horizontal edges so edges are located at top of opening, unless otherwise indicated by manufacturer's label.

2. Remove damaged glass from Project site and legally dispose of off site. Damaged glass is glass with edge damage or other imperfections that, when installed, weaken glass and impair performance and appearance.
- D. Apply primers to joint surfaces where required for adhesion of sealants, as determined by pre-construction sealant-substrate testing.
- E. Install elastomeric setting blocks in sill rabbets, sized and located to comply with referenced glazing standard, unless otherwise required by glass manufacturer. Set blocks in thin course of compatible sealant suitable for heel bead.
- F. Do not exceed edge pressures stipulated by glass manufacturers for installing glass lites.
- G. Provide spacers for glass sizes larger than 50 united inches (length plus height) as follows:
1. Locate spacers inside, outside, and directly opposite each other. Install correct size and spacing to preserve required face clearances, except where gaskets and glazing tapes are used that have demonstrated ability to maintain required face clearances and comply with system performance requirements.
 2. Provide 1/8-inch minimum bite of spacers on glass and use thickness equal to sealant width. With glazing tape, use thickness slightly less than final compressed thickness of tape.
- H. Provide edge blocking to comply with requirements of referenced glazing publications, unless otherwise required by glass manufacturer.
- I. Set glass lites in each series with uniform pattern, draw, bow, and similar characteristics.
- J. Square cut wedge-shaped gaskets at corners and install gaskets in manner recommended by gasket manufacturer to prevent corners from pulling away; seal corner joints and butt joints with sealant recommended by gasket manufacturer.

3.4 TAPE GLAZING

- A. Position tapes on fixed stops so that when compressed by glass their exposed edges are flush with or protrude slightly above sightline of stops.
- B. Install tapes continuously but not in one continuous length. Do not stretch tapes to make them fit opening.
- C. Where framing joints are vertical, cover these joints by applying tapes to heads and sills first and then to jambs. Where framing joints are horizontal, cover these joints by applying tapes to jambs and then to heads and sills.

- D. Place joints in tapes at corners of opening with adjoining lengths butted together, not lapped. Seal joints in tapes with compatible sealant approved by tape manufacturer.
- E. Do not remove release paper from tape until just before each lite is installed.
- F. Center glass lites in openings on setting blocks and press firmly against tape by inserting dense compression gaskets formed and installed to lock in place against faces of removable stops. Start gasket applications at corners and work toward centers of openings.

3.5 GASKET GLAZING (DRY)

- A. Fabricate compression gaskets in lengths recommended by gasket manufacturer to fit openings exactly, with stretch allowance during installation.
- B. Secure compression gaskets in place with joints located at corners to compress gaskets producing a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended by gasket manufacturer.
- C. Install gaskets so they protrude past face of glazing stops.

3.6 SEALANT GLAZING (WET)

- A. Install continuous spacers between glass lites and glazing stops to maintain glass face clearances and to prevent sealant from extruding into glass channel weep systems until sealants cure. Secure spacers in place and in position to control depth of installed sealant relative to edge clearance for optimum sealant performance.
- B. Force sealants into glazing channels to eliminate voids and to ensure complete wetting or bond of sealant to glass and channel surfaces.
- C. Tool exposed surfaces of sealants to provide a substantial wash away from glass. Install pressurized gaskets to protrude slightly out of channel to eliminate dirt and moisture pockets.

3.7 PROTECTION AND CLEANING

- A. Protect exterior glass from breakage immediately after installation by attaching crossed streamers to framing held away from glass. Do not apply markers to glass surface. Remove nonpermanent labels, and clean surfaces.
- B. Protect glass from contact with contaminating substances resulting from construction operations including weld splatter. If, despite such protection, contaminating substances do come into contact with glass, remove them immediately as recommended by glass manufacturer.

- C. Examine glass surfaces adjacent to or below exterior concrete and other masonry surfaces at frequent intervals during construction, but not less than once a month, for build-up of dirt, scum, alkali deposits, or stains, and remove as recommended by glass manufacturer.
- D. Remove and replace glass that is broken, chipped, cracked, abraded, or damaged in any way, including natural causes, accidents and vandalism, during construction period.
- E. Wash glass on both faces in each area of Project not more than 4 days prior to date scheduled for inspections that establish date of Substantial Completion. Wash glass as recommended by glass manufacturer.

END OF SECTION 08 8000

SECTION 09 2600 - GYPSUM BOARD ASSEMBLIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Gypsum board assemblies attached to wood stud framing.
 - 2. Gypsum board assemblies attached to wood trusses and steel ceiling suspension systems.
 - 3. Glass-mat, water-resistant gypsum backing board installed behind ceramic tile.
- B. Related Sections include the following:
 - 1. Division 6 Section "Rough Carpentry" for wood framing and furring that supports gypsum board.

1.3 DEFINITIONS

- A. Gypsum Board Construction Terminology: Refer to ASTM C 11 and GA-505 for definitions of terms for gypsum board assemblies not defined in this Section or in other referenced standards.

1.4 SUBMITTALS

- A. General: Submit each item in this Article according to the Conditions of the Contract and Division 1 Specification Sections.
- B. Product Data for each type of product specified.

1.5 QUALITY ASSURANCE

- A. Single-Source Responsibility for Panel Products: Obtain each type of gypsum board and other panel products from a single manufacturer.
- B. Single-Source Responsibility for Finishing Materials: Obtain finishing materials from either the same manufacturer that supplies gypsum board and other panel products or from a manufacturer acceptable to gypsum board manufacturer.
- C. Fire-Test-Response Characteristics: Where fire-resistance-rated gypsum board assemblies are indicated, provide gypsum board assemblies that comply with the following requirements:
 - 1. Fire-Resistance Ratings: As indicated by GA File Numbers in GA-600 "Fire Resistance Design Manual" or design designations in UL "fire resistance Directory" or in the listing of another testing and inspecting agency acceptable to authorities having jurisdiction.
 - 2. Gypsum board assemblies indicated are identical to assemblies tested for fire resistance according to ASTM E 199 by an independent testing and inspecting agency acceptable to authorities having jurisdiction.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in original packages, containers, or bundles bearing brand name and identification of manufacturer or supplier.
- B. Store materials inside under cover and keep them dry and protected against damage from weather, direct sunlight, surface contamination, corrosion, construction traffic, and other causes. Neatly stack gypsum panels flat to prevent sagging.

1.7 PROJECT CONDITIONS

- A. Environmental Conditions, General: Establish and maintain environmental conditions for applying and finishing gypsum board to comply with ASTM C 840 requirements or gypsum board manufacturer's recommendations, whichever are more stringent.
- B. Room Temperatures: For non-adhesive attachment of gypsum board to framing, maintain not less than 40 deg F (4 deg C). For adhesive attachment and finishing of gypsum board, maintain not less than 50 deg F (10 deg C) for 48 hours before application and continuously after until dry. Do not exceed 95 deg F (35 deg C) when using temporary heat sources.
- C. Ventilation: Ventilate building spaces as required to dry joint treatment materials. Avoid drafts during hot, dry weather to prevent finishing materials from drying too rapidly.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Gypsum Board and Related Products:
 - a. American Gypsum Co.
 - b. G-P Gypsum corp.
 - c. National Gypsum Co.
 - d. United States Gypsum Co.

2.3 GYPSUM BOARD PRODUCTS

- A. General: Provide gypsum board of types indicated in maximum lengths available that will minimize end-to-end butt joints in each area indicated to receive gypsum board application.
 - 1. Widths: Provide gypsum board in widths of 48 inches.
- B. Gypsum Wallboard: ASTM C 36 and as follows:
 - 1. Type: Regular type for application to walls.
 - a. Long Edges: Tapered
 - b. Thickness: 5/8 inch, unless noted otherwise.

2. Type: Sag-resistant type for ceiling surfaces ("ceiling board").
 - a. Long Edges: Tapered.
 - b. Thickness: 1/2 inch, unless otherwise indicated.
 3. Type: Type X where required for fire-resistance-rated assemblies.
 - a. Long Edges: Tapered.
 - b. Thickness: 5/8 inch.
- C. Glass-Mat, Water-Resistant Gypsum Backing Board: ASTM C 1178, of type and thickness indicated below:
1. Type and Thickness: Regular, 1/2 inch thick, unless otherwise indicated.
 2. Products: Subject to compliance with requirements, provide "Dens-Shield Tile Backer" manufactured by G-P Gypsum Corp.

2.4 TRIM ACCESSORIES

- A. Accessories for Interior Installation: Cornerbead, edge trim, and control joints complying with ASTM C 1047 and requirements indicated below:
1. Material: Formed metal or plastic, with metal complying with the following requirement:
 - a. Steel sheet zinc coated by hot-dip process or rolled zinc.
 2. Shapes indicated below by reference to Fig. 1 designations in ASTM C 1047:
 - a. Cornerbead on outside corners, unless otherwise indicated.

2.5 JOINT TREATMENT MATERIALS

- A. General: Provide joint treatment materials complying with ASTM C 475 and the recommendations of both the manufacturers of sheet products and of joint treatment materials for each application indicated.
- B. Joint Tape for Gypsum Board: Paper reinforcing tape.
- C. Joint Tape for Glass Mat, Water-Resistant Gypsum Backer Units: 2" 10 x 10 glass mesh tape embedded in setting material used to set tiles.
- D. Drying-Type Joint Compounds for Gypsum Board: Factory-packaged vinyl-based products complying with the following requirements for formulation and intended use.
1. Ready-Mixed Formulation: Factory-mixed product.
 - a. All-purpose compound formulated for both taping and topping compounds.

2.6 MISCELLANEOUS MATERIALS

- A. General: Provide auxiliary materials for gypsum board construction that comply with referenced standards and recommendations of gypsum board manufacturer.

- B. Steel drill screws complying with ASTM C 1002 for fastening gypsum board to wood.
- C. Steel drill screws complying with ASTM C 954 for fastening gypsum board to steel members from 0.033 to 0.112 inch thick.
- D. Steel drill screws of size and type recommended by unit manufacturer for fastening glass mat, water-resistant gypsum backing board.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates to which gypsum board assemblies attach or abut, and structural framing, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of assemblies specified in this Section. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Ceiling Anchorages: Coordinate installation of ceiling suspension systems with installation of overhead structural assemblies to ensure that inserts and other provisions for anchorages to building structure have been installed to receive ceiling hangers that will develop their full strength and at spacing required to support ceilings.

3.4 APPLYING AND FINISHING GYPSUM BOARD, GENERAL

- A. Gypsum Board Application and Finishing Standards: Install and finish gypsum panels to comply with ASTM C 840 and GA-216.
- B. Install ceiling board panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in the central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
- C. Install gypsum panels with face side out. Do not install imperfect, damaged, or damp panels. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.
- D. Locate both edge or end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends.
- E. Attach gypsum panels to studs so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.
- F. Attach gypsum panels to framing provided at openings and cutouts.

- G. Form control and expansion joints at locations indicated and as detailed, with space between edges of adjoining gypsum panels, as well as supporting framing behind gypsum panels.
- H. Cover both faces of stud partition framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases that are braced internally.
 - 1. Except where concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
 - 2. Fit gypsum panels around ducts, pipes, and conduits.
- I. Space fasteners in gypsum panels according to referenced gypsum board application and finishing standard and manufacturer's recommendations.
- J. Space fasteners in panels that are tile substrates a maximum of 8 inches o.c.

3.5 GYPSUM BOARD APPLICATION METHODS

- A. Single-Layer Application: Install gypsum wallboard panels as follows:
 - 1. On ceilings, apply gypsum panels prior to wall/partition board application to the greatest extent possible and at right angles to framing, unless otherwise indicated.
 - 2. On partitions/walls, apply gypsum panels horizontally (perpendicular to framing), unless parallel application is required for fire-resistance-rated assemblies. Use maximum-length panels to minimize end joints.
 - a. Stagger abutting end joints not less than one framing member in alternate courses of board.
- B. Wall Tile Substrates: For substrates indicated to receive ceramic tile, comply with the following:
 - 1. Install glass-mat, water-resistant gypsum backing board panels to comply with manufacturer's installation instructions at showers. Install with 1/4-inch open space where panels abut other construction or penetrations. Fill gap with elastomeric sealant.
- C. Single-Layer Fastening Methods: Apply gypsum panels to supports as follows:
 - 1. Fasten with screws.

3.6 INSTALLING TRIM ACCESSORIES

- A. General: For trim accessories with back flanges, fasten to framing with the same fasteners used to fasten gypsum board. Otherwise, fasten trim accessories according to accessory manufacturer's directions for type, length, and spacing of fasteners.
- B. Install cornerbead at external corners.

3.7 FINISHING GYPSUM BOARD ASSEMBLIES

- A. General: Treat gypsum board joints, interior angles, flanges of cornerbead, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration.
- B. Prefill open joints, rounded or beveled edges, and damaged areas using setting-type joint compound.

- C. Apply joint tape over gypsum board joints, except those with trim accessories having flanges not requiring tape.
- D. Levels of Gypsum Board Finish: Provide the following levels of gypsum board finish per GA-214.
 - 1. Level 2 where panels form substrates for tile.
 - 2. Level 4 (smooth) for gypsum board ceiling and wall surfaces.
- E. Use one of the following joint compound combinations as applicable to the finish levels specified:
 - 1. Embedding and First Coat: Ready-mixed, drying-type, all-purpose or taping compound. Fill (Second) Coat: Ready-mixed, drying-type, all-purpose or topping compound. Finish (Third) Coat: Ready-mixed, drying-type, all-purpose or topping compound.
- F. Where Level 4 gypsum board finish is indicated, embed tape in joint compound and apply first, fill (second), and finish (third) coats of joint compound over joints, angles, fastener heads, and accessories.
- G. Finish glass-mat, water-resistant gypsum backing board to comply with gypsum board manufacturer's directions.

3.9 FIELD QUALITY CONTROL

- A. Above-Ceiling Observation: Architect will conduct an above-ceiling observation prior to installation of gypsum board ceilings and report any deficiencies in the Work observed. Do not proceed with installation of gypsum board to ceiling support framing until deficiencies have been corrected.
 - 1. Notify Architect one week in advance of the date and the time when the Project, or part of the Project, will be ready for an above-ceiling observation.
 - 2. Prior to notifying Architect, complete the following in areas to receive gypsum board ceilings:
 - a. Installation of 80 percent of lighting fixtures, powered for operation.
 - b. Installation, insulation, and leak and pressure testing of water piping systems.
 - c. Installation of air duct systems.
 - d. Installation of air devices.
 - e. Installation of ceiling support framing.

3.10 CLEANING AND PROTECTION

- A. Promptly remove any residual joint compound from adjacent surfaces.
- B. Provide final protection and maintain conditions, in a manner acceptable to Installer, that ensure gypsum board assemblies are without damage or deterioration at the time of Substantial Completion.

END OF SECTION 09 2600

SECTION 09 6510 - RESILIENT TILE FLOORING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Vinyl composition floor tile.
- B. Related Sections include the following:
 - 1. Division 9 Section "Resilient Wall Base and Accessories" for resilient wall base, reducer strips and other accessories installed with resilient floor tiles".

1.3 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract.
- B. Product data for each type of product specified.
- C. Samples for initial selection purposes in form of manufacturer's color charts consisting of actual tiles or sections of tiles showing full range of colors and patterns available for each type of resilient floor tile indicated.
- D. Samples for verification purposes in full-size tiles of each different color and pattern of resilient floor tile specified, showing full range of variations expected in these characteristics.
- E. Maintenance data for resilient floor tile.

1.4 QUALITY ASSURANCE

- A. Single-Source Responsibility for Floor Tile: Obtain each type, color, and pattern of tile from a single source with resources to provide products of consistent quality in appearance and physical properties without delaying progress of the Work.
- B. Fire Performance Characteristics: Provide resilient floor tile with the following fire performance characteristics as determined by testing products per ASTM test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction.
 - 1. Critical Radiant Flux: 0.45 watts per sq cm or more per ASTM E 648.
 - 2. Smoke Density: Less than 450 per ASTM E 662.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver tiles and installation accessories to Project site in original manufacturer's unopened cartons and containers each bearing names of product and manufacturer, Project identification, and shipping and handling instructions.
- B. Store flooring materials in dry spaces protected from the weather with ambient temperatures maintained between 50 deg F and 90 deg F.
- C. Store tiles on flat surfaces. Move tiles and installation accessories into spaces where they will be installed at least 48 hours in advance of installation.

1.6 PROJECT CONDITIONS

- A. Maintain a minimum temperature of 70 deg F in spaces to receive tiles for at least 48 hours prior to installation, during installation, and for not less than 48 hours after installation. After this period, maintain a temperature of not less than 55 deg F.
- B. Do not install tiles until they are at the same temperature as the space where they are to be installed.
- C. Close spaces to traffic during tile installation.

1.7 SEQUENCING AND SCHEDULING

- A. Install tiles and accessories after other finishing operations, including painting, have been completed.
- B. Do not install tiles over concrete slabs until the slabs have cured and are sufficiently dry to bond with adhesive as determined by tile manufacturer's recommended bond and moisture test.

1.8 EXTRA MATERIALS

- A. Deliver extra materials to Owner. Furnish extra materials matching products installed as described below, packaged with protective covering for storage and identified with labels clearly describing contents.
 - 1. Furnish not less than one box for each 50 boxes or fraction thereof, of each class, wearing surface, color, pattern and size of resilient floor tile installed.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, provide one of the products specified.

2.2 RESILIENT TILE

- A. Vinyl Composition Floor Tile: Products complying with ASTM F 1066, Composition 1 (nonasbestos formulated).
 - 1. Class: Class 2 (through pattern tile).
 - 2. Wearing Surface: Smooth.
 - 3. Thickness: 1/8 inch
 - 4. Size: 12-by-12 inches
 - 5. Color and Pattern: As selected by Architect from manufacturer's full range of colors and patterns produced for tile of class, wearing surface, thickness, size, and pattern specified.
 - 6. Products: One of the following:
 - a. "Imperial Texture"; Armstrong World Industries.
 - b. "Cortina Colors; Cortina Custom; Cortina Complements"; Azrock Floor Products.
 - c. "Expressions"; Tarkett.

2.3 ACCESSORIES

- A. Concrete Slab Primer: Nonstaining type as recommended by flooring manufacturer.
- B. Trowelable Underlayments and Patching Compounds: Latex-modified, portland-cement-based formulation provided or approved by tile manufacturer for applications indicated.
- C. Adhesives (Cements): Water-resistant type recommended by tile manufacturer to suit resilient floor tile products and substrate conditions indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. General: Examine areas where installation of tiles will occur, with Installer present, to verify that substrates and conditions are satisfactory for tile installation and comply with tile manufacturer's requirements and those specified in this Section.
- B. Concrete Subfloors: Verify that concrete slabs comply with ASTM F 710 and the following:
 - 1. Slab substrates are dry and free of curing compounds, sealers, hardeners, and other materials whose presence would interfere with bonding of adhesive. Determine adhesion and dryness characteristics by performing bond and moisture tests recommended by tile manufacturer.
 - 2. Finishes of subfloors comply with tolerances and other requirements specified in Division 3 Section "Cast-In-Place Concrete" for slabs receiving resilient flooring.
 - 3. Subfloors are free of cracks, ridges, depressions, scale, and foreign deposits of any kind.
- C. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. General: Comply with manufacturer's installation specifications to prepare substrates indicated to receive tile.
- B. Use trowelable leveling and patching compounds per tile manufacturer's directions to fill cracks, holes, and depressions in substrates.
- C. Remove coatings, including curing compounds, and other substances that are incompatible with flooring adhesives and that contain soap, wax, oil, or silicone, by using a terrazzo or concrete grinder, a drum sander, or a polishing machine equipped with a heavy-duty wire brush.
- D. Broom or vacuum clean substrates to be covered by tiles immediately before tile installation. Following cleaning, examine substrates for moisture, alkaline salts, carbonation, or dust.
- E. Apply concrete slab primer, if recommended by flooring manufacturer, prior to applying adhesive. Apply according to manufacturer's directions.

3.3 INSTALLATION

- A. General: Comply with tile manufacturer's installation directions and other requirements indicated that are applicable to each type of tile installation included in Project.
- B. Lay out tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths at perimeter that equal less than one-half of a tile. Install tiles square with room axis, unless otherwise indicated.
- C. Match tiles for color and pattern by selecting tiles from cartons in same sequence as manufactured and packaged, if so numbered. Cut tiles neatly around all fixtures. Discard broken, cracked, chipped, or deformed tiles.
 - 1. Lay tiles in basket weave pattern with grain direction alternating between reversed in adjacent tiles.
- D. Scribe, cut, and fit tiles to butt tightly to vertical surfaces, permanent fixtures, built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings.
- E. Extend tiles into toe spaces, door reveals, closets, and similar openings.
- F. Maintain reference markers, holes, or openings that are in place or plainly marked for future cutting by repeating on finish flooring as marked on subfloor. Use chalk or other nonpermanent marking device.

- G. Install tiles on covers for telephone and electrical ducts, and similar items occurring within finished floor areas. Maintain overall continuity of color and pattern with pieces of flooring installed on these covers. Tightly adhere edges to perimeter of floor around covers and to covers.
- H. Adhere tiles to flooring substrates without producing open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, or other surface imperfections in completed tile installation.
- I. Use full spread of adhesive applied to substrate in compliance with tile manufacturer's directions including those for trowel notching, adhesive mixing, and adhesive open and working times.
- J. Hand roll tiles where required by tile manufacturer.

3.4 INSTALLATION OF ACCESSORIES

- A. Place resilient edge strips tightly butted to flooring and secure with adhesive. Install edging strips at edges of flooring which would otherwise be exposed.

3.5 CLEANING AND PROTECTION

- A. Perform the following operations immediately after completing tile installation:
 - 1. Remove visible adhesive and other surface blemishes using cleaner recommended by tile manufacturers.
 - 2. Sweep or vacuum floor thoroughly.
 - 3. Do not wash floor until after time period recommended by resilient floor tile manufacturer.
 - 4. Damp-mop tile to remove black marks and soil.
- B. Protect flooring against mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period. Use protection methods recommended by tile manufacturer.
 - 1. Apply protective floor polish to tile surfaces that are free from soil, visible adhesive, and surface blemishes.
 - a. Use commercially available, non-slip type, metal, cross-linked acrylic product acceptable to tile manufacturer.
 - 2. Do not move heavy and sharp objects directly over tiles. Place plywood or hardboard panels over tiles and under objects while they are being moved. Slide or roll objects over panels without moving panels.
- C. Clean and polish tiles not more than 4 days prior to dates scheduled for inspections intended to establish date of Substantial Completion in each area of Project. Clean and polish tiles using method recommended by manufacturer.

END OF SECTION 09 6510

SECTION 09 6530 - RESILIENT WALL BASE AND ACCESSORIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Resilient wall base.
 - 2. Resilient edge strips.
- B. Related Sections include the following:
 - 1. Division 9 Section "Resilient Tile Flooring."

1.3 SUBMITTALS

- A. Product Data: For each type of product specified.
- B. Samples for Initial Selection: Manufacturer's standard sample sets consisting of sections of units showing the full range of colors and patterns available for each type of product indicated.
- C. Samples for Verification: In manufacturer's standard sizes, but not less than 12 inches long, of each product color and pattern specified.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced installer to perform work of this Section who has specialized in installing resilient products similar to those required for this Project and with a record of successful in-service performance.
- B. Source Limitations: Obtain each type and color of product specified from one source with resources to provide products of consistent quality in appearance and physical properties without delaying the Work.
- C. Fire-Test-Response Characteristics: Provide products with the following fire-test-response characteristics as determined by testing identical products per test method indicated below by a testing and inspecting agency acceptable to authorities having jurisdiction.
 - 1. Critical Radiant Flux: 0.45 W/sq. cm or greater when tested per ASTM E 648.
 - 2. Smoke Density: Maximum specific optical density of 450 or less when tested per ASTM E 662.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to Project site in manufacturer's original, unopened cartons and containers, each bearing names of product and manufacturer, Project identification, and shipping and handling instructions.
- B. Store products in dry spaces protected from the weather, with ambient temperatures maintained between 50 and 90 deg F
- C. Move products into spaces where they will be installed at least 48 hours before installation, unless longer conditioning period is recommended in writing by manufacturer.

1.6 PROJECT CONDITIONS

- A. Do not install products until they are at the same temperature as the space where they are to be installed.
- B. For resilient products installed on traffic surfaces, close spaces to traffic during installation and for time period after installation recommended in writing by manufacturer.
- C. Coordinate resilient product installation with other construction to minimize possibility of damage and soiling during remainder of construction period. Install resilient products after other finishing operations, including painting, have been completed.

1.7 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed, are packaged with protective covering for storage, and are identified with labels describing contents.
 - 1. Furnish not less than 10 linear feet for each 500 linear feet for fraction thereof, of each different type, color, pattern, and size of resilient product installed.
 - 2. Deliver extra materials to Owner.

PART 2 - PRODUCTS**2.1 MANUFACTURERS**

- A. Products: Subject to compliance with requirements, provide one of the products indicated for each designation.

2.2 RESILIENT WALL BASE

- A. Vinyl Wall Base: Products complying with FS SS-W-40, Type II and with requirements specified:
 - 1. Color: As selected by Architect from manufacturer's full range of colors.
 - 2. Style: Cove with top-set toe.
 - 3. Minimum thickness: 1/8 inch.
 - 4. Height: 4 inches.
 - 5. Lengths: Coils in lengths standard with manufacturer.
 - 6. Outside Corners: Formed on job.

7. Surface: Smooth.
8. Manufacturer: One of the following:
 - a. Afco Rubber Corp.
 - b. Armstrong World Industries
 - c. Azrock Industries, Inc.
 - d. Johnsonite
 - e. Mercer Products Co., Inc.
 - f. Flexco
 - g. Roppe Corporation
 - h. Tarkett, Inc.
 - i. VPI Floor Products Division

2.3 RESILIENT TILE AND CARPET ACCESSORIES

- A. Vinyl Accessories: Edge Strips: 1/8" thick, minimum; homogenous composition; tapered or bullnose edge, unless otherwise indicated; color as selected by Architect from manufacturer's standard color line; minimum 1" width.

1. Provide Roppe #177 Tile Carpet Joiner or approved equal wherever carpet meets vinyl composition tile.

2.4 INSTALLATION ACCESSORIES

- A. Adhesives: Water-resistant type recommended by manufacturer to suit resilient products and substrate conditions indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions where installation of resilient products will occur, with Installer present, for compliance with manufacturer's requirements, including those for maximum moisture content. Verify that substrates and conditions are satisfactory for resilient product installation and comply with requirements specified. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. General: Comply with manufacturer's written installation instructions for preparing substrates indicated to receive resilient products.
- B. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, and depressions in substrates.
- C. Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
- D. Broom and vacuum clean substrates to be covered immediately before installing resilient products. After cleaning, examine substrates for moisture, alkaline salts, carbonation, or dust. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.3 INSTALLATION

- A. General: Install resilient products according to manufacturer's written installation instructions.
 - B. Apply resilient wall base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
 - 1. Install wall base in lengths as long as practicable without gaps at seams and with tops of adjacent pieces aligned.
 - 2. Tightly adhere wall base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
 - 3. Do not stretch base during installation.
 - 4. On masonry surfaces or other similar irregular substrates, fill voids along top edge of resilient wall base with manufacturer's recommended adhesive filler material.
 - 5. Form outside corners on job, from straight pieces of maximum lengths possible, without whitening at bends. Shave back of base at points where bends occur and remove strips perpendicular to length of base that are only deep enough to produce a snug fit without removing more than half the wall base thickness.
 - 6. Form inside corners on job, from straight pieces of maximum lengths possible, by cutting an inverted V-shaped notch in toe of wall base at the point where corner is formed. Shave back of base where necessary to produce a snug fit to substrate.
 - C. Place resilient products so they are butted to adjacent materials and bond to substrates with adhesive. Install resilient edge strips at edges of flooring that would otherwise be exposed.
- 3.4 CLEANING AND PROTECTING
- A. Perform the following operations immediately after installing resilient products:
 - 1. Remove adhesive and other surface blemishes using cleaner recommended by resilient product manufacturers.
 - 2. Sweep or vacuum horizontal surfaces thoroughly.
 - 3. Do not wash resilient products until after time period recommended by resilient product manufacturer.
 - 4. Damp-mop or sponge resilient products to remove marks and soil.
 - B. Protect resilient products against mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by resilient product manufacturer.
 - C. Clean resilient products not more than 4 days before dates scheduled for inspections intended to establish date of Substantial Completion in each area of Project. Clean products according to manufacturer's written recommendations.

END OF SECTION 096530

SECTION 09 9000 - PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes surface preparation and field painting of the following:
 - 1. Exposed exterior items and surfaces.
 - 2. Exposed interior items and surfaces.
 - 3. Surface preparation, priming, and finish coats specified in this Section are in addition to shop priming and surface treatment specified in other Sections.
- B. Paint exposed surfaces, except where the paint schedules indicate that a surface or material is not to be painted or is to remain natural. If the paint schedules do not specifically mention an item or a surface, paint the item or surface the same as similar adjacent materials or surfaces whether or not schedules indicate colors. If the schedules do not indicate color or finish, the Architect will select from paint manufacturer's standard colors and finishes available.
- C. Do not paint prefinished items, concealed surfaces, finished metal surfaces, operating parts, and labels.
 - 1. Labels: Do not paint over Underwriters Laboratories (UL), Factory Mutual (FM), or other code-required labels or equipment name, identification, performance rating, or nomenclature plates.

1.3 DEFINITIONS

- A. General: Standard coating terms defined in ASTM D 16 apply to this Section.
 - 1. Flat refers to a lusterless or matte finish with a gloss range below 15 when measured at an 85-degree meter.
 - 2. Eggshell refers to low-sheen finish with a gloss range between 5 and 20 when measured at a 60-degree meter.
 - 3. Satin refers to low-sheen finish with a gloss range between 15 and 35 when measured at a 60-degree meter.
 - 4. Semigloss refers to medium-sheen finish with a gloss range between 30 and 65 when measured at a 60-degree meter.
 - 5. Full gloss refers to high-sheen finish with a gloss range more than 65 when measured at a 60-degree meter.

1.4 SUBMITTALS

- A. Product Data: For each paint system specified. Include block fillers and primers.

1. Material List: Provide an inclusive list of required coating materials. Indicate each material and cross-reference specific coating, finish system, and application. Identify each material by manufacturer's catalog number and general classification.
 2. Manufacturer's Information: Provide manufacturer's technical information, including label analysis and instructions for handling, storing, and applying each coating material proposed for use.
- B. Samples for Initial Selection: Manufacturer's color charts showing the full range of colors available for each type of finish-coat material indicated.

1.5 QUALITY ASSURANCE

- A. Applicator Qualifications: Engage an experienced applicator who has completed painting system applications similar in material and extent to that indicated for this Project with a record of successful in-service performance.
- B. Source Limitations: Obtain block fillers, primers, and undercoat materials for each coating system from the same manufacturer as the finish coats.
- C. Benchmark Samples (Mockups): Provide a full-coat benchmark finish sample of each type of coating and substrate required on the Project. Comply with procedures specified in PDCA P5.
1. The Architect will select one room surface to represent surfaces and conditions for each type of coating and substrate to be painted.
 - a. Wall Surfaces: Provide samples on at least 100 sq. ft. of wall surface.
 - b. Small Areas and Items: The Architect will designate an item or area as required.
 2. After permanent lighting and other environmental services have been activated, apply coatings in this room or to each surface according to the Schedule or as specified. Provide required sheen, color, and texture on each surface.
 3. Final approval of colors will be from job-applied samples.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to the Project Site in manufacturer's original, unopened packages and containers bearing manufacturer's name and label, and the following information:
1. Product name or title of material.
 2. Product description (generic classification or binder type).
 3. Manufacturer's stock number and date of manufacture.
 4. Contents by volume, for pigment and vehicle constituents.
 5. Thinning instructions.
 6. Application instructions.
 7. Color name and number.
 8. VOC content.
- B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F. Maintain containers used in storage in a clean condition, free of foreign materials and residue.

1. Protect from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily. Take necessary measures to ensure that workers and work areas are protected from fire and health hazards resulting from handling, mixing, and application.

1.7 PROJECT CONDITIONS

- A. Apply water-based paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 50 and 90 deg F.
- B. Apply solvent-thinned paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 45 and 95 deg F.
- C. Do not apply paint in rain, fog, or mist; or when the relative humidity exceeds 85 percent; or at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.
 1. Painting may continue during inclement weather if surfaces and areas to be painted are enclosed and heated within temperature limits specified by manufacturer during application and drying periods.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Unless otherwise specified, paint materials and systems specified herein are those of Porter Paint Co. (Porter). Subject to compliance with requirements, equivalent materials and systems by one of the following manufacturers are also acceptable:
 1. Devoe and Reynolds Co. (Devoe).
 2. Benjamin Moore and Co. (Moore).
 3. Pratt and Lambert (P & L).
 4. Glidden.
 5. Sherwin Williams
 6. ICI Paints

2.2 PAINT MATERIALS, GENERAL

- A. Material Compatibility: Provide block fillers, primers, undercoats, and finish-coat materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
- B. Material Quality: Provide manufacturer's best-quality paint material of the various coating types specified. Paint-material containers not displaying manufacturer's product identification will not be acceptable.
- C. Colors: Provide color selections made by the Architect.

2.3 LEAD CONTENT

- A. The paint shall comply with the latest requirements of the Federal Government for maximum allowable lead content. Such compliance shall be stated on the MSDS and container clearly identifying the product.

2.4 VOC COMPLIANCE

- A. The paint shall comply with the latest requirements of Federal, Florida State, City or Local Government requirements for the maximum allowable VOC content at the time of purchase. Such compliance shall be stated on the MSDS and container clearly identifying the product.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with the Applicator present, under which painting will be performed for compliance with paint application requirements.
 - 1. Do not begin to apply paint until unsatisfactory conditions have been corrected and surfaces receiving paint are thoroughly dry.
 - 2. Start of painting will be construed as the Applicator's acceptance of surfaces and conditions within a particular area.
- B. Coordination of Work: Review other Sections in which primers are provided to ensure compatibility of the total system for various substrates. On request, furnish information on characteristics of finish materials to ensure use of compatible primers.
 - 1. Notify the Architect about anticipated problems using the materials specified over substrates primed by others.

3.2 PREPARATION

- A. General: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted. If removal is impractical or impossible because of the size or weight of the item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations in each space or area, reinstall items removed using workers skilled in the trades involved.
- B. Cleaning: Before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of the various coatings. Remove oil and grease before cleaning.
 - 1. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- C. Surface Preparation: Clean and prepare surfaces to be painted according to manufacturer's written instructions for each particular substrate condition and as specified.
 - 1. Provide barrier coats over incompatible primers or remove and reprime.
 - 2. Cementitious Materials: Prepare concrete and concrete masonry surfaces to be painted. Remove efflorescence, chalk, dust, dirt, grease, oils, and release agents. Roughen as required to remove glaze. If hardeners or sealers have been used to improve curing, use mechanical methods of surface preparation.
 - a. Use abrasive blast-cleaning methods if recommended by paint manufacturer.
 - b. Determine alkalinity and moisture content of surfaces by performing appropriate tests. If surfaces are sufficiently alkaline to cause the finish paint to blister and burn, correct this condition before application. Do not paint surfaces where moisture content exceeds that permitted in manufacturer's written instructions.

3. Wood: Clean surfaces of dirt, oil, and other foreign substances with scrapers, mineral spirits, and sandpaper, as required. Sand surfaces exposed to view smooth and dust off.
 - a. Seal tops, bottoms, and cutouts of unprimed wood doors with a heavy coat of varnish or sealer immediately on delivery.
 4. Ferrous Metals: Clean ungalvanized ferrous-metal surfaces that have not been shop coated; remove oil, grease, dirt, loose mill scale, and other foreign substances. Use solvent or mechanical cleaning methods that comply with the Steel Structures Painting Council's (SSPC) recommendations.
 - a. Touch up bare areas and shop-applied prime coats that have been damaged. Wire-brush, clean with solvents recommended by paint manufacturer, and touch up with the same primer as the shop coat.
 5. Galvanized Surfaces: Clean galvanized surfaces with nonpetroleum-based solvents so surface is free of oil and surface contaminants. Remove pretreatment from galvanized sheet metal fabricated from coil stock by mechanical methods.
- D. Materials Preparation: Mix and prepare paint materials according to manufacturer's written instructions.
1. Maintain containers used in mixing and applying paint in a clean condition, free of foreign materials and residue.
 2. Stir material before application to produce a mixture of uniform density. Stir as required during application. Do not stir surface film into material. If necessary, remove surface film and strain material before using.
 3. Use only thinners approved by paint manufacturer and only within recommended limits.

3.3APPLICATION

- A. General: Apply paint according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
1. Paint colors, surface treatments, and finishes are indicated in the schedule.
 2. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
 3. Provide finish coats that are compatible with primers used.
 4. The term "exposed surfaces" includes areas visible when permanent or built-in fixtures, convector covers, grilles, and similar components are in place. Extend coatings in these areas, as required, to maintain the system integrity and provide desired protection.
 5. Paint surfaces behind movable equipment and furniture the same as similar exposed surfaces. Before the final installation of equipment, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
 6. Paint interior surfaces of ducts with a flat, nonspecular black paint where visible through registers or grilles.
 7. Paint back sides of access panels and removable or hinged covers to match exposed surfaces.
 8. Finish exterior doors on tops, bottoms, and side edges the same as exterior faces.
 9. Sand lightly between each succeeding enamel or varnish coat.

- B. Scheduling Painting: Apply first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
1. The number of coats and the film thickness required are the same regardless of application method. Do not apply succeeding coats until the previous coat has cured as recommended by the manufacturer. If sanding is required to produce a smooth, even surface according to manufacturer's written instructions, sand between applications.
 2. Omit primer on metal surfaces that have been shop primed and touchup painted.
 3. If undercoats, stains, or other conditions show through final coat of paint, apply additional coats until paint film is of uniform finish, color, and appearance. Give special attention to ensure edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.
 4. Allow sufficient time between successive coats to permit proper drying. Do not recoat surfaces until paint has dried to where it feels firm, does not deform or feel sticky under moderate thumb pressure, and where application of another coat of paint does not cause the undercoat to lift or lose adhesion.
- C. Application Procedures: Apply paints and coatings by brush, roller, spray, or other applicators according to manufacturer's written instructions. All metal surfaces shall be sprayed except that piping, conduit, and ductwork may be brushed or rolled.
1. Brushes: Use brushes best suited for the type of material applied. Use brush of appropriate size for the surface or item being painted.
 2. Rollers: Use rollers of carpet, velvet back, or high-pile sheep's wool as recommended by the manufacturer for the material and texture required.
 3. Spray Equipment: Use airless spray equipment with orifice size as recommended by the manufacturer for the material and texture required.
- D. Minimum Coating Thickness: Apply paint materials no thinner than manufacturer's recommended spreading rate. Provide the total dry film thickness of the entire system as recommended by the manufacturer.
- E. Electrical items to be painted include, but are not limited to, the following:
1. Exposed conduit and fittings.
 2. Exterior switchgear.
- F. Block Fillers: Apply block fillers to concrete masonry block at a rate to ensure complete coverage with pores filled.
- G. Prime Coats: Before applying finish coats, apply a prime coat of material, as recommended by the manufacturer, to material that is required to be painted or finished and that has not been prime coated by others. Recoat primed and sealed surfaces where evidence of suction spots or unsealed areas in first coat appears, to ensure a finish coat with no burn through or other defects due to insufficient sealing.
- H. Pigmented (Opaque) Finishes: Completely cover surfaces as necessary to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.

- I. Transparent (Clear) Finishes: Use multiple coats to produce a glass-smooth surface film of even luster. Provide a finish free of laps, runs, cloudiness, color irregularity, brush marks, orange peel, nail holes, or other surface imperfections.
 - 1. Provide satin finish for final coats.
- J. Stipple Enamel Finish: Roll and redistribute paint to an even and fine texture. Leave no evidence of rolling, such as laps, irregularity in texture, skid marks, or other surface imperfections.
- K. Completed Work: Match approved samples for color, texture, and coverage. Remove, refinish, or repaint work not complying with requirements.

3.4 FIELD QUALITY CONTROL

- A. The Owner reserves the right to invoke the following test procedure at any time and as often as the Owner deems necessary during the period when paint is being applied:
 - 1. The Owner will engage the services of an independent testing agency to sample the paint material being used. Samples of material delivered to the Project will be taken, identified, sealed, and certified in the presence of the Contractor.
 - 2. The testing agency will perform appropriate tests for the following characteristics as required by the Owner:
 - a. Quantitative material analysis.
 - b. Abrasion resistance.
 - c. Apparent reflectivity.
 - d. Flexibility.
 - e. Washability.
 - f. Absorption.
 - g. Accelerated weathering.
 - h. Dry opacity.
 - i. Accelerated yellowness.
 - j. Recoating.
 - k. Skinning.
 - l. Color retention.
 - m. Alkali and mildew resistance.
 - 3. The Owner may direct the Contractor to stop painting if test results show material being used does not comply with specified requirements. The Contractor shall remove noncomplying paint from the site, pay for testing, and repaint surfaces previously coated with the rejected paint. If necessary, the Contractor may be required to remove rejected paint from previously painted surfaces if, on repainting with specified paint, the 2 coatings are incompatible.

3.5 CLEANING

- A. Cleanup: At the end of each workday, remove empty cans, rags, rubbish, and other discarded paint materials from the site.

1. After completing painting, clean glass and paint-spattered surfaces. Remove spattered paint by washing and scraping. Be careful not to scratch or damage adjacent finished surfaces.

3.6 PROTECTION

- A. Protect work of other trades, whether being painted or not, against damage by painting. Correct damage by cleaning, repairing or replacing, and repainting, as approved by Architect.
- B. Provide "Wet Paint" signs to protect newly painted finishes. Remove temporary protective wrappings provided by others to protect their work after completing painting operations.
 1. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces. Comply with procedures specified in PDCA P1.

3.7 PAINT SCHEDULE

- A. General: Provide the following paint systems for the various substrates, as indicated.
 1. Exterior and Interior Hollow Metal Doors, Door Frames, and Window Frames: Semi-Gloss Waterbased Alkyd Urethane Finish.
 - a. Prime Coat: Spot Prime Scratched or Abraded Areas Only – Rust Inhibitive Alkyd Metal Primer.
 - 1) Sherwin Williams: Kem Kromik Universal Metal Primer, B50Z Series.
 - b. First and Second Finish Coats: Semi-Gloss Waterbased Alkyd Urethane Enamel.
 - 1) Sherwin Williams: Pro Industrial Waterbased Alkyd Urethane Finish, B53-1150 Series.
 2. Exterior Galvanized Metal: Acrylic Gloss Exterior Paint.
 - a. Prime Coat: Rust Inhibitive Primer.
 - 1) Sherwin Williams: Pro Industrial ProCryl Universal Metal Primer, B66W310.
 - c. First and Second Finish coats: High-Sheen Gloss Acrylic Enamel.
 - 1) Sherwin Williams: Pro Industrial Acrylic Gloss, B66-610 Series.
 3. Exterior Concrete Block: Flat Acrylic Paint
 - a. Prime Coat: Block filler
 - 1) Sherwin Williams: Pro Industrial Heavy Duty Block Filler, b42W150.
 - a. First and Second Finish Coats: Flat Acrylic Exterior Paint.
 - 1) Sherwin Williams: Duration Exterior Acrylic Flat, K32-250 Series.
 4. Interior Gypsum Drywall Ceilings and Walls; Satin-Gloss Vinyl Acrylic Paint.
 - a. Prime Coat: Vinyl Acrylic Drywall Sealer.
 - 1) Sherwin Williams: ProMar 200 Zero VOC Primer, B26W2600.
 - b. First and Second Finish Coats: Egshel Vinyl Acrylic Paint.
 - 1) Sherwin Williams: ProMar 200 Zero VOC Latex EgShel, B20-1250 Series.
 5. Exterior Aluminum; Egshel Acrylic Enamel Finish.

- a. Prime Coat:
 - 1) Sherwin Williams: Pro Industrial ProCryl Universal Metal Primer, B66W310.
 - b. First and Second Finish Coats: Egshel Acrylic Exterior Paint.
 - 1) Sherwin Williams: Pro Industrial Acrylic Egshel, B66-660 Series.
6. Epoxy Paint (where specified in Finish Schedule);
- a. Prime Coat: Loxon, Block Surfacers LX1W200(at concrete and concrete block) equal to Sherwin Williams.
 - b. Finish Coat: Precatalyzed Waterbaed Epoxy, Egshel, K45 Series, equal to Sherwin Williams.

END OF SECTION 09 9000

SECTION 10 1400 - SIGNAGE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following signs:
 - 1. Panel signs.
 - 2. Dimensional letters and numbers.
 - 3. Post-mounted metal disabled parking space signs.

1.3 SUBMITTALS

- A. General: Submit the following according to the Conditions of the Contract.
- B. Product data for each type of sign specified, including details of construction relative to materials, dimensions of individual components, profiles, and finishes.
- C. Shop drawings showing fabrication and erection of signs. Include plans, elevations, and large-scale sections of typical members and other components. Show anchors, grounds, layout, reinforcement, accessories, and installation details.
 - 1. Provide message list for each sign required, including large-scale details of wording and lettering layout.
 - 2. Templates: Furnish full-size spacing templates for individually mounted dimensional letters and numbers.
- D. Samples: Provide the following samples of each sign component for initial selection of color, pattern and surface texture as required and for verification of compliance with requirements indicated.
 - 1. Samples for initial selection of color, pattern, and texture:
 - a. Cast Acrylic Sheet and Melamine Sheet: Manufacturer's color charts consisting of actual sections of material including the full range of colors available for each material required.
 - b. Aluminum: Samples of each finish type and color, on 6-inch-long sections of extrusions and not less than 4-inch squares of sheet or plate, showing the full range of colors available.
 - 2. Samples for verification of color, patterns, and texture selected and compliance with requirements indicated:

- a. Cast Acrylic Sheet and Melamine Sheet: Provide a sample panel not less than 8-1/2 inches by 11 inches for each material, color, texture, and pattern required. On each panel include a representative sample of the graphic image process required, showing graphic style, and colors and finishes of letters, numbers, and other graphic devices.
- b. Dimensional Letters: Provide full-size representative samples of each dimensional letter type required, showing letter style, color, and material finish and method of attachment.

1.4 QUALITY ASSURANCE

- A. Sign Fabricator Qualifications: Firm experienced in producing signs similar to those indicated for this Project, with a record of successful in-service performance, and sufficient production capacity to produce sign units required without causing delay in the Work.
- B. Single-Source Responsibility: For each separate sign type required, obtain signs from one source of a single manufacturer.
- C. All signs shall conform to all requirements of the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Articles 4.1.2 (7) and 4.30.1 through 4.30.7 (1) inclusive.

1.5 PROJECT CONDITIONS

- A. Field Measurements: Take field measurements prior to preparation of shop drawings and fabrication to ensure proper fitting. Show recorded measurements on final shop drawings. Coordinate fabrication schedule with construction progress to avoid delay.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Manufacturers of Panel Signs:
 - a. Andco Industries Corp.
 - b. APCO Graphics, Inc.
 - c. ASI Sign Systems, Inc.
 - d. Best Manufacturing Company
 - e. Mohawk Sign Systems
 - 2. Manufacturers of Dimensional Letters:
 - a. Andco Industries Corp.

- b. A.R.K. Ramos Manufacturing Company, Inc.
- c. ASI Sign Systems, Inc.
- d. Metal Arts
- f. The Southwell Company

2.2 PANEL SIGNS FOR ROOM IDENTIFICATION

- A. Panel signs shall be minimum 1/8" thick (excluding thickness of raised sign letters) melamine or acrylic plastic with 1/32" thick raised characters with Grade 2 Braille.
- B. At sign manufacturer's option, the minimum 1/8" thickness of the panel can be achieved by laminating a base layer of melamine or acrylic to the top layer containing the integral raised characters. Edges shall be ground smooth.
- C. The characters and background of signs shall be eggshell, matte, or other non-glare finish. Characters and symbols shall contrast with the background – either light characters on a dark background or dark characters on a light background. Submit manufacturer's standard palette of colors meeting these requirements to Architect for selection.
- D. Graphics and text are to be etched to achieve correctly spaced and accurately reproduced sharp, true characters and Braille. The text shall be an integral part of the sign and not applied to the plate with adhesive or chemicals. Text height is to be determined within the range of 5/8" up to 2". Graphics are etched into the face prior to the application of the background color.
- E. Room identification signs are to be provided for Mechanical; Electrical; Storage; and Bathrooms.
- F. In addition to a room name sign provide pictograms of the international symbol of accessibility.

Example:

Room Name Sign: Men's Restroom

Pictogram: Accessibility Symbol

- G. Fabrication; the sign size shall be approximately 4" x 8". Sign edges are to be straight and free form saw marks or any other imperfections. Corners shall be rounded, with 1/4" to 3/8" radius.

2.3 DIMENSIONAL LETTERS AND NUMBERS

- A. Cast Letters and Numbers: Form individual letters and numbers by casting aluminum. Produce characters with smooth, flat faces, sharp corners, and precisely formed lines and profiles, free from pits, scale, sand holes, or other defects. Cast lugs into the back of

characters and tap to receive threaded mounting studs. Comply with requirements indicated for finish, style, and size.

- B. Finish: High gloss polyurethane enamel in custom matched colors (two, maximum) to be selected by Architect.
- C. Typeface: CALIBRI.
- D. Sizes: as shown on drawings.

2.4 DISABLED PARKING SPACE SIGNS

- E. Post mounted handicapped parking space signs shall be provided for each accessible parking space as indicated on the drawings.
- F. Signs shall be constructed of 18 gauge bonderized steel with baked enamel finish and screen printed copy.
- G. Signs shall bear the international symbol of accessibility of top half of sign (blue background with white symbol) and the caption "PARKING BY DISABLED PERMIT ONLY" on the bottom half of the sign (white background with blue lettering). In addition, sign shall state "\$258 FINE, F.S. 318.14."
- H. Main sign size to be 12" wide x 18" high, with 12" wide by 6" high separate sign stating fine mounted below main sign.
- I. Posts to be galvanized steel "U" channel; weight 2.5 lbs. Per foot minimum. Height to be 12 feet overall.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Locate sign units and accessories where indicated, using mounting methods of the type described and in compliance with the manufacturer's instructions.
- B. Install signs level, plumb, and at the height indicated, with sign surfaces free from distortion or other defects in appearance.
- C. Room Identification Signs: Mount on adjoining walls and locate signs adjacent to the latch side of the door. In case of conflicts with closely spaced doors, with vision panels or where there is no wall space to the latch side of the door, notify Architect. Verify all sign locations with Architect prior to installation.
- D. Wall Mounted Signs: Attach signs to wall surfaces using a minimum of two stainless steel screws. For exterior signs, use four stainless steel screws. Use expansion shields for screws set in masonry; use "Molly" type hollow wall fasteners for screws set in gypsum board or plaster.

- E. Mounting shall be at a height of 60" to the centerline of the sign (to centerline of top sign when two signs are mounted one above the other).
- F. Dimensional Letters and Numbers: Letters to be mounted on custom-formed curved aluminum tube or angle mechanically fastened to concrete block wall. See drawing elevations for details.
- G. Projected Mounting: Mount letters at a 1" projection distance from the wall surface indicated.
- H. Disabled Parking Space Signs: Install in locations and at mounting heights indicated on drawings.

3.2 CLEANING AND PROTECTION

- A. After installation, clean soiled sign surfaces according to the manufacturer's instruction. Protect units from damage until acceptance by the Owner.

END OF SECTION 10 1400

SECTION 10 2000 - LOUVERS AND VENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Fixed, extruded-aluminum louver in north wall of Vehicle Maintenance Building.
- B. Related Sections include the following:
 - 1. Division 8 Section "Steel Doors and Frames" for louvers in hollow-metal doors and frames.
 - 2. Division 8 Section "Flush Wood Doors" for louvers in wood doors.
 - 3. Division 15 Sections for louvers that are a part of mechanical equipment.

1.3 DEFINITIONS

- A. Louver Terminology: Definitions of terms for metal louvers contained in AMCA 501 apply to this Section unless otherwise defined in this Section or in referenced standards.
- B. Drainable-Blade Louver: Louver with blades having gutters that collect water and drain it to channels in jambs and mullions, which carry it to bottom of unit and away from opening.

1.4 PERFORMANCE REQUIREMENTS

- A. Structural Performance: Provide louvers capable of withstanding the effects of gravity loads and the following loads and stresses within limits and under conditions indicated without permanent deformation of louver components, noise or metal fatigue caused by louver blade rattle or flutter, or permanent damage to fasteners and anchors. Wind pressures shall be considered to act on vertical projection of louvers.
 - 1. Wind Loads: Determine loads based on pressures as indicated on Drawings.
 - 2. Missile Impact Loads: Provide large and small hurricane missile protection in accordance with the Florida Building Code, Section 1626 – Impact Tests for Windborne Debris.

1.5 SUBMITTALS

- A. Product Data: For each type of product indicated
- B. Shop Drawings: For louvers and accessories. Include plans, elevations, sections, details, and attachments to other Work. Show blade profiles, angles, and spacing.
 - 1. For installed louvers and vents indicated to comply with design loads, include structural analysis data including anchorage to structure (fastener size, type, and spacing) signed and sealed by the qualified professional engineer responsible for their preparation.
- C. Samples for Verification: For each type of metal finish required.
- D. Qualification Data: For professional engineer.
- E. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency or by manufacturer and witnessed by a qualified testing agency, for each type of louver.
 - 1. Provide State of Florida Product Approval Number.
 - 2. Product approval must be applicable to actual louver size(s) indicated on drawings.

1.6 QUALITY ASSURANCE

- A. Source Limitations: Obtain louvers and vents through one source from a single manufacturer where indicated to be of same type, design, or factory-applied color finish.
- B. Welding: Qualify procedures and personnel according to the following:
 - 1. AWS D1.2, "Structural Welding Code--Aluminum."
- C. SMACNA Standard: Comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" for fabrication, construction details, and installation procedures.

1.7 PROJECT CONDITIONS

- A. Field Measurements: Verify louver openings by field measurements before fabrication and indicate measurements on Shop Drawings.
 - 1. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish opening dimensions and proceed with fabricating louvers without field measurements. Coordinate construction to ensure that actual opening dimensions correspond to established dimensions.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements including masonry opening details indicated on drawings, provide products by one of the following:
 - 1. Louvers:
 - a. Construction Specialties, Inc. (Basis of Design)
 - b. Industrial Louvers, Inc.
 - c. Ruskin Company; Tomkins PLC.
 - d. Greenheck

2.2 MATERIALS

- A. Aluminum Extrusions: ASTM B 221 (ASTM B 221M), alloy 6063-T5 or T-52.
- B. Aluminum Sheet: ASTM B 209 (ASTM B 209M), alloy 3003 or 5005 with temper as required for forming, or as otherwise recommended by metal producer for required finish.
- C. Aluminum Castings: ASTM B 26/B 26M, alloy 319.
- D. Fasteners: Of same basic metal and alloy as fastened metal or 300 Series stainless steel, unless otherwise indicated. Do not use metals that are incompatible with joined materials.
 - 1. Use types and sizes to suit unit installation conditions.
 - 2. Use Phillips pan-head screws for exposed fasteners, unless otherwise indicated.
- E. Postinstalled Fasteners for Concrete and Masonry: Torque-controlled expansion anchors, made from stainless-steel components, with capability to sustain, without failure, a load equal to 4 times the loads imposed, for concrete, or 6 times the load imposed, for masonry, as determined by testing per ASTM E 488, conducted by a qualified independent testing agency.
- F. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D 1187.

2.3 FABRICATION, GENERAL

- A. Assemble louvers in factory to minimize field splicing and assembly. Disassemble units as necessary for shipping and handling limitations. Clearly mark units for reassembly and coordinated installation.
- B. Maintain equal louver blade spacing to produce uniform appearance.
- C. Fabricate frames, including integral sills, to fit in openings of sizes indicated, with allowances made for fabrication and installation tolerances, adjoining material tolerances, and perimeter sealant joints.

1. Frame Type: Channel, unless otherwise indicated.

- D. Include supports, anchorages, and accessories required for complete assembly.
- E. Where indicated, provide subsills made of same material as louvers or extended sills for recessed louvers.
- F. Join frame members to each other and to fixed louver blades with fillet welds concealed from view, unless otherwise indicated or size of louver assembly makes bolted connections between frame members necessary.

2.4 FIXED, EXTRUDED-ALUMINUM LOUVERS

A. Horizontal Hurricane-Resistant Louver:

1. Products:

- a. Construction Specialties, Inc. Model 7044 with 4097 blades (Basis of Design)
- b. Industrial Louvers, Inc. Model 653-XPDC.
- c. Ruskin Manufacturing Model ELF6375DXD.
- d. Greenheck Model ESD – 603D.

2. Louver Depth: 6" to 11" overall assembly including missile protection system.

3. Frame and Blade Nominal Thickness: As required to comply with structural performance requirements, but not less than 0.080 inch for blades and 0.080 inch for frames.

4. Performance Requirements:

- e. Free Area: Not less than 33%, based upon actual louver size indicated on drawings.

2.5 LOUVER SCREENS

A. General: Provide screen at each exterior louver.

1. Screen Location for Fixed Louvers: Interior face.

2. Screening Type: Bird screening (Not required with Construction Specialties louver due to missile screen).

B. Secure screens to louver frames with stainless-steel machine screws, spaced a maximum of 6 inches from each corner and at 12 inches o.c.

C. Louver Screen Frames: Fabricate with mitered corners to louver sizes indicated.

- 1. Metal: Same kind and form of metal as indicated for louver to which screens are attached. Reinforce extruded-aluminum screen frames at corners with clips.

2. Finish: Same finish as louver frames to which louver screens are attached.
- 3.Type: Rewirable frames with a driven spline or insert for securing screen mesh.

D. Louver Screening for Aluminum Louvers:

- 1.Bird Screening: Aluminum, 1/2-inch- square mesh, 0.063-inch wire.

2.6 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Finish louvers after assembly.

2.7 ALUMINUM FINISHES

- A. Finish designations prefixed by AA comply with system established by the Aluminum Association for designating aluminum finishes.
- B. High-Performance Organic-Coating Finish: AA-C12C42R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: acid-chromate-fluoride-phosphate conversion coating; Organic Coating: as specified below). Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
 - 1.Fluoropolymer Two-Coat Coating System: Manufacturer's standard two-coat, thermocured system consisting of specially formulated inhibitive primer and fluoropolymer color topcoat containing not less than 70 percent polyvinylidene fluoride resin by weight; complying with AAMA 2605.
 - a. Color and Gloss: As selected by Architect from manufacturer's full range.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and openings, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance.
 1. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Coordinate setting drawings, diagrams, templates, instructions, and directions for installation of anchorages that are to be embedded in concrete or masonry construction. Coordinate delivery of such items to Project site.

3.3 INSTALLATION

- A. Locate and place louvers and vents level, plumb, and at indicated alignment with adjacent work.
- B. Use concealed anchorages where possible. Provide brass or lead washers fitted to screws where required to protect metal surfaces and to make a weathertight connection.
- C. Form closely fitted joints with exposed connections accurately located and secured.
- D. Provide perimeter reveals and openings of uniform width for sealants and joint fillers, as indicated.
- E. Repair finishes damaged by cutting, welding, soldering, and grinding. Restore finishes so no evidence remains of corrective work. Return items that cannot be refinished in the field to the factory, make required alterations, and refinish entire unit or provide new units.
- F. Protect galvanized and nonferrous-metal surfaces from corrosion or galvanic action by applying a heavy coating of bituminous paint on surfaces that will be in contact with concrete, masonry, or dissimilar metals.
- G. Install concealed gaskets, flashings, joint fillers, and insulation as louver installation progresses, where weathertight louver joints are required. Comply with Division 7 Section "Joint Sealants" for sealants applied during louver installation.

3.4 ADJUSTING AND CLEANING

- A. Clean exposed surfaces of louvers and vents that are not protected by temporary covering, to remove fingerprints and soil during construction period. Do not let soil accumulate until final cleaning.
- B. Before final inspection, clean exposed surfaces with water and a mild soap or detergent not harmful to finishes. Thoroughly rinse surfaces and dry.
- C. Restore louvers and vents damaged during installation and construction so no evidence remains of corrective work. If results of restoration are unsuccessful, as determined by Architect, remove damaged units and replace with new units.
 - 1. Touch up minor abrasions in finishes with air-dried coating that matches color and gloss of, and is compatible with, factory-applied finish coating.

END OF SECTION 10 2000

SECTION 10 5220 - FIRE EXTINGUISHERS, CABINETS, AND ACCESSORIES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Fire extinguishers.
 - 2. Fire extinguisher cabinets.

1.3 SUBMITTALS

- A. General: Submit the following according to the Conditions of the Contract.
- B. Product data for cabinets include rough-in dimensions, details showing mounting methods, relationships of box and trim to surrounding construction, door hardware, cabinet type and materials, trim style, door construction, panel style, and materials.
- C. Samples for initial selection purposes in the form of manufacturer's color charts consisting of sections of units showing full range of colors, textures, and patterns available for each type of cabinet finish indicated or exposed to view.

1.4 QUALITY ASSURANCE

- A. Single-Source Responsibility: Obtain extinguishers and cabinets from one source from a single manufacturer.
- B. UL-Listed Products: Fire extinguishers shall be UL listed with UL listing mark for type, rating, and classification of extinguisher.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. J.L. Industries.
 - 2. Larsen's Manufacturing Co.
 - 3. Modern Metal Products by Muckle.
 - 4. Potter-Roemer, Inc.
 - 5. Samson Metal Products, Inc.

2.2 FIRE EXTINGUISHERS

- A. General: Provide fire extinguishers for each cabinet and other locations indicated, in colors and finishes selected by Architect from manufacturer's standard, that comply with authorities having jurisdiction.
- B. Multipurpose Dry Chemical Type: UL-rated 2-A:10:B:C, 5-lb nominal capacity, in enameled steel container.

2.3 CABINETS

- A. Construction: Manufacturer's standard box, with trim, frame, door, and hardware to suit cabinet type, trim style, and door style indicated. Weld joints and grind smooth. Miter and weld perimeter door frames.
- B. Fire-Rated Cabinets: UL listed with UL listing mark with fire-resistance rating of wall where it is installed. Provide wherever cabinet is to be installed in a fire-rated wall or partition.
- C. Cabinet Type: Suitable for containing the following:
 - 1. Fire extinguisher.
- D. Cabinet Mounting: Suitable for the following mounting conditions:
 - 1. Semi-recessed: Cabinet box (tub) partially recessed in walls of shallow depth.
- E. Trim Style: Fabricate trim in one piece with corners mitered, welded, and ground smooth.
 - 1. Exposed Trim: One-piece combination trim and perimeter door frame overlapping surrounding wall surface with exposed trim face and wall return at outer edge (backbend).
 - a. Provide 2-1/2 inch rolled edge.
- F. Door Material and Construction: Manufacturer's standard door construction, of material indicated, coordinated with cabinet types and trim styles selected.
 - 1. Enameled Steel: Manufacturer's standard finish, hollow steel door construction with tubular stiles and rails.
- G. Identify fire extinguisher in cabinet with FIRE EXTINGUISHER lettering applied to door. Provide lettering to comply with authorities having jurisdiction for letter style, color, size, spacing, and location.
 - 1. Application Process: Silk screen.
 - 2. Lettering Style: Horizontal
 - 3. Lettering Color: White.
- H. Door Style: Manufacturer's standard design.
 - 1. Full-Glass Panel: Tempered glass, 1/8 inch thick.
- I. Door Hardware: Provide manufacturer's standard door-operating hardware of proper type for cabinet type, trim style, and door material and style indicated. Provide either lever handle with cam-action latch, or exposed or concealed door pull and friction latch. Provide concealed or continuous-type hinge permitting door to open 180 degrees.

2.4 FINISHES FOR CABINETS, GENERAL

- A. Comply with NAAMM "Metal Finishes Manual" for recommendations relative to applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying temporary strippable protective covering prior to shipping.

2.5 STEEL CABINET FINISHES

- A. Surface Preparation: Solvent-clean surfaces complying with SSPS-SP 1 to remove dirt, oil, grease, and other contaminants that could impair paint bond. Remove mill scale and rust, if present, from uncoated steel, complying with SSPC-SP 5 (white metal blast cleaning) or SSPC-SP 8 (pickling).
- B. Factory-Priming for Field-Painted Finish: Apply shop primer specified below immediately following surface preparation and pretreatment.
 - 1. Shop Primer: Manufacturer's or fabricator's standard fast-curing, lead-free, universal primer, selected for resistance to normal atmospheric corrosion, for compatibility with

substrate and field-applied finish paint system indicated, and for capability to provide a sound foundation for field-applied topcoats despite prolonged exposure.

- C. Baked-Enamel Finish: Immediately after cleaning and pretreatment, apply manufacturer's standard two-coat baked-enamel finish consisting of prime coat and thermosetting topcoat. Comply with paint manufacturer's instructions for applying and baking to achieve a minimum dry film thickness of 2.0 mils.
 - 1. Color: White. Paint the following:
 - a. Exterior of cabinet.
 - b. Interior of cabinet.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine walls and partitions for thickness and framing for cabinets to verify cabinet depth and mounting prior to cabinet installation.
- B. Do not proceed until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Follow manufacturer's printed instructions for installation.
- B. Install in locations indicated. Each extinguisher requires a cabinet. Mount cabinet with bottom edge of trim located 32" above finished floor.
 - 1. Prepare recesses in walls for cabinets as required by type and size of cabinet and style of trim and to comply with manufacturer's instructions. Recesses in masonry walls shall be neatly sawcut.
 - 2. Fasten mounting brackets and cabinets to structure, square and plumb.

END OF SECTION 10 5220

SECTION 10 2800 - TOILET, BATH, AND LAUNDRY ACCESSORIES

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Submittals: Product Data.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Stainless Steel: ASTM A 666, Type 304, No. 4 finish (satin), 0.0312-inch (0.8-mm) minimum nominal thickness, unless otherwise indicated.
- B. Mirror Glass: ASTM C 1036, Type I, Class 1, Quality q2, nominal 6.0 mm thick, with silvering, electroplated copper coating, and protective organic coating complying with FS DD-M-411.
- C. Galvanized Steel Mounting Devices: ASTM A 153/A 153M, hot-dip galvanized after fabrication.
- D. Fasteners: Screws, bolts, and other devices of same material as accessory unit, tamper and theft resistant when exposed, and of galvanized steel when concealed.

2.2 TOILET AND BATH ACCESSORIES

- A. Toilet Tissue Dispenser:
 - 1. Manufacturer: Bobrick "Contura" Series
 - 2. Model #: B-685
 - 3. Mounting: Surface mounted per manufacturer's recommendation
 - 4. Finish: Satin Stainless
- B. Grab Bars:
 - 1. Manufacturer: Bobrick
 - 2. Model #: B-5806 Series-See plans for straight bar lengths (36" and 42")
 - 3. Finish: Satin Finish
 - 4. Mounting: Surface mounted per manufacturer's recommendation
 - 5. Gripping Surfaces: Smooth, satin finish.
 - 6. Outside Diameter: 1-1/2 inches for medium-duty applications.
- C. Accessible Mirror Unit:
 - 1. Manufacturer: Bobrick
 - 2. Model #: B-2908
 - 3. Mounting: Surface mounted per manufacturer's recommendation
 - 4. Finish: Satin Stainless

D. Sanitary Napkin Disposal:

1. Manufacturer: Bobrick
2. Model #: B-270
3. Mounting: Surface mounted per manufacturer's recommendation
4. Finish: Satin Stainless

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install accessories using fasteners appropriate to substrate indicated and recommended by unit manufacturer. Install units level, plumb, and firmly anchored in locations and at heights indicated.
 1. Install grab bars to withstand a downward load of at least 250 lbf (1112 N), when tested according to method in ASTM F 446.
- B. Adjust accessories for unencumbered, smooth operation and verify that mechanisms function properly. Replace damaged or defective items. Remove temporary labels and protective coatings.

END OF SECTION 10 8010

SECTION 11 3100 - RESIDENTIAL APPLIANCES

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Allowances: See Division 01 Section "Price and Payment Procedures" for appliance allowances.
- B. Submittals: Product Data.
- C. Regulatory Requirements: Comply with provisions of the following product certifications:
 - 1. NFPA: Provide electrical appliances listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
 - 2. UL and NEMA: Provide electrical components required as part of residential appliances that are listed and labeled by UL and that comply with applicable NEMA standards.
 - 3. ANSI: Provide gas-burning appliances that comply with ANSI Z21 Series standards.
 - 4. NAECA: Provide residential appliances that comply with NAECA standards.
- D. Accessibility: Where residential appliances are indicated to comply with accessibility requirements, comply with [the U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA), Accessibility Guidelines for Buildings and Facilities (ADAAG)."] [ANSI A117.1.] <Insert local regulation>.
- E. Energy Ratings: Provide appliances that qualify for the EPA/DOE ENERGY STAR product labeling program.

PART 2 - PRODUCTS

2.1 RESIDENTIAL APPLIANCES (Appliances shall be Owner-Provided/Contractor to coordinate with cabinetry and install):

- A. Owner-purchased kitchen/Laundry appliances to be as follows:
 - 1. Top –Freezer Refrigerator: GTS17DTNRWW – GE 16.6 Cu.Ft. (65”Hx28”Wx33”D)
 - 2. Dishwasher: GSD2100VWW – GE Built-In Dishwasher
 - 3. Stack Electric Commercial Washer and Dryer: CET9100GQ Whirlpool

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Built-in Appliances: Securely anchor to supporting cabinetry or countertops with concealed fasteners. Verify that clearances are adequate for proper functioning and rough openings are completely concealed.
- B. Freestanding Appliances: Place in final locations after finishes have been completed in each area. Verify that clearances are adequate to properly operate equipment.
- C. Test each item of residential appliances to verify proper operation. Make necessary adjustments.
- D. Verify that accessories required have been furnished and installed.

END OF SECTION 11 3100

SECTION 16 7160 - COMMUNICATIONS BACKBONE CABLING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Pathways.
2. UTP cable.
3. Cable connecting hardware, patch panels, and cross-connects.
4. Cabling identification products.

1.2 BACKBONE CABLING DESCRIPTION

- A. Backbone cabling system shall provide interconnections between communications equipment rooms, main terminal space, and entrance facilities in the telecommunications cabling system structure. Cabling system consists of backbone cables, intermediate and main cross-connects, mechanical terminations, and patch cords or jumpers used for backbone-to-backbone cross-connection.
- B. Backbone cabling cross-connects may be located in communications equipment rooms or at entrance facilities. Bridged taps and splitters shall not be used as part of backbone cabling.

1.3 PERFORMANCE REQUIREMENTS

- A. General Performance: Backbone cabling system shall comply with transmission standards in TIA/EIA-568-B.1, when tested according to test procedures of this standard.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings:
 1. System Labeling Schedules: Electronic copy of labeling schedules, in software and format selected by Owner.
 2. Cabling administration drawings and printouts.
 3. Wiring diagrams to show typical wiring schematics including the following:
 - a. Cross-connects.
 - b. Patch panels.
 - c. Patch cords.

4. Cross-connects and patch panels. Detail mounting assemblies, and show elevations and physical relationship between the installed components.
 5. Cable tray layout, showing cable tray route to scale, with relationship between the tray and adjacent structural, electrical, and mechanical elements.
- C. Qualification Data: For Installer, qualified layout technician, installation supervisor, and field inspector.
 - D. Source quality-control reports.
 - E. Field quality-control reports.
 - F. Maintenance data.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Cabling Installer must have personnel certified by BICSI on staff.
 1. Layout Responsibility: Preparation of Shop Drawings and Cabling Administration Drawings by a RCDD.
 2. Installation Supervision: Installation shall be under the direct supervision of Registered Technician, who shall be present at all times when Work of this Section is performed at Project site.
- B. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84 by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
 1. Flame-Spread Index: 25 or less.
 2. Smoke-Developed Index: 50 or less.
- C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- D. Telecommunications Pathways and Spaces: Comply with TIA/EIA-569-A.
- E. Grounding: Comply with ANSI-J-STD-607-A.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Test cables upon receipt at Project site. Test each pair of UTP cable for open and short circuits.

PART 2 - PRODUCTS

2.1 PATHWAYS

- A. Cable Support: NRTL labeled for support of Category 6 cabling, designed to prevent degradation of cable performance and pinch points that could damage cable.
 - 1. Support brackets with cable tie slots for fastening cable ties to brackets.
 - 2. Lacing bars, spools, J-hooks, and D-rings.
 - 3. Straps and other devices.
- B. Cable Trays:
 - 1. Cable Tray Material: Metal, suitable for indoors, and protected against corrosion by electroplated zinc galvanizing, complying with ASTM B 633, Type 1, not less than 0.000472 inches thick.
 - a. Basket Cable Trays: 6 inches wide and 2 inches deep. Wire mesh spacing shall not exceed 2 by 4 inches.
 - b. Trough Cable Trays: Nominally 6 inches wide.
 - c. Ladder Cable Trays: Nominally 18 inches wide, and a rung spacing of 12 inches.
 - d. Channel Cable Trays: One-piece construction, nominally 4 inches wide. Slot spacing shall not exceed 4-1/2 inches o.c.
 - e. Solid-Bottom Cable Trays: One-piece construction, nominally 12 inches wide. Provide without solid covers.
- C. Conduit and Boxes: Comply with requirements in Division 16 Section "Raceways and Boxes." Flexible metal conduit shall not be used.
 - 1. Outlet boxes shall be no smaller than 2 inches wide, 3 inches high, and 2-1/2 inches deep.

2.2 BACKBOARDS

- A. Backboards: Plywood, fire-retardant treated, 3/4 by 48 by 96 inches. Comply with requirements in Division 6 Section "Rough Carpentry" for plywood backing panels.

2.3 UTP CABLE

- A. Description: 100-ohm, 100-pair UTP, formed into 25-pair binder groups covered with a gray thermoplastic jacket and overall metallic shield.
 - 1. Comply with ICEA S-90-661 for mechanical properties.
 - 2. Comply with TIA/EIA-568-B.1 for performance specifications.
 - 3. Comply with TIA/EIA-568-B.2, Category 6.

4. Listed and labeled by an NRTL acceptable to authorities having jurisdiction as complying with UL 444 and NFPA 70 for the following types:
 - a. Communications, General Purpose: Type CM or CMG.
 - b. Communications, Plenum Rated: Type CMP complying with NFPA 262.
 - c. Communications, Riser Rated: Type CMR complying with UL 1666.
 - d. Communications, Limited Purpose: Type CMX.
 - e. Multipurpose: Type MP or MPG
 - f. Multipurpose, Plenum Rated: Type MPP complying with NFPA 262.
 - g. Multipurpose, Riser Rated: Type MPR complying with UL 1666.

2.4 UTP CABLE HARDWARE

- A. General Requirements for Cable Connecting Hardware: Comply with TIA/EIA-568-B.2, IDC type, with modules designed for punch-down caps or tools. Cables shall be terminated with connecting hardware of same category or higher.
- B. Connecting Blocks: 110-style IDC for Category 6. Provide blocks for the number of cables terminated on the block, plus 25 percent spare. Integral with connector bodies, including plugs and jacks where indicated.
- C. Cross-Connect: Modular array of connecting blocks arranged to terminate building cables and permit interconnection between cables.
 1. Number of Terminals per Field: One for each conductor in assigned cables.
- D. Patch Panel: Modular panels housing multiple-numbered jack units with IDC-type connectors at each jack for permanent termination of pair groups of installed cables.
 1. Number of Jacks per Field: One for each four-pair UTP cable indicated.
- E. Jacks and Jack Assemblies: Modular, color-coded, eight-position modular receptacle units with integral IDC-type terminals.
- F. Patch Cords: Factory-made, 4-pair cables in 36-inch lengths; terminated with 8-position modular plug at each end.
 1. Patch cords shall have bend-relief-compliant boots and color-coded icons to ensure Category 6 performance. Patch cords shall have latch guards to protect against snagging.

2.5 GROUNDING

- A. Comply with requirements in Division 16 Section "Grounding and Bonding" for grounding conductors and connectors.
- B. Comply with ANSI-J-STD-607-A.

2.6 IDENTIFICATION PRODUCTS

- A. Comply with TIA/EIA-606-A and UL 969 for a system of labeling materials, including label stocks, laminating adhesives, and inks used by label printers.

2.7 SOURCE QUALITY CONTROL

- A. Factory test cables on reels according to TIA/EIA-568-B.1.
- B. Factory test UTP cables according to TIA/EIA-568-B.2.
- C. Cable will be considered defective if it does not pass tests and inspections.
- D. Prepare test and inspection reports.

PART 3 - EXECUTION

3.1 ENTRANCE FACILITIES

- A. Coordinate backbone cabling with the protectors and demarcation point provided by communications service provider.

3.2 WIRING METHODS

- A. Wiring Method: Install cables in raceways and cable trays except within consoles, cabinets, desks, and counters and except in accessible ceiling spaces, in attics, and in gypsum board partitions where unenclosed wiring method may be used. Conceal raceway and cables except in unfinished spaces.
 - 1. Install plenum cable in environmental air spaces, including plenum ceilings.
 - 2. Comply with requirements for raceways and boxes specified in Division 16 Section "Raceways and Boxes."

3.3 INSTALLATION OF PATHWAYS

- A. Cable Trays: Comply with NEMA VE 2 and TIA/EIA-569-A.
- B. Comply with requirements for demarcation point, pathways, cabinets, and racks specified in Division 16 Section "Communications Equipment Room Fittings." Drawings indicate general arrangement of pathways and fittings.
- C. Comply with TIA/EIA-569-A for pull-box sizing and length of conduit and number of bends between pull points.

- D. Comply with requirements in Division 16 Section "Raceways and Boxes" for installation of conduits and wireways.
- E. Install manufactured conduit sweeps and long-radius elbows whenever possible.
- F. Pathway Installation in Communications Equipment Rooms:
 - 1. Position conduit ends adjacent to a corner on backboard where a single piece of plywood is installed, or in the corner of room where multiple sheets of plywood are installed around perimeter walls of room.
 - 2. Install cable trays to route cables if conduits cannot be located in these positions.
 - 3. Secure conduits to backboard when entering room from overhead.
 - 4. Extend conduits 3 inches above finished floor.
 - 5. Install metal conduits with grounding bushings and connect with grounding conductor to grounding system.
- G. Backboards: Install backboards with 96-inch dimension vertical. Butt adjacent sheets tightly, and form smooth gap-free corners and joints.

3.4 INSTALLATION OF CABLES

- A. Comply with NECA 1.
- B. General Requirements for Cabling:
 - 1. Comply with TIA/EIA-568-B.1.
 - 2. Comply with BICSI ITSIM, Ch. 6, "Cable Termination Practices."
 - 3. Install 110-style IDC termination hardware unless otherwise indicated.
 - 4. Terminate all conductors; no cable shall contain unterminated elements. Make terminations only at indicated outlets, terminals, cross-connects, and patch panels.
 - 5. Cables may not be spliced. Secure and support cables at intervals not exceeding 30 inches and not more than 6 inches from cabinets, boxes, fittings, outlets, racks, frames, and terminals.
 - 6. Install lacing bars to restrain cables, to prevent straining connections, and to prevent bending cables to smaller radii than minimums recommended by manufacturer.
 - 7. Bundle, lace, and train conductors to terminal points without exceeding manufacturer's limitations on bending radii, but not less than radii specified in BICSI ITSIM, "Cabling Termination Practices" Chapter. Use lacing bars and distribution spools.
 - 8. Do not install bruised, kinked, scored, deformed, or abraded cable. Do not splice cable between termination, tap, or junction points. Remove and discard cable if damaged during installation and replace it with new cable.
 - 9. Cold-Weather Installation: Bring cable to room temperature before dereeling. Heat lamps shall not be used for heating.
 - 10. In the communications equipment room, install a 10-foot- long service loop on each end of cable.
 - 11. Pulling Cable: Comply with BICSI ITSIM, Ch. 4, "Pulling Cable." Monitor cable pull tensions.

C. UTP Cable Installation:

1. Comply with TIA/EIA-568-B.2.
2. Do not untwist UTP cables more than 1/2 inch from the point of termination to maintain cable geometry.

D. Open-Cable Installation:

1. Install cabling with horizontal and vertical cable guides in telecommunications spaces with terminating hardware and interconnection equipment.
2. Suspend UTP cable not in a wireway or pathway, a minimum of 8 inches above ceilings by cable supports not more than 60 inches apart.
3. Cable shall not be run through structural members or in contact with pipes, ducts, or other potentially damaging items.

E. Installation of Cable Routed Exposed under Raised Floors:

1. Install plenum-rated cable only.
2. Install cabling after the flooring system has been installed in raised floor areas.
3. Coil cable 6 feet long not less than 12 inches in diameter below each feed point.

F. Group connecting hardware for cables into separate logical fields.

G. Separation from EMI Sources:

1. Comply with BICSI TDMM and TIA/EIA-569-A recommendations for separating unshielded copper voice and data communication cable from potential EMI sources, including electrical power lines and equipment.
2. Separation between open communications cables or cables in nonmetallic raceways and unshielded power conductors and electrical equipment shall be as follows:
 - a. Electrical Equipment Rating Less Than 2 kVA: A minimum of 5 inches.
 - b. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 12 inches.
 - c. Electrical Equipment Rating More Than 5 kVA: A minimum of 24 inches.
3. Separation between communications cables in grounded metallic raceways and unshielded power lines or electrical equipment shall be as follows:
 - a. Electrical Equipment Rating Less Than 2 kVA: A minimum of 2-1/2 inches.
 - b. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 6 inches.
 - c. Electrical Equipment Rating More Than 5 kVA: A minimum of 12 inches.
4. Separation between communications cables in grounded metallic raceways and power lines and electrical equipment located in grounded metallic conduits or enclosures shall be as follows:
 - a. Electrical Equipment Rating Less Than 2 kVA: No requirement.
 - b. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 3 inches.
 - c. Electrical Equipment Rating More Than 5 kVA: A minimum of 6 inches.

5. Separation between Communications Cables and Electrical Motors and Transformers, 5 kVA or HP and Larger: A minimum of 48 inches.
6. Separation between Communications Cables and Fluorescent Fixtures: A minimum of 5 inches.

3.5 FIRESTOPPING

- A. Comply with requirements in Division 7 Section "Through-Penetration Firestop Systems."
- B. Comply with TIA/EIA-569-A, Annex A, "Firestopping."
- C. Comply with BICSI TDMM, "Firestopping Systems" Article.

3.6 GROUNDING

- A. Install grounding according to BICSI TDMM, "Grounding, Bonding, and Electrical Protection" Chapter.
- B. Comply with ANSI-J-STD-607-A.
- C. Locate grounding bus bar to minimize the length of bonding conductors. Fasten to wall allowing at least 2-inch clearance behind the grounding bus bar. Connect grounding bus bar with a minimum No. 4 AWG grounding electrode conductor from grounding bus bar to suitable electrical building ground.
- D. Bond metallic equipment to the grounding bus bar, using not smaller than No. 6 AWG equipment grounding conductor.

3.7 IDENTIFICATION

- A. Identify system components, wiring, and cabling complying with TIA/EIA-606-A. Comply with requirements for identification specified in Division 16 Section "Electrical Identification."
 1. Administration Class: 1, 2.
 2. Color-code cross-connect fields and apply colors to voice and data service backboards, connections, covers, and labels.
- B. Comply with requirements in Division 9 Section "Interior Painting" for painting backboards. For fire-resistant plywood, do not paint over manufacturer's label.
- C. Paint and label colors for equipment identification shall comply with TIA/EIA-606-A for Class 2 level of administration.
- D. Cable Schedule: Install in a prominent location in each equipment room and wiring closet. List incoming and outgoing cables and their designations, origins, and destinations. Protect with rigid frame and clear plastic cover. Furnish an electronic copy of final comprehensive schedules for Project.

- E. Cabling Administration Drawings: Show building floor plans with cabling administration-point labeling. Identify labeling convention and show labels for telecommunications closets, backbone pathways and cables, entrance pathways and cables, terminal hardware and positions, horizontal cables, work areas and workstation terminal positions, grounding buses and pathways, and equipment grounding conductors.
- F. Cable and Wire Identification:
 - 1. Label each cable within 4 inches of each termination and tap, where it is accessible in a cabinet or junction or outlet box, and elsewhere as indicated.
 - 2. Each wire connected to building-mounted devices is not required to be numbered at device if color of wire is consistent with associated wire connected and numbered within panel or cabinet.
 - 3. Exposed Cables and Cables in Cable Trays and Wire Troughs: Label each cable at intervals not exceeding 15 feet.
 - 4. Label each terminal strip and screw terminal in each cabinet, rack, or panel.
 - a. Individually number wiring conductors connected to terminal strips and identify each cable or wiring group being extended from a panel or cabinet to a building-mounted device with name and number of particular device as shown.
 - b. Label each unit and field within distribution racks and frames.
 - 5. Identification within Connector Fields in Equipment Rooms and Wiring Closets: Label each connector and each discrete unit of cable-terminating and connecting hardware. Where similar jacks and plugs are used for both voice and data communication cabling, use a different color for jacks and plugs of each service.
- G. Labels shall be preprinted or computer-printed type with printing area and font color that contrasts with cable jacket color but still complies with requirements in TIA/EIA 606-A, for the following:
 - 1. Cables use flexible vinyl or polyester that flexes as cables are bent.

3.8 FIELD QUALITY CONTROL

- A. Tests and Inspections:
 - 1. Visually inspect UTP jacket materials for NRTL certification markings. Inspect cabling terminations in communications equipment rooms for compliance with color-coding for pin assignments, and inspect cabling connections for compliance with TIA/EIA-568-B.1.
 - 2. Visually inspect cable placement, cable termination, grounding and bonding, equipment and patch cords, and labeling of all components.
- B. Data for each measurement shall be documented. Data for submittals shall be printed in a summary report that is formatted similar to Table 10.1 in BICSI TDMM, or transferred from the instrument to the computer, saved as text files, and printed and submitted.

- C. Remove and replace cabling where test results indicate that they do not comply with specified requirements.
- D. Prepare test and inspection reports.

END OF SECTION 16716

SECTION 16 7170 - COMMUNICATIONS HORIZONTAL CABLING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Pathways.
2. UTP cabling.
3. Multiuser telecommunications outlet assemblies.
4. Cable connecting hardware, patch panels, and cross-connects.
5. Telecommunications outlet/connectors.
6. Cabling identification products.
7. Cabling administration system

B. Related Sections:

1. Division 16 Section "Communications Backbone Cabling" for voice and data cabling associated with system panels and devices.

1.2 HORIZONTAL CABLING DESCRIPTION

A. Horizontal cable and its connecting hardware provide the means of transporting signals between the telecommunications outlet/connector and the horizontal cross-connect located in the communications equipment room. This cabling and its connecting hardware are called "permanent link," a term that is used in the testing protocols.

1. TIA/EIA-568-B.1 requires that a minimum of two telecommunications outlet/connectors be installed for each work area.
2. Horizontal cabling shall contain no more than one transition point or consolidation point between the horizontal cross-connect and the telecommunications outlet/connector.
3. Bridged taps and splices shall not be installed in the horizontal cabling.

1.3 PERFORMANCE REQUIREMENTS

A. General Performance: Horizontal cabling system shall comply with transmission standards in TIA/EIA-568-B.1, when tested according to test procedures of this standard.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings:
 - 1. System Labeling Schedules: Electronic copy of labeling schedules, in software and format selected by Owner.
 - 2. System Labeling Schedules: Electronic copy of labeling schedules that are part of the cabling and asset identification system of the software.
 - 3. Cabling administration drawings and printouts.
 - 4. Wiring diagrams to show typical wiring schematics, including the following:
 - a. Cross-connects.
 - b. Patch panels.
 - c. Patch cords.
 - 5. Cross-connects and patch panels. Detail mounting assemblies, and show elevations and physical relationship between the installed components.
 - 6. Cable tray layout, showing cable tray route to scale, with relationship between the tray and adjacent structural, electrical, and mechanical elements. Include the following:
- D. Qualification Data: For Installer, qualified layout technician, installation supervisor, and field inspector.
- E. Source quality-control reports.
- F. Field quality-control reports.
- G. Maintenance data.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Cabling Installer must have personnel certified by BICSI on staff.
 - 2. Installation Supervision: Installation shall be under the direct supervision of Registered Technician, who shall be present at all times when Work of this Section is performed at Project site.
- B. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84 by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
 - 1. Flame-Spread Index: 25 or less.
 - 2. Smoke-Developed Index: 50 or less.

- C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- D. Telecommunications Pathways and Spaces: Comply with TIA/EIA-569-A.
- E. Grounding: Comply with ANSI-J-STD-607-A.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Test cables upon receipt at Project site. Test each pair of UTP cable for open and short circuits.

PART 2 - PRODUCTS

2.1 PATHWAYS

- A. Cable Support: NRTL labeled for support of Category 6 cabling, designed to prevent degradation of cable performance and pinch points that could damage cable.
 - 1. Support brackets with cable tie slots for fastening cable ties to brackets.
 - 2. Lacing bars, spools, J-hooks, and D-rings.
 - 3. Straps and other devices.
- B. Cable Trays:
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Cable Management Solutions, Inc.
 - b. Cablofil Inc.
 - c. Cooper B-Line, Inc.
 - d. Cope - Tyco/Allied Tube & Conduit.
 - e. GS Metals Corp.
 - 2. Cable Tray Materials: Metal, suitable for indoors, and protected against corrosion by electroplated zinc galvanizing, complying with ASTM B 633, Type 1, not less than 0.000472 inch thick.
 - a. Basket Cable Trays: 12 inches wide and 2 inches deep. Wire mesh spacing shall not exceed 2 by 4 inches.
 - b. Trough Cable Trays: Nominally 12 inches wide.
- C. Conduit and Boxes: Comply with requirements in Division 16 Section "Raceways and Boxes." Flexible metal conduit shall not be used.]

1. Outlet boxes shall be no smaller than 2 inches wide, 3 inches high, and 2-1/2 inches deep.

2.2 BACKBOARDS

- A. Backboards: Plywood, fire-retardant treated, 3/4 by 48 by 96 inches. Comply with requirements in Division 6 Section "Rough Carpentry" for plywood backing panels.

2.3 UTP CABLE

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Belden CDT Inc.; Electronics Division.
 2. Berk-Tek; a Nexans company.
 3. CommScope, Inc.
 4. SYSTIMAX Solutions; a CommScope, Inc. brand.
 5. 3M.
 6. Tyco Electronics/AMP Netconnect; Tyco International Ltd.
- B. Description: 100-ohm, 4-pair UTP, covered with a blue thermoplastic jacket.
 1. Comply with ICEA S-90-661 for mechanical properties.
 2. Comply with TIA/EIA-568-B.1 for performance specifications.
 3. Comply with TIA/EIA-568-B.2, Category 6.
 4. Listed and labeled by an NRTL acceptable to authorities having jurisdiction as complying with UL 444 and NFPA 70 for the following types:

2.4 UTP CABLE HARDWARE

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Belden CDT Inc.; Electronics Division.
 2. Berk-Tek; a Nexans company.
 3. CommScope, Inc.
 4. SYSTIMAX Solutions; a CommScope, Inc. brand.
 5. 3M.
 6. Tyco Electronics/AMP Netconnect; Tyco International Ltd.
- B. General Requirements for Cable Connecting Hardware: Comply with TIA/EIA-568-B.2, IDC type, with modules designed for punch-down caps or tools. Cables shall be terminated with connecting hardware of same category or higher.

- C. Connecting Blocks: 110-style IDC for Category 6. Provide blocks for the number of cables terminated on the block, plus 25 percent spare. Integral with connector bodies, including plugs and jacks where indicated.
- D. Cross-Connect: Modular array of connecting blocks arranged to terminate building cables and permit interconnection between cables.
 - 1. Number of Terminals per Field: One for each conductor in assigned cables.
- E. Patch Panel: Modular panels housing multiple-numbered jack units with IDC-type connectors at each jack for permanent termination of pair groups of installed cables.
- F. Jacks and Jack Assemblies: Modular, color-coded, eight-position modular receptacle units with integral IDC-type terminals.
- G. Patch Cords: Factory-made, four-pair cables in 36-inch lengths; terminated with eight-position modular plug at each end.
 - 1. Patch cords shall have bend-relief-compliant boots and color-coded icons to ensure Category 6 performance. Patch cords shall have latch guards to protect against snagging.
 - 2. Patch cords shall have color-coded boots for circuit identification.

2.5 CONSOLIDATION POINTS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. American Technology Systems Industries, Inc.
 - 2. Dynacom Corporation.
 - 3. Hubbell Premise Wiring.
 - 4. Ortronics, Inc.
 - 5. Panduit Corp.
 - 6. Siemon Co. (The).
- B. Description: Consolidation points shall comply with requirements for cable connecting hardware.
 - 1. Number of Terminals per Field: One for each conductor in assigned cables.
 - 2. Number of Connectors per Field:
 - a. One for each four-pair UTP cable indicated.
 - b. One for each four-pair conductor group of indicated cables, plus 25 percent spare positions.
 - 3. Mounting: Recessed in ceiling or Wall.
 - 4. NRTL listed as complying with UL 50 and UL 1863.

5. When installed in plenums used for environmental air, NRTL listed as complying with UL 2043.

2.6 MULTIUSER TELECOMMUNICATIONS OUTLET ASSEMBLY (MUTOA)

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

1. Chatsworth Products, Inc.
2. Hubbell Premise Wiring.
3. Molex Premise Networks; a division of Molex, Inc.
4. Nordex/CDT; a subsidiary of Cable Design Technologies.
5. Ortronics, Inc.
6. Panduit Corp.
7. Simon Co. (The).

- B. Description: MUTOAs shall meet the requirements for cable connecting hardware.

1. Number of Terminals per Field: One for each conductor in assigned cables.
2. Number of Connectors per Field:
 - a. One for each four-pair UTP cable indicated.
 - b. One for each four-pair conductor group of indicated cables, plus 25 percent spare positions.
3. Mounting: Recessed in ceiling, Wall, Desk, Furniture.
4. NRTL listed as complying with UL 50 and UL 1863.
5. Label shall include maximum length of work area cords, based on TIA/EIA-568-B.1.
6. When installed in plenums used for environmental air, NRTL listed as complying with UL 2043.

2.7 TELECOMMUNICATIONS OUTLET/CONNECTORS

- A. Jacks: 100-ohm, balanced, twisted-pair connector; four-pair, eight-position modular. Comply with TIA/EIA-568-B.1.
- B. Workstation Outlets: Two-port-connector assemblies mounted in single or multigang faceplate.
1. Metal Faceplate: Stainless steel, complying with requirements in Division 16 Section "Wiring Devices."
 2. For use with snap-in jacks accommodating any combination of UTP work area cords.
 3. Legend: Snap-in, clear-label covers and machine-printed paper inserts.

2.8 GROUNDING

- A. Comply with requirements in Division 16 Section "Grounding and Bonding" for grounding conductors and connectors.
- B. Comply with ANSI-J-STD-607-A.

2.9 IDENTIFICATION PRODUCTS

- A. Comply with TIA/EIA-606-A and UL 969 for a system of labeling materials, including label stocks, laminating adhesives, and inks used by label printers.
- B. Comply with requirements in Division 16 Section "Electrical Identification."

2.10 SOURCE QUALITY CONTROL

- A. Testing Agency: Engage a qualified testing agency to evaluate cables.
- B. Factory test UTP cables on reels according to TIA/EIA-568-B.1.
- C. Factory test UTP cables according to TIA/EIA-568-B.2.
- D. Cable will be considered defective if it does not pass tests and inspections.
- E. Prepare test and inspection reports.

PART 3 - EXECUTION

3.1 ENTRANCE FACILITIES

- A. Coordinate backbone cabling with the protectors and demarcation point provided by communications service provider.

3.2 WIRING METHODS

- A. Wiring Method: Install cables in raceways and cable trays except within consoles, cabinets, desks, and counters. Conceal raceway and cables except in unfinished spaces.
 - 2. Comply with requirements for raceways and boxes specified in Division 16 Section "Raceways and Boxes."
- B. Wiring Method: Conceal conductors and cables in accessible ceilings, walls, and floors where possible.

- C. Wiring within Enclosures: Bundle, lace, and train cables to terminal points with no excess and without exceeding manufacturer's limitations on bending radii. Provide and use lacing bars and distribution spools.

3.3 INSTALLATION OF PATHWAYS

- A. Cable Trays: Comply with NEMA VE 2 and TIA/EIA-569-A-7.
- B. Comply with requirements for demarcation point, pathways, cabinets, and racks specified in Division 16 Section "Communications Equipment Room Fittings." Drawings indicate general arrangement of pathways and fittings.
- C. Comply with TIA/EIA-569-A for pull-box sizing and length of conduit and number of bends between pull points.
- D. Comply with requirements in Division 16 Section "Raceways and Boxes" for installation of conduits and wireways.
- E. Install manufactured conduit sweeps and long-radius elbows whenever possible.
- F. Pathway Installation in Communications Equipment Rooms:
 - 1. Position conduit ends adjacent to a corner on backboard where a single piece of plywood is installed, or in the corner of room where multiple sheets of plywood are installed around perimeter walls of room.
 - 2. Install cable trays to route cables if conduits cannot be located in these positions.
 - 3. Secure conduits to backboard when entering room from overhead.
 - 4. Extend conduits 3 inches above finished floor.
 - 5. Install metal conduits with grounding bushings and connect with grounding conductor to grounding system.
- G. Backboards: Install backboards with 96-inch dimension vertical. Butt adjacent sheets tightly, and form smooth gap-free corners and joints.

3.4 INSTALLATION OF CABLES

- A. Comply with NECA 1.
- B. General Requirements for Cabling:
 - 1. Comply with TIA/EIA-568-B.1.
 - 2. Comply with BICSI ITSIM, Ch. 6, "Cable Termination Practices."
 - 3. Install 110-style IDC termination hardware unless otherwise indicated.
 - 4. MUTOA shall not be used as a cross-connect point.
 - 5. Consolidation points may be used only for making a direct connection to telecommunications outlet/connectors:

- a. Do not use consolidation point as a cross-connect point, as a patch connection, or for direct connection to workstation equipment.
 - b. Locate consolidation points for UTP at least 49 feet from communications equipment room.
 6. Terminate conductors; no cable shall contain unterminated elements. Make terminations only at indicated outlets, terminals, cross-connects, and patch panels.
 7. Cables may not be spliced. Secure and support cables at intervals not exceeding 30 inches and not more than 6 inches from cabinets, boxes, fittings, outlets, racks, frames, and terminals.
 8. Install lacing bars to restrain cables, to prevent straining connections, and to prevent bending cables to smaller radii than minimums recommended by manufacturer.
 9. Bundle, lace, and train conductors to terminal points without exceeding manufacturer's limitations on bending radii, but not less than radii specified in BICSI ITSIM, "Cabling Termination Practices" Chapter. Install lacing bars and distribution spools.
 10. Do not install bruised, kinked, scored, deformed, or abraded cable. Do not splice cable between termination, tap, or junction points. Remove and discard cable if damaged during installation and replace it with new cable.
 11. Cold-Weather Installation: Bring cable to room temperature before dereeling. Heat lamps shall not be used for heating.
 12. In the communications equipment room, install a 10-foot- long service loop on each end of cable.
 13. Pulling Cable: Comply with BICSI ITSIM, Ch. 4, "Pulling Cable." Monitor cable pull tensions.
- C. UTP Cable Installation:
1. Comply with TIA/EIA-568-B.2.
 2. Do not untwist UTP cables more than 1/2 inch from the point of termination to maintain cable geometry.
- D. Open-Cable Installation:
1. Install cabling with horizontal and vertical cable guides in telecommunications spaces with terminating hardware and interconnection equipment.
 2. Suspend UTP cable not in a wireway or pathway a minimum of 8 inches above ceilings by cable supports not more than 60 inches apart.
 3. Cable shall not be run through structural members or in contact with pipes, ducts, or other potentially damaging items.
- F. Group connecting hardware for cables into separate logical fields.
- G. Separation from EMI Sources:

1. Comply with BICSI TDMM and TIA/EIA-569-A for separating unshielded copper voice and data communication cable from potential EMI sources, including electrical power lines and equipment.
2. Separation between open communications cables or cables in nonmetallic raceways and unshielded power conductors and electrical equipment shall be as follows:
 - a. Electrical Equipment Rating Less Than 2 kVA: A minimum of 5 inches.
 - b. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 12 inches.
 - c. Electrical Equipment Rating More Than 5 kVA: A minimum of 24 inches.
3. Separation between communications cables in grounded metallic raceways and unshielded power lines or electrical equipment shall be as follows:
 - a. Electrical Equipment Rating Less Than 2 kVA: A minimum of 2-1/2 inches.
 - b. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 6 inches.
 - c. Electrical Equipment Rating More Than 5 kVA: A minimum of 12 inches.
4. Separation between communications cables in grounded metallic raceways and power lines and electrical equipment located in grounded metallic conduits or enclosures shall be as follows:
 - a. Electrical Equipment Rating Less Than 2 kVA: No requirement.
 - b. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 3 inches.
 - c. Electrical Equipment Rating More Than 5 kVA: A minimum of 6 inches.
5. Separation between Communications Cables and Electrical Motors and Transformers, 5 kVA or HP and Larger: A minimum of 48 inches.
6. Separation between Communications Cables and Fluorescent Fixtures: A minimum of 5 inches.

3.5 FIRESTOPPING

- A. Comply with requirements in Division 7 Section "Through-Penetration Firestop Systems."
- B. Comply with TIA/EIA-569-A, Annex A, "Firestopping."
- C. Comply with BICSI TDMM, "Firestopping Systems" Article.

3.6 GROUNDING

- A. Install grounding according to BICSI TDMM, "Grounding, Bonding, and Electrical Protection" Chapter.

- B. Comply with ANSI-J-STD-607-A.
- C. Locate grounding bus bar to minimize the length of bonding conductors. Fasten to wall allowing at least 2-inch clearance behind the grounding bus bar. Connect grounding bus bar with a minimum No. 4 AWG grounding electrode conductor from grounding bus bar to suitable electrical building ground.
- D. Bond metallic equipment to the grounding bus bar, using not smaller than No. 6 AWG equipment grounding conductor.

3.7 IDENTIFICATION

- A. Identify system components, wiring, and cabling complying with TIA/EIA-606-A. Comply with requirements for identification specified in Division 16 Section "Electrical Identification."
 - 1. Administration Class: [1] [2].
 - 2. Color-code cross-connect fields. Apply colors to voice and data service backboards, connections, covers, and labels.
- B. Comply with requirements in Division 9 Section "Interior Painting" for painting backboards. For fire-resistant plywood, do not paint over manufacturer's label.
- C. Paint and label colors for equipment identification shall comply with TIA/EIA-606-A for Class 2 level of administration
- D. Cable Schedule: Post in prominent location in each equipment room and wiring closet. List incoming and outgoing cables and their designations, origins, and destinations. Protect with rigid frame and clear plastic cover. Furnish an electronic copy of final comprehensive schedules for Project.
- E. Cabling Administration Drawings: Show building floor plans with cabling administration-point labeling. Identify labeling convention and show labels for telecommunications closets, backbone pathways and cables, entrance pathways and cables, terminal hardware and positions, horizontal cables, work areas and workstation terminal positions, grounding buses and pathways, and equipment grounding conductors. Follow convention of TIA/EIA-606-A. Furnish electronic record of all drawings, in software and format selected by Owner.
- F. Cable and Wire Identification:
 - 1. Label each cable within 4 inches of each termination and tap, where it is accessible in a cabinet or junction or outlet box, and elsewhere as indicated.
 - 2. Each wire connected to building-mounted devices is not required to be numbered at device if color of wire is consistent with associated wire connected and numbered within panel or cabinet.
 - 3. Exposed Cables and Cables in Cable Trays and Wire Troughs: Label each cable at intervals not exceeding 15 feet.

4. Label each terminal strip and screw terminal in each cabinet, rack, or panel.
 - a. Individually number wiring conductors connected to terminal strips, and identify each cable or wiring group being extended from a panel or cabinet to a building-mounted device shall be identified with name and number of particular device as shown.
 - b. Label each unit and field within distribution racks and frames.
 5. Identification within Connector Fields in Equipment Rooms and Wiring Closets: Label each connector and each discrete unit of cable-terminating and connecting hardware. Where similar jacks and plugs are used for both voice and data communication cabling, use a different color for jacks and plugs of each service.
 6. Uniquely identify and label work area cables extending from the MUTOA to the work area. These cables may not exceed the length stated on the MUTOA label.
- G. Labels shall be preprinted or computer-printed type with printing area and font color that contrasts with cable jacket color but still complies with requirements in TIA/EIA-606-A.
1. Cables use flexible vinyl or polyester that flex as cables are bent.

3.8 FIELD QUALITY CONTROL

A. Tests and Inspections:

1. Visually inspect UTP cable jacket materials for NRTL certification markings. Inspect cabling terminations in communications equipment rooms for compliance with color-coding for pin assignments, and inspect cabling connections for compliance with TIA/EIA-568-B.1.
2. Visually confirm Category 6 marking of outlets, cover plates, outlet/connectors, and patch panels.
3. Visually inspect cable placement, cable termination, grounding and bonding, equipment and patch cords, and labeling of all components.
4. Test UTP backbone copper cabling for DC loop resistance, shorts, opens, intermittent faults, and polarity between conductors. Test operation of shorting bars in connection blocks. Test cables after termination but not cross-connection.
 - a. Test instruments shall meet or exceed applicable requirements in TIA/EIA-568-B.2. Perform tests with a tester that complies with performance requirements in "Test Instruments (Normative)" Annex, complying with measurement accuracy specified in "Measurement Accuracy (Informative)" Annex. Use only test cords and adapters that are qualified by test equipment manufacturer for channel or link test configuration.

5. UTP Performance Tests:

- a. Test for each outlet and MUTOA. Perform the following tests according to TIA/EIA-568-B.1 and TIA/EIA-568-B.2:
 - 1) Wire map.
 - 2) Length (physical vs. electrical, and length requirements).
 - 3) Insertion loss.
 - 4) Near-end crosstalk (NEXT) loss.
 - 5) Power sum near-end crosstalk (PSNEXT) loss.
 - 6) Equal-level far-end crosstalk (ELFEXT).
 - 7) Power sum equal-level far-end crosstalk (PSELFEXT).
 - 8) Return loss.
 - 9) Propagation delay.
 - 10) Delay skew.
- B. Document data for each measurement. Data for submittals shall be printed in a summary report that is formatted similar to Table 10.1 in BICSI TDMM, or transferred from the instrument to the computer, saved as text files, and printed and submitted.
- C. Prepare test and inspection reports.

3.9 DEMONSTRATION

- A. Train Owner's maintenance personnel in cable-plant management operations, including changing signal pathways for different workstations, rerouting signals in failed cables, and keeping records of cabling assignments and revisions when extending wiring to establish new workstation outlets.

END OF SECTION 16717