

SPECIFICATIONS

SECTION 1: Scope and Project Description

1.1 PROJECT INFORMATION

- A. Notice to Bidders: The Franklin County Fiscal Court is requesting sealed bids for window replacement on the Carter House at Lakeview Park, 2456 Georgetown Road, Frankfort Kentucky. Bidders may submit bids for project as described in this Document.
1. Regulatory Requirements: Kentucky Revised Statute 45A.365 shall govern submittal, opening, and award of bids.
- B. Project Identification: Carter House Window Replacement
1. Project Location: 2456 Georgetown Road, Frankfort, Kentucky 40601.
- C. Owner: Franklin County Fiscal Court, 321 W. Main St., Frankfort, Kentucky 40601.
- Owner's Representative: Robert Hewitt, Director-Planning & Building Codes Department
- Franklin County Fiscal Court
321 W. Main St., Frankfort, Kentucky 40601
rhewitt@franklincountyky.com (502) 875-8701
- D. Architect: N/A
- E. Construction Manager: N/A
- F. Design-Builder: N/A.
- G. Project Description: Removal of existing windows, installation of replacement windows, wrap exterior wood trim with metal.
- H. Construction Contract: Bids will be received for the following Work:
1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: **November 15, 2016.**
 - 2. Bid Time: **10:00 a.m. EST.**
 - 3. Location: Office of Franklin County Judge/Executive
321 W. Main Street
Frankfort, Kentucky 40601
- B. Bids will be thereafter publicly opened and read aloud.

1.3 BID SECURITY

- A. No Bid security is required.

1.4 PREBID MEETING

- A. Prebid Meeting: A mandatory Prebid meeting for all bidders will be held at the Carter House in Lakeview Park, 2456 Georgetown Road, Frankfort, Kentucky 40601 on **November 10, 2016 at 10:00 a.m. EST.** Prospective prime bidders are **required** to attend.
 - 1. Bidders' Questions: Owners representative will provide responses at Prebid meeting to bidders' questions received up to the day of the meeting.

1.5 TIME OF COMPLETION: 30 calendar days. Liquidated damages will be assessed against the Contractor in the amount of \$200.00 for every day in excess of the agreed to Final Completion date.

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

1.6 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed and be able to provide a W-9 and Insurance in a form acceptable to Owner will be required of the successful Bidder before work may commence. Bidders shall submit their Employer Identification Number (E.I.N.) to the Owner on the bid form. In the absence of an E.I.N., Bidder must submit their Social Security Number. An out-of-state contractor and/or subcontractor will be obligated to show proof that they are registered to conduct business in the Commonwealth of Kentucky, County of Franklin and City of Frankfort.

1.7 AFFIDAVIT OF NON-COLLUSION

- A. Bid proposals, including non-collusion affidavit, which is provided in Section 000400: Bid Form, of the Bidding and Contract Documents, shall be properly and completely executed and shall be in sealed envelope marked, "CARTER HOUSE WINDOW REPLACEMENT" together with all other documents required.

SECTION 2: General

2.1 GENERAL

- A. It is the intent of these specifications to form a guide for complete installation. Therefore, any items not specifically noted, but reasonably necessary for a complete installation, shall be furnished under the contract.
- B. In general, limit work to normal business hours (8:00 a.m. – 4:30 p.m.), Monday through Friday. During the project period, the structure will be closed to the public.
- C. It is not known whether any hazardous materials are present in any area(s) that might be disturbed. If hazardous materials are encountered, do not disturb and immediately notify the owner. Removal of the materials will be contracted by the owner.
- D. Coordinate all work with owner. Notify the owner of and special conditions that are present on any particular day.

2.2 CLEANLINESS

- A. Contractor shall keep the job site orderly and free from debris and accumulations of waste during construction. Existing on site waste collection facilities may be utilized by contractor for any waste generated by this project. Project Location: 2456 Georgetown Road Frankfort, Kentucky 40601.
- B. Upon completion of the project, all equipment and debris shall be removed from the site and the area shall be left in a neat and acceptable condition. Final payment shall not be issued until the owner's representative has completed a final inspection of the project site.

2.3 PROTECTION OF FACILITIES

- A. The contractor shall protect from damage all facilities within or adjacent to the project area. Any damage to these facilities that are a result of the contractors work or actions

shall be repaired or replaced by the contractor. Facilities shall include but are not limited to floors, walls, ceilings, doors, pavement, sidewalks, drainage, and utility lines.

- B. Existing Utility Interruptions: Do not interrupt utilities servicing the facility or unless permitted by notifying the owner at least two days in advance of the proposed utility interruption.

2.4 PAYMENT

- A. Due to the short construction schedule, the contractor shall submit one (1) pay application for payment when the scope of work and any punch list items are complete. Invoices for any time and material work shall be attached to the pay application.

SECTION 3: Contract Modification Procedures

3.1 MINOR CHANGES IN THE WORK

- A. Owner will issue supplemental instructions authorizing minor changes in the work, not involving adjustment to the contract sum or contract time.

3.2 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Owner will issue proposed changes in the work that may require adjustment to the contract sum or contract time. If necessary, the change may require revised drawings or specifications.

1. After issuance of the Proposal Request by the Owner, the contractor shall submit a quotation estimating cost estimates to the contract sum and contract time necessary to execute the change.

- a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.
- b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
- c. Include costs of labor and supervision, if applicable, attributable to the change.
- d. Include an updated contractor's construction schedule that indicates the effect of the change, including but not limited to, changes in activity duration, start and finish times, and activity relationship.

- B. Contractor Initiated Proposals: If unknown or changed conditions require modifications to the contract, the contractor may initiate a request for change to the owner.
1. Provide a written statement outlining reason for the change and the effect of the change on the work.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision, if applicable, attributable to the change.
 5. Include an updated contractor's construction schedule that indicates the effect of the change, including but not limited to, changes in activity duration, start and finish times, and activity relationship.

SECTION 4: Materials

A. Demolition

1. Any and all demolished materials are the property of the contractor. Remove demolished materials and legally dispose of off-site.
2. Remove existing window system, wood trim, plaster or other items necessary for the installation of new windows.

B. Re-Use of Existing Material

1. Existing framing shall be utilized. Replace damaged or rotted material with new if encountered. Replacement of damaged or rotted material shall be billed as time and materials.

C. New Window Unit Installation (Total of 24 units)

1. Size all replacement window units to match existing openings.
2. Install all insulation and flashing as specified by manufacturer.
3. Provide new painted interior wood trim around windows.

4. Type One: Solid Vinyl Window (Double Hung)
 - a. Color: white (interior and exterior)
 - b. Style: 1-over-1
 - c. Sash: Tilt-in
 - d. Glass: Insulated (Energy Star Rated)
5. Type Two: Solid Vinyl Window (Casement)
 - a. Color: white (interior and exterior)
 - b. Style: Single pane
 - c. Glass: Insulated (Energy Star Rated)

SECTION 5: Inspection and Final Acceptance

- A. Final acceptance of the completed system shall not be granted until the following conditions are met:
 1. Successful operation of sashes and hardware.
 2. Final cleaning
 3. Owner receipt of all warranties and operation manuals.
- B. Warranty
 1. In addition to any material warranty, the contractor shall provide a labor warranty of one (1) year. The warranty period shall begin upon final acceptance of the system by the owner.