



PROJECT MANUAL

FOR

ALL WORK

FOR

**CASEWORK REPLACEMENT
FERTILE-BELTRAMI SCHOOL DISTRICT #599
FERTILE, MINNESOTA**

Project No. 1755.01

**810 1st Avenue North,
Fargo, North Dakota 58102 - 701-282-5505**

I hereby certify that this drawing, specification or report was prepared by me or under my direct supervision and that I am a duly registered Architect under the laws of the State of Minnesota.


Dated: April 9, 2018

Regt. No. 43011

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Bids will be received until
2:00 P.M., Local Time, Tuesday,
May 1, 2018

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**INVITATION TO BID
CASEWORK REPLACEMENT
INDEPENDENT SCHOOL DISTRICT NO. 599
FERTILE BELTRAMI SCHOOLS
FERTILE, MINNESOTA**

1 Sealed Bids for "Casework Replacement" for Fertile-Beltrami Schools, Independent School District No.
2 599, Fertile, Minnesota, will be received by Mr. Brian Clarke, Superintendent, until 2:00 P.M., Local Time,
3 Tuesday, May 1, 2018.
4

5 Bids must be delivered before the time and date indicated above to the District Office of ISD No. 599, at
6 Fertile Beltrami Schools, 210 South Mill Street, Fertile, Minnesota, 56540 where they will be publicly
7 opened and read aloud.
8

9 Description: Project consists of Casework replacement, including marker and tackboards for the Fertile-
10 Beltrami Schools. Work of this project, will coincide with previous project that was bid, and is being
11 managed by FJJ/ICS Construction Manager.
12

13 FAXED or Oral, telephonic or telegraphic Bids are invalid and will not receive consideration.
14

15 Bidding Documents may be examined at the following locations until Bid opening time:
16

17 Foss Architecture & Interiors, Fargo, North Dakota
18 Minnesota Builders Exchange in Minnesota BX – Minneapolis/St. Paul
19 North Dakota Builders Exchange in Fargo and Grand Forks
20

21 Bids shall be in accordance with, and submitted on supplied enclosed bid forms per the Bidding
22 Documents prepared by Foss Architecture & Interiors, 810 1st Ave. North, Fargo, ND 58102
23

24 Bidding Documents may be obtained from Foss Architecture. Complete sets of bidding documents will be
25 sent to interested Bidders electronically, with bidders receiving PDF copies of the bidding documents.
26 All those receiving complete sets of bidding documents will also be sent addendum.
27

28 Partial sets of Bidding Documents are available only thru the Builders Exchanges listed above.
29

30 Bids shall be accompanied by certified check or bid bond in the amount equal to **5%** of the highest amount
31 of Bids as guarantee that Bidder will within 10 days after Notice of Award enter into Contract with Owner in
32 accordance with terms of his Bids and these Bidding Documents. After award, performance and labor and
33 material payment bonds in the amount of 100% of the contract shall be provided.
34

35 Bid security shall be made payable to: Fertile-Beltrami Schools, ISD No. 599, Fertile, Minnesota.
36

37 Bid security of two lowest Bidders will be retained until Contract has been awarded and executed, but not
38 longer than 30 days.
39

40 The Owner reserves the right to reject any or all Bids and to waive informalities therein.
41

42 FOR THE OWNER: Fertile-Beltrami Schools, ISD No. 599
43 Fertile, Minnesota
44

45 BY: Mr. Brian Clarke, Superintendent

**SECTION 00 2000
INSTRUCTIONS TO BIDDERS**

1 METHOD OF BIDDING AND CONSTRUCTING THE PROJECT:

2 Previous Work for this project, is being completed utilizing the Construction Management (CM) method
3 of administrating the Construction phase of Work. Primarily, this means that the construction work was
4 Previously divided into a larger number of bids or divisions than the usual General, Mechanical, and
5 Electrical.
6

7 Casework Replacement Project is being bid separately, but the work will be carried out within the confines
8 of the CM management.
9

10 **Foss Architecture & Interiors**, is providing the standard Architectural and Engineering services.
11

12 ICS/FJJ is currently providing the Construction Management services and is the onsite Construction
13 Manager.
14

15 **NOTE:**

16 Under this project, as the Prime Contractor (furnishing and installing Casework and Marker/Tackboards),
17 the following is expected:

- 18 Layout of Work,
 - 19 Dimension Verification,
 - 20 Coordination of Work with other CM contractors,
 - 21 Clean-up.
- 22

23 Note: Demolition Furred out walls, rough carpentry wall blocking, will be provided by the CM's
24 contractors ahead of work of this project.
25

26 All requirements of the Bidding and Contract Requirements, and Division 1 General requirements
27 are included in the responsibilities. See table of contents for items and specification sections included in
28 Bidding and Contract Requirements and Division 1.
29

30 **CONSTRUCTION START & COMPLETION DATES: (Field Work Installation)**

31 Start Date: July 23, 2018.*

32 Substantial Completion Date: August 17, 2018.
33

34 *Note: ICS/FJJ, the Construction Manager will modify the schedule as work progresses.

35 Contractors of each previously bid package will be expected to offer input into the generation of each
36 revised Schedule.
37

38 Substantial Completion Date, however, has been set and will not vary from that indicated on the Schedule
39 above.
40

41 **CONDITIONS OF WORK:**

42 Each Bidder must inform himself fully of the conditions relating to the construction of the project. Failure to
43 do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to
44 carry out the provisions of the Contract. Insofar as possible, the contractor in carrying out his work must
45 employ such method of means as will not cause any interruption or interference with the work of any other
46 contractor or Owner.
47

48 Contractors shall be prepared to provide the necessary efforts and work force required to maintain the
49 project schedule. Additionally, construction work creating excessive noise or having major disruption shall
50 be coordinated with the Construction Manager and Owner. Contractors shall make every effort to
51 minimize and constrain construction noise and mess.
52

53 **PREPARATION OF BIDS:**
54

**SECTION 00 2000
INSTRUCTIONS TO BIDDERS**

1 **BASE BID "All Work"** ("furnish and install" casework and marker/tackboards)
2 Project Manual: Bidding and Contract Requirements and Divisions 1 thru 10.
3 Drawings: All
4

5 ALTERNATES: Each Bidder is requested to bid each appropriate Alternate. If no change in Base Bid is
6 required, enter "No Change" on Bid Form. If, for some reason, no Bid can be given for an Alternate, enter
7 "No Bid" on bid form.
8

9 **BIDDER'S REPRESENTATIONS:**

10 Each Bidder by making his Bid represents that:

11 He has read and understands Bidding Documents and his Bid is made in accordance therewith.

12 He has visited site has familiarized himself with local conditions under which Work is to be performed,
13 and has correlated his observations with requirements of proposed Contract Documents.

14 His Bid is based upon materials, systems and equipment required by Bidding Documents without
15 exception.
16

17 **BIDDING DOCUMENTS:**

18 **COPIES:**

19 Bidders shall use complete sets of Bidding Documents in preparing Bids; neither Owner nor Architect
20 assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of
21 Bidding Documents.
22

23 Owner or Architect in making copies of Bidding Documents available on the above terms do so only for
24 purpose of obtaining Bids on Work and do not confer license or grant for any other use such documents.
25

26 Copies of standards referenced in Bidding Documents are available at the Architect's Office.
27

28 **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS:**

29 Bidders and Subbidders shall promptly notify Architect of any ambiguity, inconsistency or error which they
30 may discover upon examination of Bidding Documents or of site and local conditions.
31

32 Bidders requiring clarification or interpretation of Bidding Documents shall make a written request which
33 shall reach Architect at least seven (7) days prior to date for receipt of Bids.
34

35 Any interpretation, correction or change of Bidding Documents will be made by Addendum.

36 Interpretations, corrections or changes of Bidding Documents made in any other manner will not be
37 binding, and Bidders shall not rely upon such interpretations, corrections and changes.
38

39 **SUBSTITUTIONS:**

40 Materials, products and equipment described in Bidding Documents establish standard of required
41 function, dimension, appearance and quality to be met by any proposed substitution.
42

43 Where proprietary material or method is specified and prefaced by "Equal to", bids shall be based on
44 items named in Specification or on items which Architect designates by Addendum as approved
45 substitution.
46

47 No substitution will be considered prior to receipt of Bids unless written request for approval
48 using "Request for Approval of Substitution" form attached to these Instructions has been received by
49 Architect at least seven (7) days prior to date for receipt of Bids. Each such request shall include name of
50 the material or equipment for which it is to be substituted and complete description of proposed substitute
51 including drawings, catalogue cuts, performance and test data and any other information necessary for
52 evaluation. Statement setting forth any changes in other materials, equipment or other Work that
53 incorporation of substitute would require shall be included. Burden of proof of merit of proposed substitute
54 is upon proposer. Architect's approval of an item for previous Project does not constitute approval for this

**SECTION 00 2000
INSTRUCTIONS TO BIDDERS**

1 Project. Architect will consider delivery time and availability of service as well as product itself, in acting
2 on request for approval. Architect's decision of approval or disapproval of proposed substitution is final.
3

4 Only those requests for approval which include a stamped return envelope will be answered in writing by
5 Architect.
6

7 If Architect approves any proposed substitution prior to receipt of Bids, such approval will be set forth by
8 Addendum. Bidders shall not rely upon approvals made in any other manner.
9

10 No substitutions will be considered after Contract award unless specifically provided in Contract
11 Documents.
12

13 **ADDENDA:**

14 Addenda will be mailed or delivered to all who are known by Architect to have received a complete set of
15 Bidding Documents.

16 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that
17 purpose.
18

19 No Addenda will be issued later than four (4) days prior to date for receipt of Bids except an Addendum
20 withdrawing request for Bids or one which includes postponement of date for receipt of Bids.

21 Each Bidder shall ascertain prior to submitting his bid that he has received all Addenda issued, and he
22 shall acknowledge their receipt on envelope transmitting his Bid and on his Bid.
23

24 **ALTERNATES:** Each Bidder is requested to bid each appropriate Alternate. If no change in Base Bid is
25 required, enter "No Change" on Bid Form. If, for some reason, no Bid can be given for an Alternate, enter
26 "No Bid" on bid form.
27

28 **LAWS & REGULATIONS:**

29 The bidders attention is directed to the fact that all applicable State laws, municipal ordinances, and the
30 rules and regulations of all authorities having jurisdiction over the construction of the project shall apply
31 to the contract throughout, and they will be deemed to be included in the contract the same as though
32 herein written out in full.
33

34 Bidders must carry State Workmen's compensation insurance, and conform to all governing laws of the
35 state.
36

37 **FORM AND STYLE OF BIDS:**

38 Bids shall be submitted on forms identical to form included with Bidding Documents and in duplicate.
39

40 All bids on this project will be the "FURNISH & INSTALL" type, unless noted otherwise.
41

42 All blanks on bid form shall be filled in by typewriter or manually in ink.
43

44 Where so indicated by makeup of bid form, sums shall be expressed in both words and figures, and in
45 case of discrepancy between the two, amounts written in words shall govern.
46

47 Any interlineation, alteration or erasure must be initialed by signer of Bid.
48

49 Where two or more Bids for designated portions of Work have been requested, Bidder may, without
50 forfeiture of bid security, state his refusal to accept award of less than combination of Bids he so
51 stipulates. Bidder shall make no additional stipulations on bid form nor qualify his Bid in any other
52 manner.
53

**SECTION 00 2000
INSTRUCTIONS TO BIDDERS**

1 Each copy of Bid shall include legal name of Bidder and statement that Bidder is sole proprietor,
2 partnership, corporation, or some other legal entity. Each copy shall be signed by person or persons
3 legally authorized to bind Bidder to a contract. Bid by a corporation shall further give state of incorporation
4 and have corporate seal affixed. Bid submitted by an agent shall have current power of attorney attached
5 certifying agent's authority to bind Bidder.
6

7 **BID SECURITY:**

8 Each Bid shall be accompanied by bid security in form and amount required by Invitation to Bid pledging
9 that Bidder will enter into a Contract with Owner on terms stated in his Bid and will furnish bonds as
10 described hereunder in Conditions of The Contract covering faithful performance of Contract and payment
11 of all obligations arising thereunder. Should Bidder refuse to enter into such Contract or fail to furnish
12 such bonds, amount of bid security shall be forfeited to Owner as liquidated damages, not as penalty.
13

14 Surety bond (bid bond) shall be issued by a surety licensed to conduct business in the State of Minnesota
15 in a form which defines the Bidder as Principal and the Owner as Obligee. The attorney-in-fact who
16 executes the bond on behalf of the surety shall affix to the bond a certified and current copy of his power
17 of attorney.
18

19 **SUBMISSION OF BIDS:**

20 All copies of Bid, bid security, if any, and any other documents required to be submitted with Bid shall be
21 enclosed in sealed opaque envelope. Envelope shall be addressed to party receiving Bids. Place
22 following information at lower left-hand corner of envelope:
23

24 Name of Project
25 Bidder's Name
26 Return Address
27 Numbers of addenda received
28

29 If Bid is sent by mail, sealed envelope shall be enclosed in separate mailing envelope with notation
30 "SEALED BID ENCLOSED" on face thereof.

31 Bids shall be deposited at designated location prior to the time and date for receipt of Bids indicated in
32 Invitation to Bid or any extension thereof made by Addendum. Bids received after time and date for
33 receipt of Bids will be returned unopened.

34 Bidder shall assume full responsibility for timely delivery at location designated for receipt of Bids.
35

36 FAXED or Oral, telephonic or telegraphic Bids are invalid and will not receive consideration.
37

38 **MODIFICATION OR WITHDRAWAL OF BID:**

39 Bid may not be modified, withdrawn or canceled by Bidder during stipulated time period following time and
40 date designated for receipt of Bids, and each Bidder so agrees in submitting his Bid.
41

42 Prior to time and date designated for receipt of Bids, any Bid submitted may be modified or withdrawn by
43 notice to party receiving Bids at place designated for receipt of Bids. Such notice shall be in writing over
44 signature of the Bidder or by telegram; if by telegram, written confirmation over signature of Bidder shall
45 be mailed and postmarked on or before date and time set for receipt of Bids, and it shall be so worded as
46 not to reveal amount of original Bid.

47 Withdrawn Bids may be resubmitted up to time designated for receipt of Bids provided that they are
48 then fully in conformance with these Instructions to Bidders.
49

50 Bid security, if any is required, shall be in amount sufficient for Bid as modified or resubmitted.
51

52 **REJECTION OF BIDS:**

**SECTION 00 2000
INSTRUCTIONS TO BIDDERS**

1 Bidder acknowledges right of Owner to reject any and all Bids and in particular to reject Bid not
2 accompanied by any required bid security, or data required by Bidding Documents or Bid which is in any
3 way incomplete or irregular.
4

5 **METHOD OF AWARD:**

- 6 - It is the intent of Owner to award Contract to lowest qualified Bidder provided Bid has been submitted
7 in accordance with requirements of the Bidding Documents and does not exceed funds available.
8 - Owner shall have right to waive any informality or irregularity in any Bid received and to accept Bid
9 which, in his judgment, is in his own best interest.
10 - Owner shall retain right to accept or reject Alternates in any order or combination, and to determine
11 low Bidder on basis of sum of Base Bid and accepted Alternates.
12 - Bidder agrees to execute Contract for Base Bid amount adjusted by any Alternate Bids and any
13 negotiated amounts which are accepted by Owner.
14

15 The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a
16 contract or a subcontract to under this project must be acceptable to the Owner. Causes for rejection
17 include but are not limited to any of the following:

- 18 1. Poor Workmanship on past projects.
19 2. Lack of cooperation, or the inability to meet construction schedule on past projects.
20 3. Inadequate personnel to meet construction Schedule.
21 4. Inability to meet project contract requirements.
22

23 **TIME OF AWARD:** If bids come in within budget, the Owner will send out a notice to proceed
24 immediately, and a preconstruction meeting will be scheduled soon thereafter.
25

26 **POST BID INFORMATION:**

27 **CONTRACTOR'S QUALIFICATION STATEMENT:** Bidders to whom award of a contract is under
28 consideration shall submit to the Architect, upon request, a properly executed AIA Document A305,
29 Contractor's Qualification Statement, unless such a statement has been previously required and submitted
30 as a prerequisite to the issuance of bidding documents.
31
32

33 **END OF SECTION**

Request for Approval of Substitution



Project: _____

Date: _____
No.: _____
Bid Date: _____

We hereby submit for your consideration the following product instead of the specified item for the above project.

<u>Section</u>	<u>Line No.</u>	<u>Specified Item</u>
_____	_____	_____

Proposed Substitution: _____

Complete technical data, including laboratory tests, if applicable, is attached.
(Include complete information on changes to Drawings and/or Specifications which proposed substitute will require for its proper installation.)

Does the substitution affect dimensions shown on Drawings? Yes No

Describe _____

Will the undersigned pay for changes to the building design, including engineering and detailing costs, caused by the requested substitution?
 Yes No

Does substitution affect other trades? Yes No

Describe _____

Describe differences between proposed substitution and specified items: _____

Manufacturer's guarantees of the proposed and specified items are different: (Explain on attachment) Yes No

Submitted By: _____

Response of Specifier *

_____ Request is approved subject to compliance with Signature
the specification and an addendum will be issued.

_____ Approval cannot be granted because the request Firm
did not reach this office within the specified time.

Address _____

_____ Approval cannot be granted at this time

_____ Prior approval is not required by the specification
for the substitution requested.

Date _____

By: _____
Signature

Telephone _____

_____ Date

*Written response will be made if stamped self-addressed envelope is submitted with this request.

NOTE: Use this form for submitting alternative products or equipment for consideration. Submittals shall reach Architect's office no later than 7 days prior to date for receipt of bids. Approved items will be listed in addendum.

(Submit in Duplicate)

BID FORM

To:
Mr. Brian Clarke
Superintendent, ISD No. 599
Fertile, Minnesota

Name of Bidder

PROPOSAL FOR:
Casework Replacement
Fertile-Beltrami Schools
Fertile Minnesota

We, the undersigned, having familiarized ourselves with local conditions under which the Work will be performed, and the Bidding Documents issued as Project No. 1755.01 by Foss Architecture & Interiors, 810 First Avenue North, Fargo, North Dakota do hereby propose to perform all herein indicated Work in accordance with those Bidding Documents, including Addenda numbered _____ issued thereto, for the following sums:

BASE BID "All" WORK:

For the sum of _____
_____ Dollars (\$_____)

Accompanying Bid is Bid Bond or certified check (5% of Bid) as bid security . If awarded a Contract, contractor will within 10 days after Notice of Award enter into Contract with Owner and provide Performance-Payment Bonds per requirements of Contract Documents.

Completion Date:

The Bidder hereby agrees that, if awarded a Contract, all Work will be Substantially Completed
No later than Date listed in Instructions to Bidders.

In submitting Bids it is understood that the right is reserved by Owner to reject any and all proposals or to waive any informalities therein, and it is agreed that Bids may not be withdrawn during the period of 30 days from bid opening date.

Name of Firm _____

Official Address _____

If corporation, what is the State of Incorporation: _____

If a partnership, state full name of all co-partners: _____

Located in City of _____ and State of _____

Seal, if any

Signature _____

Date:

Title

ARTICLE 16 - SUPPLEMENTARY CONDITIONS

The General Conditions of the Contract for Construction (AIA Document Number A201, 2007 Edition, 15 Articles on 40 pages) are hereby made part of the Contract Documents whether bound herein or not. This Article 15 contains changes and additions to AIA A201, cross referenced to the original Article numbers in AIA A201. *Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.*

ARTICLE 1; GENERAL PROVISIONS

1.1.3 THE WORK

Add:

1.1.3.1 The term "provide" shall mean furnish and install in place.

1.1.5 Add: The general character and scope of the Work is shown by the Drawings. Where a portion of the Work is fully drawn and the remainder is merely indicated, the portion fully drawn shall apply to all similar parts of the Work.

Add:

1.1.5.1 Figured dimensions on the Drawings shall be followed in preference to scaled measurements on the Drawings.

1.1.6 Add: Where Specifications are abbreviated type, they indicate complete sentences in the same manner as when a note occurs in the Drawings. Omissions of words such as "the Contractor shall" and "as shown on the Drawings" is intentional. The words "shall" or "shall be" are to be supplied by inference.

Add:

1.1.6.1 Where a number is listed in the Specifications (as for gauges, weights, temperatures, amounts of time, etc.), the number shall be interpreted as that or better.

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following two paragraphs:

1.2.4 In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided.

1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

Add the following two paragraphs:

1.5.2.1 The Contractor(s) may retain one record set of Drawings and Project Manual(s).

1.5.2.2 All copies of Instruments of Service including Addenda, except for the Contractor(s) record set, shall be returned or suitably accounted for to the Architect, on request, upon Final Completion of the Work.

ARTICLE 2; OWNER

2.2.5 Replace the text with: The Contractor (GC) will be furnished as many sets of Drawings and Project Manuals as the Architect has available for distribution, but in no case less than 3. If the GC Contractor require additional sets, they will be furnished a Digital file/PDF of the project, with the cost of reproduction, postage and handling to be paid by the Contractor.

ARTICLE 3; CONTRACTOR

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

3.2.1 At the end of the sentence add “and geotechnical report, if any”.

3.4 LABOR AND MATERIALS

Add the following five paragraphs:

3.4.4 No trade shall commence Work until conditions are satisfactory for carrying out the Work properly, and surfaces to be covered are suitable.

3.4.5 Manufacturer's printed instructions covering details of installation shall be followed where not in conflict with these Specifications. If there is a conflict, notify the Architect and obtain Architect's approval before proceeding.

3.4.6 Completed Work shall be left plumb, level, true to line or plane, anchored securely in place, and free from damage.

3.4.7 Unless otherwise called for, all pieces of material shall be as large a stock size as is in conformity with standard good practice of the trade.

3.4.8 Except where in conflict with the Specifications, current manufacturer's printed instructions of herein specified proprietary products are made part of the Specifications.

3.5. WARRANTY

3.5.1 Add: The Contractor further warrants that all products, materials and equipment provided under the Contract are asbestos-free as defined under current EPA Guidelines, and that they do not contain any other materials currently known to be hazardous.

3.7 PERMITS, FEES AND NOTICES

Add:

3.7.2.1 When the Contract Documents require Work better than that required by statute, the Contract Documents shall govern.

3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES

3.10.1 Replace the text with: The Contractor, promptly after being awarded the Contract, and in cooperation with his major subcontractors, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work, and shall obtain and submit to the Architect written evidence of the major subcontractor's concurrence with that schedule. Submit in accordance with Section 01 3300. The first payment will not be certified by the Architect until the construction schedule has been received by the Architect.

3.11 DOCUMENTS AND SAMPLES AT THE SITE

3.11.1 Replace the text with: See Division 01, Section 01 3300 of the Project Manual.

ARTICLE 4; ADMINISTRATION OF THE CONTRACT

4.2 ARCHITECT'S ADMINISTRATION OF THE CONTRACT

4.2.3 Add: The Architect will not be responsible for the acts or omissions of the Owner.

Add:

4.2.4.1 If there are any direct communications between the Owner and the Contractor(s) that affect the performance or Architect's administration of the Contract, a written summary of such communications shall be prepared by the Owner and a copy of said summary submitted to the Architect.

ARTICLE 5; SUBCONTRACTORS

No supplement.

ARTICLE 6; CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

No supplement.

ARTICLE 7; CHANGES IN THE WORK

7.2 CHANGE ORDERS

Add:

7.2.2 Neither the Owner nor the Architect are responsible to give Notice of Change Orders to the surety.

7.3 CONSTRUCTION CHANGE DIRECTIVES

7.3.2 At the end of the sentence Add "or as deemed necessary by the Architect".

7.3.3.1 After "lump sum" Add ", determined in accordance with the provisions of subparagraph 7.3.10,".

7.3.4 Add "The costs for overhead, profit and commission shall be determined in accordance with the provisions of subparagraph 7.3.7.7."

7.3.7 At the end of the first sentence replace "...a reasonable allowance for overhead and profit." with "...allowances for overhead and profit as indicated in 7.3.7.7."

Add:

7.3.7.6 At a minimum the detailed breakdown shall include and indicate the terms enumerated below. Items (a) and (b) constitute the cost of labor, and items (a), (b), (c) and (d) constitute the basic costs referred to under this Article 7.

- (a) Labor costs, itemized by each trade involved, showing the hourly rates for each, and the hours required for the change. Labor rates shall be the same for extra and credit computations and shall be the actual rate paid the workmen in accordance with established labor management agreements.
- (b) Burden on labor, which shall be only the actual costs of mandatory fringe benefits required by established agreements, taxes on labor, worker's or workmen's compensation, insurance on labor as affected by payroll, unemployment taxes and insurance, including FICA and FUTA.
- (c) Quantities of materials, equipment and supplies, at their actual cost, with unit costs indicated, plus applicable sales tax.
- (d) The cost of subcontracted work, computed in the same way as provided for under this subparagraph.
- (e) Overhead, profit or commission added after the above computations are complete. Such overhead, profit or commission shall be computed in accordance with the provisions of subparagraph 7.3.7.7

7.3.7.7 Maximum allowances for Subcontractor's/Contractor's overhead and profit shall be as follows, expressed as a percentage of the basic cost of the change. The maximum allowable percentages for profit, overhead and commission may be less than indicated, depending on the nature, extent or complexity of the change, where the percentage is not commensurate with the responsibility and administration involved (such as the Contractor merely processing a change order to a Subcontractor) but in no event shall they exceed the following:

	<u>Overhead</u>	<u>Profit</u>	<u>Commission</u>
(a) To the Contractor and/or its Subcontractors for work performed by their own forces	10%	8%	-----
(b) To the Contractor for work performed by other than its own forces.	---	---	10%

7.3.7.7.1 Not more than three percentages for overhead, profit and commission will be allowed. The mark-up on any part of the Work a Subcontractor subcontracts will be limited to one overhead figure and one profit figure, in addition to the Contractor's commission. The Subcontractor and Sub-subcontractor may divided the overhead and profit amount as they agree upon.

7.3.7.7.2 The burden on labor may be indicated as a dollar/cents addition to the hourly rate or may be expressed as a percentage of the extended hourly rate costs. If required by the Owner or the Architect, the Contractor shall provide a detailed breakdown to justify the labor burden. The Owner and Architect reserve the right to reject any labor burden which is inconsistent with other similar contractors or where the cost of fringe benefits are in excess of established labor agreements. The burden on labor shall not include any costs noted as general overhead.

7.3.7.7.3 Material, equipment and supply costs shall be quoted at the actual cost to the Contractor or Subcontractor. Upon request, the Contractor, or Subcontractor, shall submit evidence to substantiate the costs. Said costs shall be quoted at trade discount prices, with quantity discounts also applied where the quantities warrant. Cash or prompt payment discounts need not be credited. In any proposal with material, equipment and supply credits, the credit shall be based on the actual Contract costs of the material, including trade and quantity discounts, less any charges actually incurred for handling or returning a material which has been delivered. No cancellation, restocking or similar charge will be allowed unless actually incurred by the purchaser and generally will not be allowed when the product has not been shipped. The sales tax burden shall be indicated as a dollars/cents addition with the percentage also listed.

7.3.7.7.4 The percentages allowed for overhead, profit or commission under clause 7.3.7.7 shall be deemed to include, and no further addition allowed for: (1) field and office supervision and administration, including the field superintendent and foremen; (2) general insurance, except that listed as the labor burden; (3) use or replacement of tools; (4) shop burden; (5) equipment rental, other than specifically required hoisting equipment, required excavating equipment or similar equipment necessary solely as a result of the Change; (6) engineering and estimating costs; (7) performance (guaranty) bond; (8) cost of safety measures including those imposed by OSHA; (9) shipping, drayage and demurrage; (10) parking charges; (11) clean up and debris removal; (12) testing; (13) permits, unless a new permit type is required; (14) or any other costs except those enumerated under clause 7.3.7.6.

7.3.7.7.5 Cost changes shall be computed by determining the basic costs enumerated under clause 7.3.7.6, as further specified under this subparagraph, to which the overhead may be added, then the profit figure may be added.

7.3.7.7.6 Subcontractors, or Sub-subcontractors, shall compute their costs in the same way and are subject to the same conditions of what may be included in the cost and the same maximum percentages for overhead and profit. To the Subcontractor's price, the Contractor may add up to 10% commission.

7.3.7.7.7 For Changes involving work of the Contractor with its own forces and work by a Subcontractor, or Sub-subcontractor, the commission shall be applied directly to the Subcontractor's price, with the overhead and profit figure applied only to the Work the Contractor performs with its own forces.

7.3.7.7.8 For Changes involving both extra and credit amount, the overhead and profit, or commission, shall be applied only to the net difference where the extra exceeds the credit.

7.3.7.7.9 For Changes resulting in a credit in the basic costs, allowances for overhead, profit or commission as specified above may be required to be credited the Owner, as approved by the Architect [Initial Decision Maker]. In general no credit for overhead, profit or commission will be required where the net change credit is minor or where the Change in Work indicates it is reasonable that no credit be allowed to the Owner due to the effort, cost or responsibility of the Contractor. In the event of substantial subcontract credits, or for Work not performed by the Contractor, a reasonable overhead, profit or commission credit shall be allowed to the Owner.

ARTICLE 8; TIME

8.1 DEFINITIONS

8.1.3 Add: Minor corrective Work and the replacement of defective Work or materials, and the adjustment of control apparatus, will not delay the determination that the Contract is Substantially Complete. See Paragraph 12.2.2.

Add:

8.1.3.1 The date of Final Completion is the date certified by the Architect in accordance with Paragraph 9.10.2.

8.2 PROGRESS AND COMPLETION

Add:

8.2.1.1 The Contractor shall start Work as soon as possible after Contract execution. All Work shall be Substantially Complete from the date of commencement, and shall be Substantially Complete as soon as possible. Contractor to list date of substantial completion on his BID FORM.

8.3 DELAYS AND EXTENSIONS OF TIME

Replace 8.3.1 with the following:

8.3.1 If the contractor is delayed at any time in the commencement or progress of the work, by an act or negligent of the owner or architect, or of an employee of either, or by a separate contractor by the Owner, or by changes ordered in the Work, or by labor disputes, unusual delay in deliveries, or other causes beyond the Contractor's control; or by delay authorized by the Owner pending mediation or negotiations; or by other causes that the Architect determines may justify delay, except delay caused by damage to the Work covered by the property insurance on the Work, set forth in Article 11, then this Section 8.3.1 shall apply if the amount of damage is less than 25% of the contract sum, or if the resulting delay will be less than 6 months. If the damage to the Work is greater than 25% of the contract sum, or if the resulting delay is greater than 12 months, the Owner shall have the right to extend the contract, cancel the contract, rebid the contract, or take whatever other action the Owner deems advisable.

8.3.1 Add: The following will not be considered justifications for extension of time unless due to one of the causes stated within this Article 8:

- a) Delay caused by Subcontractors or Supplier except if the Supplier goes out of business and another Supplier cannot be found in time to meet the schedule.
- b) Shortage of workmen.

Add:

8.3.1.1 Change Orders for extension of Contract Time shall be considered only under the following conditions or circumstances:

.1 As indicated in Paragraph 8.3.1. The burden of proof to substantiate the extension of time shall rest with the Contractor, including evidence that the cause was beyond his control. The Contractor shall be deemed to have had control of the supply of labor except in the case of organized labor disputes, materials, equipment, methods, and techniques, and of the Subcontractors.

.2 A delay in the progress of the Work actually occurred as a result of one of the valid causes for time extension.

.3 Unusual delay in delivery solely due to a delay in transportation. An extension of time shall not be considered when delay in delivery is due to improperly scheduled delivery, or when an order has not been promptly and properly placed.

.4 Abnormal weather conditions. The Contractor shall consider the location of the Project, and shall recognize the existence of variations from average climatic conditions. Foul weather in and of itself shall not be a valid cause for a time extension. Time extensions resulting from abnormal weather shall not be considered unless a significant deviation from average seasonal climatic conditions occurred for an extended period of time, and the progress of the Work was delayed to a significant extent. The climatic conditions before and after the period for which the delay is sought shall be evaluated.

.5 Changes in the Work which significantly affect the progress of the Work. When the anticipated delay can be determined the extension will be made when the Change in Work is authorized by the Owner. When the anticipated delay cannot be determined, the Contractor shall estimate the additional time required, and a mechanism for all parties to determine the allowable delay. In such a case, the Architect will determine the time extension and the Contract Time adjusted accordingly by Change Order. For changes in the Work which affect only a portion or Phase of the entire project, the Owner reserves the right to grant a time extension only for that portion or Phase affected by the Change.

.6 Labor disputes except for lockouts over which the Contractor has control. The amount of time extension shall not be longer than the actual dispute period plus a reasonable time for mobilization, and such extension may be less than the actual dispute period depending on the effect the dispute had upon the progress of the Work.

.7 Unavoidable delays such as damage caused by severe weather, fire or other casualty to the Work; remediation of contaminants, pollutants, or hazardous materials or substances discovered after award of the Contract; litigation including without limitation bankruptcy proceedings; the acts of any federal, state or local government unit that directly result in delays; and other delays outside the control of the Party claiming the delay.

.8 Delays caused by Subcontractors shall be considered only under the conditions noted above.

8.3.1.2 Time extensions shall not be granted as a result of delays caused by improper scheduling, or by failure of the Contractor to have Shop Drawings or other required submittals submitted in sufficient time for review.

ARTICLE 9; PAYMENTS AND COMPLETION

9.3 APPLICATIONS FOR PAYMENT

9.3.1 In the first sentence replace "At least ten days before the date established for each progress payment, ..." with "Not more than once a month..."

9.3.2 Add: Agreement form included herein and the requirements therein specified shall be submitted and complied with for Contractor to receive payment for materials or equipment stored off-site.

9.3.5 Progress payments shall be made monthly by the Owner upon application, in the amount of 95% of the Work completed and materials described under 9.3.2. For a Contract of over \$100 thousand, the Architect will authorize the payment of 100% of the amount completed after a total of 2.5% of the Contract amount has been retained, providing progress on the Work is in accordance with or ahead of the

Contractor's construction schedule and is satisfactory to the Architect and if the Contractor has filed a Consent of Surety with the Architect.

9.3.6 The Owner may, at his discretion, withhold final payment until the Contractor has filed an affidavit showing evidence that claims against him by reason of the Contract have been paid or satisfactorily secured. In case such evidence is not furnished, Owner may retain from any amount due said Contractor sums sufficient to cover all claims unpaid.

9.3.7 Contractors and Subcontractors shall comply with the provisions of Minnesota Statutes 290.92 relative to the withholding of income tax on wages and no final settlement with any Contractor shall be made until said Contractor has offered satisfactory proof that he complied with the provisions of the Withholding Section of the Statute.

9.8 SUBSTANTIAL COMPLETION

9.8.1 Add: Minor corrective Work, the replacement of defective Work or materials, and the adjustment of control apparatus will not delay the determination of Substantial Completion. See paragraph 12.2.2.

9.8.2 Add: Minor punch list items that do not interfere with using the Work as intended may be corrected between Substantial Completion and Final Completion.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

10.3 HAZARDOUS MATERIALS

10.3.1 In the first sentence add "lead-containing materials" after "asbestos".

ARTICLE 11 INSURANCE

11.1 CONTRACTOR'S LIABILITY INSURANCE

Add the following paragraph:

11.1.1.9 Contractor shall purchase from and maintain the following insurance coverages:

1. Commercial General Liability on an Occurrence Basis, including coverage for:
 - a. Products/completed operations, and
 - b. Personal and advertising injury
2. Automobile Liability: written on "any auto" basis including all owned, non-owned and hired autos.
3. Umbrella Liability or Excess Liability with minimum limits of \$ 2,000,000 per occurrence and \$2,000,000 yearly aggregate amount. The self-insured retention, shall not exceed \$10,000. The policy shall provide a minimum of following form liability over the previous specified general liability and automobile liability.
4. Workers compensation and employers liability.
All required insurance coverages must be written by insurance companies acceptable to the Owner. All insurance companies must have a minimum A.M. Best's financial strength of A- or better, or an equivalent rating from another respected rating agency, and an A.M. Best size rating of VII or greater.

11.1.2 Replace the first sentence with:

11.1.2.1 The insurance Policies required by Section 11.1 shall provide limits no less than the following:
Workmen's Compensation; Statutory limits required

Employer's Liability	\$ 1,000,000 each accident \$ 1,000,000 disease – each employee \$ 1,000,000 disease –policy limit
General liability	\$ 1,000,000 each occurrence \$ 1,000,000 personal injury and advertising injury \$ 2,000,000 project general aggregate \$ 2,000,000 project product- completed operations aggregate
Automobile Liability	\$ 1,000,000 combined single limit each accident.

Note: The Architect and the Owner assume no responsibility in the event that the limits set above are not adequate. Also, these limits listed shall become minimums as acceptable to the insurance company providing the UMBRELLA coverage.

11.1.4 add to the 1st sentence after liability: “and any umbrella or excess liability policy that provides coverage excess of the general liability policy,”

Add to end of paragraph: “Each policy must be amended to state clearly that the Contractor’s policy will be primary, and the Owner’s policy will be excess as respects any claim brought against the owner arising out of work.”

11.3.1 Builders Risk:

Modify the first sentence by deleting "Unless otherwise provided, the Owner" and substituting "The General Contractor", and modify the last sentence by adding "the Architect and Engineers," after "the Owner.

11.3.1 Add: In bidding, the General Contractor shall include the premium on an amount equal to 100% of his bid plus all his add alternates, plus the portion of Architect’s fee in connection with any loss. The Contract amount shall be adjusted for the “difference between the premium on this estimated amount and the actual amount. The Contract will not be signed until the Owner has received from the Contractor the proper policy and one copy thereof for insurance specified under this Article. The insurance required by this Article shall be written by a company licensed in the state where the Work is located at the time the policy is issued.

Add:

11.3.1.1 The form of this coverage shall be completed value. If the Owner or other Contractors are damaged by the failure of the General Contractor to maintain such insurance, then the General Contractor shall bear all reasonable costs properly attributable thereto.

11.3.1.2 and 11.3.1.3 Delete the text.

11.3.1.4 Add: See paragraph 9.3.2 in these Supplementary Conditions for requirements on materials or equipment stored off-site.

11.3.2 Add "Architect," after "Subcontractors,"

11.3.4 Delete the text.

11.3.6 Replace the text with:

Before an exposure to loss may occur, the General Contractor shall file with the Owner two certified copies of the policy or policies providing insurance coverages required by this Paragraph 11.3. Each policy shall contain all generally applicable conditions, definitions, exclusions and endorsements specifically related to the Project. Each policy shall contain a provision that the policy will not be canceled or allowed to expire, and that its limits will not be reduced, until at least 30 days' prior written notice has been given to the Owner.

11.3.7 Waivers of Subrogation: Substitute " General Contractor" for "Owner" at the end of the first sentence.

11.3.8 Replace the first sentence with: A loss insured under this property insurance shall be adjusted by the General Contractor as fiduciary and made payable to the General Contractor as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Subparagraph 11.3.10.

11.3.9 Replace the text with:

If required in writing by a party in interest, the General Contractor as fiduciary shall, upon occurrence of insured loss, give bond for proper performance of the General Contractor's duties. The cost of required bonds shall be charged against proceeds received as fiduciary. The General Contractor shall deposit in a separate account proceeds so received, which the General Contractor shall distribute in accordance with such agreement as the parties in interest may reach, or as determined in accordance with the method of binding dispute resolution selected in the Owner-Contractor Agreement. If after such loss no other special agreement is made and unless the Owner terminates the Contract for convenience, replacement of damaged property shall be performed by the General Contractor after notification of a Change in the Work in accordance with Article 7.

11.3.10 Replace the text with:

The General Contractor as fiduciary shall have power to adjust and settle a loss with insurers unless one of the parties in interest shall object in writing within five (5) days after occurrence of loss to the Contractor's exercise of this power. If such objection is made, the dispute shall be resolved in the manner selected by the Owner and General Contractor as the method of binding dispute resolution in the Agreement. If the Owner and Contractor have selected arbitration as the method of binding dispute resolution, the Contractor as fiduciary shall make settlement with insurers or, in the case of a dispute over distribution of insurance proceeds, in accordance with the directions of the arbitrators.

11.4 PERFORMANCE BOND AND PAYMENT BOND

11.4.1 and 11.4.2 Delete both paragraphs and replace with the following four paragraphs:

11.4.1 The Contractor shall furnish bond or bonds as described below, covering the faithful performance of the Contract and the payments of all obligations arising thereunder. The Contract will not be executed by the Owner until the Owner has received the properly executed bond or bonds specified under this Article, issued by a bonding company and licensed to do business in the jurisdiction where the Project is located.

11.4.2 Where there are State, Federal or other jurisdictional bond forms required by statute or regulation, the bond or bonds shall be on those forms, in the amount of 100% of the Contract amount. Where no such requirements exist, the Contractor shall furnish both AIA A312 Performance and AIA A312 Labor and Material Payment Bond. Each bond, Performance and Payment, shall be in the amount of 100% of the Contract amount.

11.4.3 The Contractor shall require the attorney-in-fact who executes the required bond or bonds on behalf of the surety to affix thereto a certified and correct copy of the power of attorney.

11.4.4 Bond amounts shall not exceed the single bond limit for the Contractor's bonding company as set forth in the Federal Register current as of the bid date.

ARTICLE 12; UNCOVERING AND CORRECTION OF WORK

No supplement.

ARTICLE 13; MISCELLANEOUS PROVISIONS

13.9 SAFETY PROGRAMS

13.9.1 For all projects exceeding \$100,000, Contractors shall submit to the Owner a copy of the written safety program to be used as guidelines and direction of the contractors and subcontractors worksite activities.

13.9.2 It shall be a condition of the Contract, and shall be made a condition of each Subcontract entered into pursuant to the Contract, that the Owner assumes no liability relating to its receipt and review of the Contractor's safety program. Safety remains the responsibility of the Contractor(s). Furthermore, the right of the Owner to receive and review the safety program shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor(s) or any other person or entity.

ARTICLE 14; TERMINATION OR SUSPENSION OF THE CONTRACT

14.2 TERMINATION BY THE OWNER FOR CAUSE

14.2.1.2 At the end of the Subparagraph Add "or in accordance with the Contract Documents".

Add:

14.2.1.5 files a bankruptcy petition or has a bankruptcy action commenced against it that is not discharged within 30 days of commencement of same, makes an assignment for the benefit of its creditors, has a receiver appointed to manage the Contractor's assets or otherwise becomes insolvent;

14.2.1.6 fails to maintain schedules as required by the Contract Documents, or fails to comply in a material way with design requirements of the Contract Documents, or persistently fails to perform the Work in accordance with the Contract Documents.

14.2.4 Replace the text with:

If the unpaid balance of the Contract Sum exceeds the direct and indirect consequential costs of completing the Work (including but not limited to fees and charges of engineers, architects, attorneys and other professionals and court and arbitration costs), and other damages incurred by the Owner, such excess will be paid to the Contractor. If such costs and damages exceed such unpaid balance, the Contractor shall pay the difference to the Owner. Such costs incurred by the Owner will be approved as to reasonableness by the Architect, but when exercising any rights or remedies under this paragraph, the Owner shall not be required to obtain the lowest price for the Work performed. This obligation to payment shall survive termination of the Contract.

ARTICLE 15 – CLAIMS & DISPUTES:

15.1.6 delete and substitute:

15.1.6 Claims for Consequential Damages:

The Contractor and Owner waive Claims against each other for consequential damages arising out of, or relating to the Work under this contract. The 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 person, 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.

The mutual waive is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.6, shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

15.4 Arbitration: Delete this article in its entirety.

END OF SUPPLEMENTARY CONDITIONS

AGREEMENT FOR STORING MATERIALS OR EQUIPMENT OFF-SITE

This Supplemental Agreement is entered into this _____ day of _____, 20____, between _____ (hereinafter called the "Owner") and _____ (hereinafter called the "Contractor") for _____ Work for the Project identified as _____ under Contract dated _____.

WHEREAS. the Contractor desires to properly store certain materials or equipment purchased for the Project off the site at _____ in order to furnish better storage than available on the site, and desires to obtain advances for these materials or equipment in accordance with Contract provisions as if they were properly stored on the site.

The Owner agrees to pay the Contractor 90% of the invoice value of the materials or equipment stored off-site, provided the following conditions are complied with:

- 1) The above described warehouse location selected for off-site storage must be suitable for storage and satisfactory to Owner;
- 2) Any extra expense incurred because of off-site storage shall be borne by the Contractor;
- 3) Storage shall be at the risk of the Contractor and the loss, damage, or destruction of any materials or equipment so stored does not relieve the Contractor of the duty to complete the Contract and the Contractor shall, if necessary, replace such items at his own expense;
- 4) Application for Payment shall be made on the prescribed form at the regular monthly interval, the same as for materials or equipment stored on the site, with copies of invoices for all purchased items attached.
- 5) All materials or equipment stored off-site and in transit shall be adequately covered by property insurance naming the Owner as insured, evidence of which is herein attached; and
- 6) The consent of the Surety shall be obtained and evidenced by signatures hereto.

Surety
By _____
Attorney-in-Fact

COUNTERSIGNED BY:

Resident Agent for Surety

IN WITNESS WHEREOF, these Parties hereto have caused this Agreement to be executed in three original counterparts.

Contractor
By _____

Title

Owner
By _____

Title

**SECTION 01 1000
SUMMARY OF WORK**

1 **GENERAL:**

2
3 **CONDITIONS:**

4 General Conditions and other contractual documents apply to each Division of the Specifications.
5 Provisions contained in this Division apply to each Division of the Specifications.

6
7 **WORKMEN:**

8 Contractor shall at all times enforce strict discipline and good order among his workmen and shall not
9 employ on the Work any unfit person or anyone not skilled in the work assigned to him.

10
11 ***SMOKING: There shall be no smoking on the School buildings or grounds.***

12
13 **RADIOS:** Due to the fact that School will be in operation during the construction process, all radios, boom
14 boxes, cd or tape players, etc are banned from use, unless otherwise approved by the Owner.

15
16 **EATING & BREAKS:** No food or drink, except water is allowed on the jobsite. Snacks and meals are to
17 be taken on site at designated break areas.

18
19 **SUNDAY/AFTER HOUR WORK:**

20 Work will not be permitted on the Project on Sunday, except for emergency work as covered by Section
21 18 of the General Conditions.

22
23 Some work may need to be scheduled from 3 - 8PM if that work would interfere with school activities.

24
25 **Duties and Responsibilities of contractor:**

26 **Layout of Work:**

27 Take measurements and verify dimensions of existing and new remodeling Work, that affect current Work
28 or to which current Work is to be fitted.

29
30 Contractor alone is responsible for correctness of measurements and for verification of grades, lines,
31 levels, elevations, or dimensions shown on Drawings.

32
33 Report errors or inconsistencies promptly to Architect.

34
35 **DESCRIPTION OF Each CONTRACTOR OPERATIONS:**

36 Except as specifically noted, Provide and pay for:

37 Labor, materials, and equipment.

38 Tools, construction equipment and machinery.

39 Water, heat and utilities required for construction (per Section 01 5000).

40 Other facilities and services necessary for proper execution and completion of Work.

41
42 **Taxes:**

43 Pay all legally required sales, consumer, and use taxes which are or become effective.

44 Comply with the applicable statutory provisions relating to withholding of income taxes at the source.

45 Secure and pay for, as necessary, proper execution and completion of Work, and as applicable to Project:

46
47 -Permits (Main Building permit is provided by the Owner)

48 Trade specific permits, such as required for Mechanical and Electrical work, are the responsibility of
49 the respective Contractors

50 -Government Fees

51 -Licenses

52
53 Enforce strict discipline and good order among employees; do not employ on Work:

54 Unfit persons

**SECTION 01 1000
SUMMARY OF WORK**

1 Persons not skilled in assigned task

2

3 Protection:

4 Construct safety barricades, fences, temporary walks, and signals in compliance with local regulations.

5 Provide temporary closures at openings which may admit rain or snow.

6 Be responsible for temporary and permanent weathertightness of walls and roof.

7 Provide necessary temporary bracing to hold walls plumb and true against wind or other loading.

8

9 Labor Coordination:

10 Conform to applicable labor laws of federal, state and local governments.

11

12 Coordinate Work to keep it segregated into the proper trade organized to have jurisdictions; no
13 responsibility is assumed by Owner or Architect for jurisdictional disputes arising from alleged
14 arrangement of the Work or different trades in this Project Manual.

15

16 Should a labor dispute of any nature result in a Work stoppage affecting the Work, no other
17 subcontractors may proceed with any portion of his Work which will cover unfinished portions of or cause
18 financial injury to the Work.

19

20

21

END OF SECTION

**SECTION 01 2600
CONTRACT MODIFICATION PROCEDURES**

PART 1 - GENERAL:

1.01 RELATED REQUIREMENTS:

- A. General Conditions: Governing requirements for changes in Contract Cost and Contract Time.
- B. Section 01 2900 - Applications for Payment.
- C. Section 01 3300 - Submittals: Progress Schedule and Schedule of Values.
- D. Section 01 7700 - Contract Closeout.

1.02 SUBMITTALS:

- A. Submit name of individual authorized to accept changes and to be responsible for informing others in Contractor's employ of changes in Work.
 - 1. Use form furnished by Architect.

1.03 PRELIMINARY PROCEDURES:

- A. Architect may submit Proposal Request which includes detailed description of change with supplementary or revised Drawings and Specifications.
- B. Contractor may initiate a change by submittal of request to Architect describing proposed change with a statement of the reason for change, effect on Contract Sum and Contract Time with full documentation, and statement of effect on Work of separate Contractors.

1.04 CONSTRUCTION CHANGE AUTHORIZATION:

- A. Architect may issue a directive, signed by Owner, instructing Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. Directive will describe changes in the Work and will designate method of determining any change in Contract Sum or Contract Time.
- C. Promptly execute change in Work.

1.05 TIME AND MATERIAL CHANGE ORDER:

- A. Submit itemized account and supporting data after completion of change, within time limits in Conditions of the Contract.

1.06 DOCUMENTATION OF CHANGE IN CONTRACT SUM:

- A. Maintain detailed records of work done on a time and material basis. Provide full information required for evaluation of proposed changes and to substantiate costs of changes in the Work.
- B. Document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.
- C. On request, provide additional data to support computations:
 - 1. Quantities of products, labor and equipment.
 - 2. Taxes, insurance and bonds.

**SECTION 01 2600
CONTRACT MODIFICATION PROCEDURES**

- 3. Overhead and profit.
- 4. Justification for any change in Contract Time.
- 5. Credit for deletions from Contract, similarly documented.

- D. Support each claim for additional costs, and for work done on a time and material basis, with additional information:
 - 1. Origin and date of claim.
 - 2. Dates and times work was performed and by whom.
 - 3. Time records and wage rates paid.
 - 4. Invoices and receipts for products, equipment and subcontracts, similarly documented.

1.08 DOCUMENTATION OF CHANGE IN CONTRACT TIME:

- A. A change solely in the Contract time shall only be considered under the circumstances defined in the "Supplementary Conditions".

1.09 Post Bid SUBSTITUTIONS:

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
 - 1. Conditions: A/E of Record will consider Subcontractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, A/E of Record will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Requested substitution provides sustainable design characteristics that specified product provided [for achieving LEED prerequisites and credits].
 - c. Substitution request is fully documented and properly submitted.
 - d. Requested substitution will not adversely affect Contractor's construction schedule.
 - e. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - f. Requested substitution is compatible with other portions of the Work.
 - g. Requested substitution has been coordinated with other portions of the Work.
 - h. Requested substitution provides specified warranty.
 - i. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

- B. Substitutions for Convenience: Not allowed.

END OF SECTION

**SECTION 01 2900
PAYMENT PROCEDURES**

PART 1 - GENERAL:

1.01 RELATED REQUIREMENTS:

- A. Owner-Contractor Agreement: Contract sum.
- B. General Conditions: Progress payments and final payment.
- C. Supplementary Conditions: Retainage and payment for materials stored off-site.
- D. Section 01 2600 – Contract Modification Procedures.
- E. Section 01 3300 - Submittals: Schedule of Values, Construction Schedule.
- F. Section 01 7700 - Contract Closeout: Contract closeout procedures and final payment.

1.02 FORMAT:

- A. Use AIA form G702, Application for Payment Forms or Form chose by Construction Manager.
- B. Use data and format from accepted Schedule of Values.

1.03 PREPARATION OF APPLICATIONS:

- A. Type required information.
- B. Execute certification by signature of authorized officer.
 - 1. Provide dollar value in each column for each line item for portion of Work performed.
- C. List each authorized Change Order as extension on continuation sheet, listing Change Order number and dollar amount as for original item of Work.
- D. Prepare Application for Final Payment as specified in Section 01 7700.

1.04 SUBMITTAL PROCEDURES:

- A. Submit each Application for Payment (monthly), electronically, or paper copies, in quantity and at times agreed upon at Pre-construction meeting.
- B. Submit to no later than the 25th of each month.

1.05 SUBSTANTIATING DATA:

- A. When Construction Manager, or Architect requires any other substantiating information, submit data justifying line item amounts in question. Furnish one copy of data with cover letter for each copy of submittal. Show Application number and date, and line item by number and description.

END OF SECTION

**SECTION 01 3100
PROJECT MEETINGS**

PART 1 - GENERAL:

1.01 PRE-CONSTRUCTION MEETING:

- A. Location: Project site, in location designated by Owner.
- B. Attendance:
 - 1. Owner's Representative
 - 2. Construction Manager , Architect and his professional consultants
 - 3. Casework's Project Manager, and the Installing contractor's Superintendent
 - 4. Others as Appropriate
- C. Suggested Agenda:
 - 1. Distribution and discussion of:
 - a. Projected Project Schedule.
 - b. Critical Work sequencing.
 - c. Major equipment deliveries and priorities.
 - d. Project Coordination. Designation of responsible personnel.
 - 2. Procedures and processing of:
 - a. Field decisions.
 - b. Proposal Requests.
 - c. Submittals.
 - d. Change Orders.
 - e. Applications for Payment.
 - 3. Adequacy of distribution of Contract Documents.
 - 4. Procedures for maintaining Record Documents.
 - 5. Use of premises:
 - a. Office, Work and storage areas.
 - b. Owner's requirements.
 - 6. Construction facilities controls and construction aids.
 - 7. Temporary utilities.
 - 8. Safety and first-aid procedures.
 - 9. Security procedures.
 - 10. Housekeeping procedures.

1.03 PROGRESS MEETINGS:

- A. Owner's Construction Manager shall Schedule regular weekly meetings.
- B. Hold called meetings as required by progress of Work.
 - a. Location of Meetings: Project site.
- C. Attendance:
 - 1. Owner, Construction Manager, Architect, and his professional consultants as needed.
 - 2. Contractors, Subcontractors and Suppliers as appropriate to the agenda.
 - 3. Others.
- D. Suggested Agenda:
 - 1. Review, approval of minutes of previous meeting.
 - 2. Review of Work progress since previous meeting.
 - 3. Field observations, problems, conflicts.

**SECTION 01 3100
PROJECT MEETINGS**

- 1 a. The expectation for these is to address any concerns that have come up through
- 2 the week and discuss the impact and measures taken to mitigate any issues.
- 3 b. Review progress compared to the schedule.
- 4 c. Review upcoming materials deliveries that impact site logistics.
- 5 d. Review any construction document issues.
- 6 e. Review upcoming work and perform a 2 week look ahead to the schedule.
- 7 f. Safety concerns.
- 8 g. Testing and Inspections results.
- 9 h. Paperwork or submittals required to be submitted.
- 10 i. Address any potential change order work.
- 11 4. Review of off-site fabrication, delivery schedule.
- 12 5. Coordination of schedules.
- 13 6. Review submittal schedules; expedite as required.
- 14 7. Effect on Project Schedule and on completion date.
- 15 8. Effect on other contracts of the Project.
- 16 9. Other business.
- 17
- 18

END OF SECTION

**SECTION 01 3300
SUBMITTAL PROCEDURES**

PART 1 - GENERAL:

1.01 RELATED REQUIREMENTS:

- A. General Conditions of the Contract: Definitions and basic responsibilities of entities.
- B. Section 01 4500 - Testing Laboratory Services: Testing Laboratory reports.
- C. Section 01 7700 - Contract Closeout.
- D. Section 01 7839 - Project Record Documents.
- E. Section 01 7823 - Operation and Maintenance Data.

1.02 CONSTRUCTION PROGRESS SCHEDULE:

A. Construction progress schedule:

- 1. Within 21 days after award of Contracts, the Casework Contractor shall prepare his proposed initial Construction Progress Schedule, Linear Graph or CPM (critical path method), for review with the Owner's CM and Architect. 2 copies shall be provided to the Owner's CM in paper and electronic format.
 - a. In general, the schedule shall indicate the various phases of worked but coordinated and integrated time wise with the other work.
 - b. The schedule shall also indicate the various activities of each of the areas, stages, phases of work, with integrated and coordinated commencement and completion times.
 - c. After review by the Owner's CM and Architect, including any revised sequencing proposed by the contractors, Owner or Architect, to improve the progress or minimize the disruption of the Owner's functions, The contractor shall revise the schedule as the "final" schedule, which will provide the planning information for the Owner's relocations and other operations.
 - d. The Schedule shall include the following:
 - 1) Each construction activity
 - 2) Submittals
 - 3) Material delivery and manufacturing time
 - 4) Pre-installation meetings
 - 5) Special inspections
 - 6) Final testing and balancing
 - 7) Substantial Completion
 - 8) Final Completion
 - 9) Temporary enclosures, barriers, or times for Owner evacuation
- 2. Reflect all holidays or seasonal effects which affect the labor on the project (ex. Deer hunting)
 - a. The schedule shall identify for each activity: duration, sequence, activity number, activity description, responsible party performing the activity (bid packages, and break down of activities, etc.) float, crew size and dollar value. Submittal activities shall be listed with the anticipated date of submittal.
- 3. Procurement activities shall be listed with the duration required for fabrication and delivery from date of release.
- 4. Scheduled Revisions:
 - a. If necessary during construction due to additional proposed improvements, unanticipated conflicts or other conditions, the Contractor shall revise the schedule as often as may be required in a manner approved by the Owner, to keep the Owner constantly advised as to the dates of various activities.

1.03 ELECTRONIC SUBMITTAL PROCEDURES:

**SECTION 01 3300
SUBMITTAL PROCEDURES**

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- A. Summary:
 - 1. Shop drawing and product data submittals shall be transmitted to Architect in electronic (PDF) format.
 - 2. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
 - 3. The electronic submittal process is not intended for color samples, color charts, or physical material samples.

- B. Procedures:
 - 1. Submittal Preparation - Contractor may use any or all of the following options:
 - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor.
 - b. Subcontractors and Suppliers provide paper submittals to General Contractor who electronically scans and converts to PDF format.
 - 2. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
 - 3. Contractor shall transmit each submittal to Architect.
 - 4. Architect / Engineer review comments will be attached to the PDF's. Contractor will receive emailed copies of the shops.
 - 5. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
 - 6. Submit paper copies of reviewed submittals at project closeout for record purposes in accordance with Section 01 7839 – Closeout Submittals
 - 7. Internet Service and Equipment Requirements:
 - a. Email address and Internet access at Contractor's main office.
 - b. Adobe Acrobat (www.adobe.com), Bluebeam PDF Revu (www.bluebeam.com), or other similar PDF review software for applying electronic stamps and comments.

1.04 SHOP DRAWINGS:

- A. Present in clear and thorough manner. Title each Drawing with Project name and number; identify each element of Drawing by reference to sheet number and detail, schedule or room number of Contract Documents.

- B. Identify field dimensions; show relation to adjacent or critical features of Work or products. Identify product. Indicate applicable standards such as ASTM or Federal Specification numbers. Identify deviations from Contract Documents.

- C. Review:
 - 1. The Owner's Construction Manager shall retain with one copy of Shop Drawings for review when forwarded to AE Consultants.
 - 2. Shop drawings for review and "For Construction" shall be submitted to the Architect and Owner in digital format, with hard copies provided in the Operation & Maintenance Manuals only.

1.05 PRODUCT DATA:

- A. Submit only pages which are pertinent; mark each copy of standard printed data to identify pertinent products, referenced to Specifications Section, page and line number. Show reference standards, performance characteristics and capacities; wiring and piping diagrams and controls; component parts; finishes; dimensions and required clearances.

**SECTION 01 3300
SUBMITTAL PROCEDURES**

- 1 B. Modify manufacturer's standard schematic Drawings and diagrams to supplement standard
2 information and to Provide information specifically applicable to the Work. Delete
3 information not applicable. Identify deviations from Contract Documents.
4
- 5 C. Provide manufacturer's preparation, assembly and installation instructions.
6
- 7 1.06 SAMPLES:
8
- 9 A. Submit full range of manufacturer's standard finishes except when more restrictive
10 requirements are specified, indicating colors, textures and patterns for Architect's selection.
11 1. Submit samples to illustrate functional characteristics of products, including parts and
12 attachments.
13
- 14 B. Approved samples which may be used in the Work are indicated in the Specifications
15 Section.
16
- 17 C. Label each sample with identification required for transmittal letter.
18
- 19 D. Provide field samples of finishes at Project site at location acceptable to Architect, as
20 required by individual Specification Section. Submit samples with delivery costs prepaid.
21 Install each sample complete and finished. Applicable finishes in place may be retained in
22 completed Work. Remove other samples at conclusion of Work or when acceptable to
23 Architect.
24
- 25 1.07 TEST REPORTS:
26
- 27 A. Reports of field testing as required by individual Sections.
28
- 29 1.08 CERTIFICATIONS:
30
- 31 A. Definition: Certifications are manufacturer's testimonials prepared by him or by an
32 independent testing agency which certify conformance with specified requirements.
33
- 34 B. Content: Identify product by reference to Specification Section, and by reference to
35 applicable Drawings. Clearly mark each copy to identify pertinent model, if more than
36 one certification is required.
37
- 38 1.09 CONTRACTOR REVIEW:
39
- 40 A. Review submittals prior to transmittal; determine and verify field measurements, field
41 construction criteria, manufacturer's catalog numbers and conformance of submittal with
42 requirements of Contract Documents.
43
- 44 B. Coordinate submittals with requirements of Work and of Contract Documents.
45
- 46 C. Sign or initial each sheet of Shop Drawings and Product Data and each sample label to
47 certify compliance with requirements of Contract Documents. Notify Architect in writing at
48 time of submittal of any deviations from requirements of Contract Documents.
49
- 50 D. Do not fabricate products or begin Work which requires submittals until return of submittal
51 with Architect's acceptance.
52
- 53 1.10 SUBMITTAL REQUIREMENTS:
54
- 55 A. Provide 8"x3" blank space on each submittal, or cover sheet of a series of 8-1/2"x11"
56 submittal sheets, for Contractor's and Architect's stamp.

**SECTION 01 3300
SUBMITTAL PROCEDURES**

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- B. Submit a minimum of 4 copies of Shop Drawing and Product Data submittals. Normally the Architect will retain 1 copy and return the remaining copies to the Contractor. On Mechanical and Electrical items, Consulting Engineers will also retain a copy. Contractors shall also keep a minimum of 2 copies needed for the Operation & Maintenance Data submittals.
- C. Submit number of samples required by individual Specification Section.
- D. Transmit each Submittal under separate transmittal form. Identify Project, Contractor, Subcontractor, major supplier; identify pertinent Drawing Sheet and detail number and Specification Section number, as appropriate. Identify deviations from Contract Documents. Provide space for Contractor and Architect review stamps.
 - 1. Comply with Progress Schedule for submittals related to Work progress. Coordinate submittal of related items.
- E. Coordinate submittals into logical groupings to facilitate interrelation of several items:
 - 1. Finishes which involve Architect's selection of colors, textures, or patterns;
 - 2. Associated items which require correlation for efficient function or for installation.

1.11 RESUBMITTALS:

- A. Make resubmittals under procedures specified for initial submittals; identify changes made since previous submittal.

1.12 DISTRIBUTION:

- A. Duplicate and distribute reproductions and/or copies of Shop Drawings and copies of Product Data and Samples which bear Architect's stamp of approval to job site file, Record Documents file, Subcontractors, Suppliers and other entities requiring information and for inclusion in Maintenance Manual (See Close Out Submittals – Section 01 7823) when required by individual Section.

END OF SECTION

**SECTION 01 5000
CONSTRUCTION FACILITIES
AND TEMPORARY CONTROLS**

PART 1 - GENERAL:

1.01 GENERAL:

- A. Provide and maintain during construction period facilities and temporary controls specified herein. Locate as directed and, prior to final payment, remove from site. Repair damage caused by installations and restore to condition acceptable to Owner.

1.02 FIELD OFFICE:

- A. The Owner's Construction Manager shall provide temporary field office approximately 300 square feet in area, equipped with heat, lights, plan desks, plan files.
- B. Casework Contractor: Field office: Not Required
Provide storage Vans if required as on site storage conditions may not allow.
1. Review Delivery and installation dates with the Construction Manager.

1.03 TEMPORARY TELEPHONE:

- A. Equip the installation superintendents with Cell phone, to allow contact during the construction of the project.

1.04 TEMPORARY TOILET:

- A. Provided by Owner or Construction manager: with exterior facility for use by persons involved with Project.

1.05 TEMPORARY POWER AND LIGHT:

- A. Power shall be provided by Owner, with Installation crew providing GFI protected extension cords.
- B. Provide temporary lighting to allow installation.

1.06 TEMPORARY WATER:

- A. Free use of water from existing sources will be allowed.

1.07 TEMPORARY HEAT: By Others.

1.08 STORAGE OF MATERIALS:

- A. Coordinate with Owner's Construction Manager specific boundary of and access to areas where materials and other apparatus may be stored.

1.09 PARKING:

- A. Parking for construction personnel may be available on site.

1.10 TEMPORARY USE OF ELEVATORS:

- A. Responsibility: Elevators shall not be used during construction period, unless express approval is granted by the Owner.

END OF SECTION

**SECTION 01 6000
PRODUCT REQUIREMENTS**

PART 1 - GENERAL:

NOTE TO CONTRACTOR: Storage on the site is very limited. Delivery of products and materials shall be scheduled per the requirements of each Construction phase.

See Owner's/CM's Tentative Schedule for phasing/completion of the construction work.

1.01 RELATED WORK:

- A. Section 01 3300 – Submittal Procedures.

1.02 PRODUCTS:

- A. Products include material, equipment and systems.
- B. Comply with Specifications and referenced standards as minimum requirements.
- C. Components required to be supplied in quantity within Specification section shall be same and shall be interchangeable.
- D. Do not use materials and equipment removed from existing structure, except as specifically required, or allowed, by Contract Documents.

1.03 RECEIVING AND HANDLING PRODUCTS:

- A. It is the responsibility of the installing Contractor to receive, unload, and control products provided in a Furnish Only Package. The CM/construction manager will consult with the installing Contractor to coordinate the delivery of such products.

1.04 TRANSPORTATION AND HANDLING:

- A. Require supplier to package products in boxes or crates for protection during shipment, handling and storage. Protect sensitive products against exposure to elements and moisture.
- B. Protect sensitive equipment and finishes against impact, abrasion and other damage.
- C. Arrange deliveries of products in accordance with Construction Progress Schedules. Allow time for inspection prior to installation.
- D. Coordinate deliveries to avoid conflict with Work and conditions at site.
- E. Deliver products in undamaged, dry condition, in original unopened containers or packaging with identifying labels intact and legible.
- F. Clearly mark partial deliveries of component parts of equipment to identify equipment and contents to permit easy accumulation of parts and to facilitate assembly.
- G. Immediately on delivery, inspect shipment to assure:
 - 1. Product complies with requirements of Contract Documents and reviewed submittals.
 - 2. Quantities are correct.
 - 3. Accessories and installation hardware are correct.
 - 4. Containers and packages are intact and labels eligible.
 - 5. Products are protected and undamaged.

**SECTION 01 6000
PRODUCT REQUIREMENTS**

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- H. Provide equipment and personnel to handle products by methods to prevent soiling and damage.
- I. Provide additional protection during handling to prevent marring and otherwise damaging products, packaging and surrounding surfaces.
- J. Handle product by methods to avoid bending or overstressing. Lift large and heavy components only at designated lift points.

1.04 STORAGE, GENERAL:

- A. Store products, immediately on delivery, in accordance with manufacturer's instructions, with seals and labels intact. Protect until installed.
- B. Arrange storage in manner to provide access for maintenance of stored items and for inspection.

1.05 ENCLOSED STORAGE: (Storage Vans)

- A. Store products, subject to damage by the elements, in substantial weathertight enclosures.
- B. Maintain temperature and humidity within ranges stated in manufacturer's instructions.
- C. Provide ventilation for sensitive products as required by manufacturer's instructions.
- D. Store unpacked and loose products on shelves, in bins or in neat groups of like items.

1.06 EXTERIOR STORAGE: Not Allowed

1.07 MAINTENANCE OF STORAGE:

- A. Periodically inspect stored products on a scheduled basis.
- B. Verify that storage facilities comply with manufacturer's product storage requirements.
- C. Verify that manufacturer required environmental conditions are maintained continually.
- D. Verify that surfaces of products exposed to the elements are not adversely affected; that any weathering of finishes is acceptable under requirements of Contract Documents.

END OF SECTION

**SECTION 01 7400
CLEANING**

PART 1 - GENERAL:

1.01 SCOPE:

- A. Cleaning during progress of the Work and at completion of Work.

1.02 RELATED REQUIREMENTS:

- A. Conditions of the Contract and individual Specification Sections.

1.03 DISPOSAL REQUIREMENTS:

- A. Conduct cleaning and disposal operations to comply with codes, ordinances, regulations and anti-pollution laws.

PART 2 - PRODUCTS:

2.01 CLEANING MATERIALS:

- A. Use materials which will not create hazards to health or property and which will not damage surfaces.
- B. Use only materials and methods recommended by manufacturer of material being cleaned.

PART 3 EXECUTION:

3.01 DURING CONSTRUCTION:

- A. Each Contractor or Subcontractor shall be responsible for daily cleanup and removing from the building and site, any boxes, excess materials, and other debris caused by his work that are easily assignable to the respective contractor or subcontractor. This material shall be removed from the site by the contractor (and his subs) or it may be placed in the trash receptor noted below. The construction site must be kept in a clean and neat state.
- B. The Owner's Construction Manager shall be responsible for a thorough clean-up of the construction jobsite both inside and outside of the structure weekly. This clean-up will be for the purpose of removal of the many misc. items of construction materials, wire, screws, nails, small empty containers, and other such items that are difficult to assign to the responsible contractor or subcontractor. This clean-up shall include sweeping floors, picking up debris from the working areas to place them in a neat clean manner and the removal of debris from the site.
- C. The Owner will furnish a dumpster to be used onsite during the construction period, by all contractors for the disposal of * trash. Concrete, asphalt, masonry debris shall not be disposed of in this dumpster, but shall be removed by contractor providing it.

* Note: the Owner's provided dumpster shall not be used for disposing of demolished items. All demolished items shall be removed and disposed of off site by the demolition contractors.

- D. Execute periodic cleaning to keep the Work, the site and adjacent properties free from accumulations of waste materials, rubbish and windblown debris, resulting from construction operations.
- E. Provide on-site containers for the collection of waste materials, debris and rubbish.

**SECTION 01 7400
CLEANING**

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- F. Remove waste materials, debris and rubbish from the site periodically and dispose of at legal disposal areas away from the site.
- G. Maintain areas under Contractor's control free of waste materials, debris and rubbish. Maintain site in a clean and orderly condition.
- H. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces and other closed or remote spaces, prior to closing the space.
- I. Periodically clean interior areas to provide suitable conditions for work.

3.02 CASEWORK CLEANING:

- A. Final cleaning of installed casework to be provided by Installation contractor or his cleaning subcontractor. Clean Drawers and interior of casework. Wipe down countertops and exterior of all cabinets.
- B. Schedule operations so that dust and other contaminants resulting from cleaning process will not fall on wet or newly coated surfaces.

END OF SECTION

**SECTION 01 7700
CLOSEOUT PROCEDURES**

PART 1 - GENERAL:

1.01 RELATED REQUIREMENTS:

- A. Fiscal provisions, legal submittals and additional administrative requirements are defined in the Conditions of Contract.
- B. Final cleaning requirements are defined in Section 01 7400.
- C. Submittal requirements prior to closeout are defined in Sections 01 7823 Maintenance Manuals and 01 7839, Project Record Documents.

1.02 SUBSTANTIAL COMPLETION:

- A. When contractor considers the Work is Substantially Complete, he shall submit to Owner's CM and Architect a written notice that the Work, or designated portion thereof, is Substantially Complete and a list of items to be completed or corrected.
 - 1. Within a reasonable time after receipt of such notice, an inspection will be provided to determine the status of completion.
- B. If it's determined that the Work is not Substantially Complete: The CM will promptly notify the Contractor in writing, giving the reasons therefore. The Contractor shall remedy the deficiencies in the Work, and send a second written notice of substantial completion, and work shall be re-inspected.
- C. When Construction Manager concurs that the Work is Substantially Complete he will:
 - 1. Prepare a Certificate of Substantial Completion, accompanied by Contractor's list of items to be completed or corrected, as verified and amended by the Architect. Submit the Certificate to Owner and Contractor for their written acceptance of the responsibilities assigned to them in the Certificate.

1.03 FINAL INSPECTION:

- A. When Contractor considers the Work is complete, he shall submit written certification that:
 - 1. Contract Documents have been reviewed.
 - a. Work has been inspected for compliance with Contract Documents.
 - b. Work has been completed in accordance with Contract Documents.
 - c. Equipment and systems have been tested in the presence of the Owner's representative and are operational.
 - d. Work is completed and ready for final inspection.
- B. Architect and Construction Manager 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:
- D. Architect will promptly notify the Contractor in writing, listing the incomplete or defective Work. Contractor shall take immediate steps to remedy the stated deficiencies, and send a second written certification to Architect that the Work is complete. Architect will re-inspect the Work.
- E. When the Architect/CM finds that the Work is acceptable under the Contract Documents, he shall request the Contractor to make closeout submittals.

1.04 CONTRACTORS' CLOSEOUT SUBMITTALS:

**SECTION 01 7700
CLOSEOUT PROCEDURES**

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- A. Project Record Documents: To requirements of Section 01 7839.
- B. Operating and Maintenance Data, Instructions to Owner's Personnel: To requirements of Section 01 7823.
- C. Warranties and Bonds: To requirements of Section 01 7823.
- D. Keys and Keying Schedule: Per Section 06 4000.
- E. Evidence of Payment and Affidavit of Contractor: To requirements of General and Supplementary Conditions, including consent of surety. The consent of surety must be obtained prior to any reduction in retained percentages and prior to final payment.
- F. Maintenance Materials: Deliver extra materials specified in various technical sections. These materials shall not be allowed to collect in various parts of the building, but shall be delivered to the Owner at one time. Receipt of received materials shall be obtained by the Contractor when delivering these maintenance materials.

1.05 FINAL ADJUSTMENT OF ACCOUNTS:

- A. Submit a final statement of accounting to Architect.
- B. Statement shall reflect all adjustments to the Contract Sum:
 - 1. The original Contract Sum.
 - 2. Additions and deductions resulting from:
 - 3. Previous Change Orders.
 - 4. Allowances.
 - 5. Unit Prices.
 - 6. Deductions for uncorrected Work.
 - 7. Deductions for liquidated damages.
 - 8. Deductions for reinspection payments.
 - 9. Other adjustments.
 - 10. Total Contract Sum, as adjusted.
 - 11. Previous payments
 - 12. Sum remaining due.
- C. Architect will prepare a final Change Order reflecting approved adjustments to the Contract Sum which were not previously made by Change Orders.

1.06 FINAL APPLICATION FOR PAYMENT:

- A. Contractor shall submit the final Application for Payment in accordance with procedures and requirements stated in the Conditions of the Contract.

END OF SECTION

**SECTION 01 7823
OPERATION AND
MAINTENANCE DATA**

PART 1 - GENERAL:

1.01 RELATED REQUIREMENTS:

- A. Section 01 7700 - Contract Closeout.
- B. Section 01 7839 - Project Record Documents.
- C. Individual Specifications Sections: Specific requirements for operation and maintenance data, care and maintenance data and instruction of Owner personnel.

1.02 FORMAT:

- A. Prepare data in the form of an instructional manual.
- B. Organize in commercial quality, 8-1/2"x11" three-ring binders with hardback, cleanable, plastic covers. When multiple binders are used, correlate data into related consistent groupings.
- C. Identify each binder on cover with typed or printed title "OPERATION AND MAINTENANCE INSTRUCTIONS"; list title of Project and identify subject matter of contents.
- D. Arrange contents by Section numbers and sequence of Table of Contents of this Project Manual.
- E. Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- F. Text: Manufacturer's printed data or typewritten data on 20-pound paper.
- G. Drawings: Provide with reinforced punched binder tab. Bind in with text. Fold larger drawings to size of text pages.

1.03 CONTENTS OF EACH VOLUME:

- A. Table of Contents: Provide title of Project; names, addresses, and telephone numbers of Architect and Contractor and listing of products and systems indexed to tabbed flyleaves.
- B. Updated Subcontractor, Supplier and Manufacturer List: Indicating any changes made after original submission at start of Project.
- C. Include description as to type and quantity of maintenance materials turned over to Owner in accordance with individual Sections.
- D. Warranties and Bonds: Include all.
- E. Shop Drawings and Product Data: Include all.
- F. Operation and Maintenance Data for Equipment and Systems: Where required by individual Sections, Provide manufacturer's recommended operation procedures and maintenance requirements including guide for troubleshooting, disassembly, repair and reassembly instructions and alignment, adjusting, balancing and checking instructions.

**SECTION 01 7823
OPERATION AND
MAINTENANCE DATA**

1 G. Care and Maintenance Data for Finishes: Where required by individual Sections, Provide
2 manufacturer's recommendations for cleaning agents and methods, precautions against
3 detrimental agents and methods and recommended schedule for cleaning and
4 maintenance.
5

6 1.04 SUBMITTALS:
7

8 A. Each Bid Package Contractor shall:

9 1. Submit copy of preliminary draft or proposed formats and outlines of contents to
10 Architect.

11 a. Architect will review draft and return one copy with comments.
12

13 B. Submit one copy of completed volumes in final form 15 days prior to final inspection. Copy
14 will be returned after final inspection, with Architect's comments. Revise content of
15 documents as required prior to final submittal.
16

17 C. Submit 1 copy of revised volumes of data in final form within ten days after final inspection.
18

19 D. Submit also, a flash drive or a computer disk with PDF files of the O & M manuals.
20
21

22 END OF SECTION

**SECTION 01 7839
PROJECT RECORD DOCUMENTS**

PART 1 - GENERAL:

1.01 REQUIREMENTS INCLUDED:

- A. Contractor shall maintain at the site for the Owner one record copy of following:
 - 1. Drawings
 - 2. Specifications
 - 3. Addenda
 - 4. Change Orders and other Modifications to the Contract
 - 5. Architect Field Orders or Written Instructions
 - 6. Approved Shop Drawings, Product Data and Samples
 - 7. Field Test Records
 - 8. Construction Photographs

1.02 RELATED REQUIREMENTS:

- A. Section 01 3300 - Submittals.
- B. Section 01 7823 - Operation and Maintenance Data.

1.03 MAINTENANCE OF DOCUMENTS AND SAMPLES:

- A. Store documents and samples in Contractor's field office apart from documents used for construction.
- B. Provide files and racks for storage of documents.
 - 1. Provide locked cabinet or secure storage space for storage of samples.
- C. File documents and samples in accordance with CSI format.
 - 1. Maintain documents in a clean, dry, legible condition and in good order.
- D. Make documents and samples available at all times for inspection by Architect.

1.04 SUBMITTALS:

- A. One copy of field noted, construction drawings ("Red Line Drawings") shall be delivered to Owner.

1.05 RECORD DRAWINGS:

- A. Label each document "PROJECT RECORD" in next large printed letters.
- B. Two (2) complete printed sets of AS-BUILT record drawings:
 - 1. May not be sized larger than 30"H x 42"W (ARCH E1)
 - 2. Drawings must be updated to reflect all change orders, field changes and revisions. Handwritten notations and field notations are not acceptable.
- C. One (1) disc copy set of electronic AS-BUILT record drawings:
 - 1. Must be in AutoCAD ".dwg" format.
 - 2. Final electronic "as-built" drawings must reflect all field changes and revisions.
 - 3. One (1) updated hardcopy of the specifications with addendum(s) stapled to the front covers and a copy of the updated specifications in PDF (or doc/docx) format.

END OF SECTION

SECTION 06 4000
ARCHITECTURAL WOODWORK

PART 1 - GENERAL:

1.01 SCOPE OF WORK:

- A. Laminate clad cabinetwork, including: base cabinets, wall cabinets, storage cabinets, custom cabinets/casework as detailed, countertops, shelving and accessories.
- B. All cabinet hardware indicated.
- C. Prefabricated, shop assembled casework, and custom fabricated cabinetwork, work surfaces and accessories for specially designed units. Products shall be furnished under single source.

1.02 RELATED WORK:

- A. Wood blocking is by Section 06 1000, Rough Carpentry (Previously bid by another contract).
- B. Sink, water service and hook-ups are by Division 22 (Owner's Plumbing Contractor)

1.03 REFERENCE STANDARDS:

- A. FS MM-L-736C Lumber-Hardwood.
- B. FS-L-P-508F - Plastic Sheet, Laminated, Decorative and Non-Decorative.
- C. FS MMM-A-130A - Adhesive, Contact.
- D. PS 1 - Construction and Industrial Plywood.
- E. PS 20 - American Softwood Lumber Standard.
- F. PS 51 - Hardwood and Decorative Plywood.
- G. PS 58 - Basic Hardwood.

1.04 QUALITY ASSURANCE:

- A. The "AWS Architectural Woodwork Standards", 2014, 2nd edition, published jointly by Architectural Woodwork Institute and AWMAC of Canada, applies to and is part of this Section, and any reference to Premium, Custom or Economy grades is as defined therein.
- B. Manufacturer's Competence: Woodwork shall be manufactured by well established and experienced firm, acceptable to the Owner and Architect, with satisfactory record of similar size and quality installations.
 - 1. Architect/Owner reserve the right to reject any woodwork subcontractor, if it is Architect's opinion that the following will not result in required quality within time required for completion:
 - a. Shop capacity
 - b. Experience of workers
 - c. Equipment or supply or materials
 - d. Previous performance by manufacturer has been unsatisfactory.

**SECTION 06 4000
ARCHITECTURAL WOODWORK**

- 1 C. Casework shall be provided by an AWI active member. The following are conditionally
2 approved for bidding this work:
3 Northern Woodwork, Thief River Falls, MN
4 TMI, Dickinson, ND
5 Northwest Cabinets, Bemidji, MN.
6 Cal-Dak Cabinets, Minot, ND
7 Cabinetmakers Inc., Fargo, ND
8 Fargo Cabinets Inc., Fargo, ND
9 Minot Sash and Door, Minot, ND
10 Wisconsin Bench (Innovative Office Solutions)

11
12 1.05 SHOP DRAWINGS AND PRODUCT DATA:
13

- 14 A. Submit in accordance with Section 01 3300.
15
16 B. Provide Shop Drawing sets in quantity required by Architect. .
17
18 C. Indicate materials and wood species, component profiles, fastening, jointing details,
19 finishes, accessories and items furnished by others but installed in woodwork.
20
21 D. Indicate cutout locations, plumbing fixtures, mechanical and electrical devices, and other
22 items occurring in the wood/casework.
23
24 E. Scale:
25 1. Plans, elevations, etc: 1/4" to 1'-0" or larger.
26 2. Detail Sections: 3" = 1'-0" or full size.
27
28 F. Product data: Submit for hardware and accessories.
29
30 G. Submit manufacturer's maintenance instructions, including precautions in use of
31 cleaning materials which may be detrimental to surfaces.
32
33 H. Field Measurements: Provide field measurements on the shop drawings. Where field
34 measurements cannot be made without delaying project, coordinate measurements
35 among trades to ensure proper fit of wood/casework.
36

37 1.06 SAMPLES:
38

- 39 A. Submit laminate color samples.
40
41 B. HP Laminates: 12 x 12 on each panel backing, for each color texture and pattern.
42

43 1.07 DELIVERY, STORAGE AND HANDLING:
44

- 45 A. Do not deliver architectural woodwork items until site conditions are adequate to receive the
46 Work of this Section. Protect materials from weather while in transit.
47
48 B. Store indoors, in ventilated areas with a constant but minimum temperature of 60 degrees
49 F. and relative humidity of 25 to 55 percent.
50
51 C. In cold weather, heat shall have been provided for at least 10 days prior to delivery of
52 product.
53

54 1.08 WARRANTY:

**SECTION 06 4000
ARCHITECTURAL WOODWORK**

- 1 3. Exposed surfaces shall be Plastic laminate and shall conform to the requirements
2 of the National Electric Manufacturer's Association (NEMA) Publication
3 Number LD-1-1971 and NEMA LD-3 - 1985.
- 4 4. ParticleBoard-formaldehyde free: Provide formaldehyde free particleboard
5 meeting ANSI A208.1, 45Lb. density type 2 phenol adhesive, or medium density
6 fiberboard, The following are approved:
7 a. Meditate II by Medex, medium density fiberboard
8 b. Resincore phenolic particle board by Rodman Industries 262-569-5820.
9 c. Skyblend by Roseburg forest products meet formaldehyde low
10 emissions, and are approved on this project.
- 11
- 12 B. MR Moisture Resistant Particleboard: Average 47-pound density particleboard, ANSI A
13 208.1 1-1999, M-3.
14 1. Provide at all countertops and at cabinet bases where sinks occur.
- 15
- 16 C. No exposed edges or surfaces of particle board will be permitted. All exposed
17 surfaces and edges must be painted or sealed. This includes cuts made in field.
- 18
- 19 D. AWS's definitions of Semi-exposed and exposed surfaces per Section 10
20 Casework, of AWS Standards, govern unless noted otherwise.
- 21
- 22 E. Exposed Surfaces: Plastic laminate; color and texture in Section 01 1130.
- 23
- 24 F. Semi-Exposed Surfaces: Color: White
25 1. Cabinet liner shall be used as the balancing sheet of the exterior laminate with
26 Thermally fused melamine used elsewhere at the interior of the cabinets.
27 2. The following melamine products approved:
28 a. Panoram by Domtar
29 b. MDL by Melamine Decorative Laminate Inc.
30 3. Thermally fuse to the formaldehyde free particleboard or medium density
31 fiberboard as previously specified.
32 4. Backside of doors shall be a balancing laminate of white p.lam.
- 33
- 34 2.05 CONSTRUCTION: (plastic laminate)
- 35
- 36 A. Structural cabinet body: Cabinet backs shall be minimum 1/2" thick and inset from the
37 rear of body and fully bound (dadoed) four sides. Provide 3/4" thick stiffeners fastened to
38 back/body. Base units, except sink base units, provided with full sub-top.
- 39
- 40 B. Structural drawer Body: *1/2" drawer sides, backs and subfronts. Drawer body shall be
41 doweled or dovetailed and provided with 3/4" applied front. Bottom shall be 1/2" typical
42 bottom, recessed fully bound (dadoed) and joint glued all four sides. Provide underbody
43 stiffeners on all drawers.
44 1. *Note: At paper drawers, or drawers over 32" width, provide 3/4" drawer sides, backs
45 and subfronts.
- 46
- 47 C. Structural Cabinet Support: Cabinet sub-base shall be of a separate and continuous ladder
48 type platform design leveled and floor mounted prior to cabinet body placement. Material
49 shall be exterior grade plywood. No cabinet sides-to-floor will be allowed. Provide 4" height
50 unless otherwise noted.
- 51
- 52 D. Countertops, Vanities: Plastic laminate self-edged with top set backsplash. Provide
53 sidesplash as indicated on Drawings. Core for countertops shall be minimum of 1-1/8",
54 and core for backsplash not less than 3/4" thick. Core for countertops may be 45 lb.

**SECTION 06 4000
ARCHITECTURAL WOODWORK**

- 1 nominal particleboard, M-3 grade, meeting previous specifications, with MR grade
2 (moisture resistant) at sink tops to be provided.
3
- 4 E. All countertops provided with balancing sheet .020" thick. Splicing of countertops shall be
5 by using KV #516 joint tighteners, Bolt and plate connections will not be allowed.
6
- 7 F. Countertop edges shall be self edged with laminate and shall be square edged.
8
- 9 G. Make cutouts for sinks, service fixtures, and equipment to be mounted in countertops.
10 Seal exposed particleboard with a clear synthetic resin sealer or clear, deep penetration
11 oil and resin sealer recommended by the plastic laminate manufacturer, with the
12 following tentatively approved:
13 1. Ben Moore's Sanding sealer, No. 23
14 2. Sherwin Williams vinyl sealer No. T 67F3
15 3. Speedhide 6-10 alkyd sanding sealer by PPG
16
- 17 H. Note: Plastic laminate for countertops shall be .050" thick, conforming to NEMA LD 3,
18 abrasion resistant laminate plastic (matching Nevamar's ARP, Wilsonart's High Wear
19 or equivalent) with manufacturer and color noted on elevations and details and as
20 specified in the Color Schedule.
21
- 22 I. Plastic Laminate Backing Sheet: NEMA LD3; BKV min. 0.028" thick.
23
- 24 J. Cabinet Liner: NEMA LD3, Std DLS, Min. 0.020" thick, equal to low pressure melamine;
25 solid color and matching edge banding where exposed.
26
- 27 2.06 HARDWARE:
28
- 29 A. General: Unless identified otherwise Provide mill standard cabinet hardware.
30
- 31 B. Hinges: AWS Compliant, Grade II, European type concealed hinges (3-way adjustable type)
32 nickel plated hinge boss. Equal to Blums clip 170 self-closing hinge, Grass 3903 series,
33 Fulterer equivalent, etc.
34
- 35 C. Heavy Duty Hinges: (tall Storage cabinets) Sugatsune's J-95 concealed heavy duty
36 European hinges, with mounting plate, (Spec note: Good for doors to 30" wide x 55lb.
37 and pair of hinges replaces 5-6 normal hinges.) 3-way adjustable, mounts with 6 screws,
38 110 degree opening.
39
- 40 D. Catches:
41 1. Magnetic Type: Provide one per door except at doors exceeding 36" in height;
42 provide 2 at these doors.
43 2. Elbow Catch: E1018N Epco HD Nickel finish, Inactive door of a pair using the elbow
44 catch.
45
- 46 E. Pulls:
47 1. Wire Pulls: Stanley #4484 - 26d finish.
48
- 49 F. Drawer Guides/Slides:
50 1. Blum 430E **full extension** or Accuride 7432, Fulterer FR5000 series 100lb rating,
51 roller bearings, epoxy coated/finished.
52 2. File Drawer Guides: Accuride 4034; rail mounted, full extension, 150 lb. rating; 75000
53 cycle tested; clear zinc finish. Fulterer's FR 5755

**SECTION 06 4000
ARCHITECTURAL WOODWORK**

- 1 3 (42" or less) Wide Drawer Guides and Lateral File Drawers: Accuride 3640A; rail
2 mounted, full extension, 200 lb. rating; 75000 cycle tested; clear zinc finish
3 4. NOTE: Equivalent drawer guide products by Waterloo, KV, Blum, Grass etc are
4 approved.
5
6 G. Shelf Standards and Brackets at Cabinets: KV 255 with 256 supports. Route standards
7 flush.
8 1. Note: 1/4"± (or 5mm) holes at 32mm spacing with KV 346 Series (or equal) shelf
9 supports approved. HD plastic locking shelf clips, may be approved, sized to
10 accommodate extra thick shelving where occurs.
11
12 H. Closet Poles and Flanges:
13 1. KV 770-1 (1-1/16") stainless steel poles with 734 flanges; or 890 polished chrome
14 tubing and 850/860 flanges by EPCO.
15
16 J. Locks and Keying:
17 1. Equal to CompX-National lock 8053/8055 series; Pin tumbler type. Furnish two
18 change keys per room and two master keys.
19
20 K. Support Brackets:
21 1. Exposed Brackets by AM Hardware, 888-647-0200 (www.aandmhardware.com) are
22 specified; 1/8" steel, finished in textured powder coat - black, grey, white or almond;
23 sizes as required by countertop/vanity size. Equivalent by Rakks also approved.
24
25 L. Coat Hook: Ives 582A, Double hook, Satin Nickel finish.
26
27 M. Removable Panel hardware at ADA Sink (in addition to items listed above).
28 1. Continuous Hinge:
29 a. Equal to Stanley 311 Continuous Hinges S470-500
30 b. Size: 1-1/2"x 30" (verify cabinet elevations for size)
31 c. Finish Nickel
32 2. 2 - Double Magnetic Catch Latch per door – Heavy Duty;
33 a. Equal to Ives SPCIV320702
34 b. Finish Aluminum;
35 c. Each with screws and strike plates
36 3. Cabinet Door Restraint Chain:
37 a. Equal to Deltana TC82U3
38 b. Length: 12" or less
39 c. Finish: Satin Nickel-US15
40
41 2.07 SEALANT:
42
43 A. Silicone Adhesive, synthetic rubber base; FS TT-S-1543, Class A; crystal clear color.
44
45
46 2.08 FABRICATION:
47
48 A. Fabricate casework and millwork per reviewed shop drawings.
49
50 B. Size units for ease of handling and to permit passage/delivery through building openings.
51
52 C. Shop seal concealed and semi-concealed surfaces with sealer; Brush apply only. Seal all
53 cut-out locations.
54

**SECTION 06 4000
ARCHITECTURAL WOODWORK**

- 1 D. Provide where not otherwise indicated proper mountings for hardware, including snuggers,
2 catches, etc.
- 3
- 4 E. Provide cutouts and holes for such items such as sinks, fittings, risers, ducts, and other
5 features furnished into the work of this section. Where it is impractical to shop cut these
6 items, field cutting and coordination will be required.
- 7
- 8 F. Shop assemble work as much as practically possible. If necessary to insure best results,
9 complete units shall be assembled in the shop and then partially disassembled into
10 workable sections for shipping and project coordination. Necessary joints for shipping shall
11 be approved type.
- 12 G. Finish casework prior to the installation of hardware (drawer slides, hinges, pulls, etc).
- 13
- 14

PART 3 - EXECUTION:

- 15
- 16
- 17 3.01 GENERAL:
- 18
- 19 A. Work of this Section is classified "Premium" Grade according to AWI Quality Standards,
20 Section 1700. These exacting standards apply to field installation and will be used as guides
21 for acceptance or rejection of Work.
- 22
- 23 B. Employ only the highest quality craftsmen and methods to perform installation Work.
- 24
- 25 3.02 COORDINATION: Work of other Contractors. CM will help in coordination.
- 26
- 27 A. Coordinate with other trades as required to insure proper clearances, field dimensions,
28 backing and blocking, etc.
- 29
- 30 B. Coordinate locations of all electrical outlets, or connection in close proximity to millwork
31 installations. Work in close coordination with Division 26 Electrical Contractor.
- 32
- 33 C. Coordinate the locations of all backing and blocking with Section 06 1000, and Drywall
34 contractor.
- 35
- 36 3.03 INSTALLATION:
- 37
- 38 A. Coordinate blocking installation and placement with Section 06 1000. Scribe and closely fit
39 to adjacent construction. Shim as necessary with concealed shims. Make cutouts as
40 required for mechanical and electrical items.
- 41
- 42 B. Install work after building's humidity is at an acceptable level.
- 43
- 44 C. Ensure that mechanical and electrical items affecting this section are properly placed,
45 complete, prior to commencement of installation.
- 46
- 47 D. Cabinets: Install without distortion so that doors and drawers fit openings properly and area
48 accurately aligned. Install separate base frame and level in prior to mounting base
49 cabinets.
- 50
- 51 E. Provide on-site sealing of all cutouts in wood/casework.
- 52
- 53 F. Adjust hardware to center doors and drawers in openings and to provide unencumbered
54 operation.

SECTION 06 4000
ARCHITECTURAL WOODWORK

- 1 1. Complete installation of hardware and accessory items as indicated.
- 2 2. Maintain veneer sequence matching of cabinets.
- 3
- 4 G. Tops: Securely anchor to base units and other support systems.
- 5 Provide sink cutouts as required.
- 6
- 7 H. Adjust doors, drawers, hardware, fixtures, and other moving or operating parts to function
- 8 smoothly and correctly.
- 9
- 10 I. Install sealant in joints between Work of this Section and other surfaces where indicated on
- 11 Drawings or otherwise required to give finished appearance.
- 12

13 3.04 PROTECTION:

- 14
- 15 A. Protect all woodwork from defacement or damage until final completion of project.
- 16
- 17 B. Clean installed woodwork by providing initial wipe down of casework. See Section 01 7400,
- 18 Cleaning.
- 19
- 20

21 END OF SECTION

**SECTION 10 1100
VISUAL DISPLAY BOARDS**

PART 1 - GENERAL:

1.01 SCOPE OF WORK:

- A. Porcelain Enamel Markerboards
- B. Tackboards
- C. Framework and Accessories

1.02 RELATED WORK:

- A. Wall Substrates are by Division 4 or Division 9. (other contracts)
- B. Wall Blocking is by Section 06 1000. (another Contract)

1.03 REFERENCES:

- A. ASTM B221 – Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Shapes, and Tubes.
- B. ASTM E84 –Test Method for Surface Burning and Characteristics of Building Materials.
- C. ASTM C540 – Gloss Test for Porcelain Enamel Steel (Porcelain Enamel Institute PEI-501).

1.04 SHOP DRAWINGS AND PRODUCT DATA:

- A. Submit in accordance with Section 01 3300.
- B. Clearly indicate board sizes, field or factory joints and layout, method of attachment, accessories, trim profiles details and finish.
- C. Furnish manufacturer's descriptive literature, panel color samples and cleaning instructions.
- D. Furnish a copy of the manufacturer's installation instructions.
- E. Samples and Color Charts: Provide color charts and composition samples of face, core, backing and trim to illustrate finish, color and texture.
- F. Shop Drawings: Provide shop drawings for each type of visual display board specified including section details indicating trim, face, core and backing materials, dimensions, joint locations and special anchor details.

1.05 CARE AND MAINTENANCE DATA:

- A. Furnish manufacturer's recommendations for care and maintenance of surfaces in accordance with Section 01 7823.

1.06 WARRANTY:

- A. Submit a "Life of Building" warranty, stating that under normal usage and maintenance, and when installed in accordance with manufacturer's instructions and recommendations, the porcelain enamel boards are guaranteed for the life of the building. Guarantee covers replacement of defective boards, but does not cover removal or installation.

**SECTION 10 1100
VISUAL DISPLAY BOARDS**

- 1
2 B. Installation Warranty: Provide 2-year warranty commencing on date of substantial
3 completion, covering the installation of the product.
4

5 **PART 2 - PRODUCTS:**
6

7 2.01 UNITS:
8

- 9 A. Manufacturers: Claridge Products and Equipment, Inc. is specified (Represented by
10 Construction Supply, Fargo - 701-235-6605) with Addendum Ten Corp.; Gotham
11 Educational Equipment Co.; Marsh Industries, (formerly Polyvision
12 Corporation/Greensteel/Nelson Adams); ADP/Lemco Corp., Ghent Mfg. Inc., Platinum
13 Visual Systems and W. E. Neal Slate also acceptable.
14
15 B. Type: Series 3 factory laminated and framed units with satin anodized
16 Provide one unit for those under 16 feet long and two units properly designed to be joined
17 on job for those over 16 feet long.
18 1. Provide full length marker tray on marker boards.
19 2. Provide No. 51 tack rail strip, across the top of markerboards, complete with end
20 stops, and four 51M map hooks per rail strip.
21

22 2.02 TACKBOARD PANEL:
23

- 24 A. Manufacturers: Claridge Products and Equipment, Inc. is specified with Dodge Cork Co.,
25 Inc.; Forbo-Krommenie B.V.; Gotham Educational Equipment Co., Inc.; Polyvision; Lemco
26 Corp; Forbo/Nairn and W. E. Neal Slate also acceptable.
27
28 B. Type and Color: Claridge Cork: 1/4" Bulletin Board mounted on 1/4" hardboard:
29 1. Color: Picked from standards.
30

31 2.03 MARKERBOARD PANEL:
32

- 33 A. Manufacturer: Claridge Products and Equipment, Inc. is specified with Addendum Ten
34 Corp.; Gotham Educational Equipment Co.; Polyvision Corporation (Greensteel/Nelson
35 Adams); ADP/Lemco Corp., Ghent Mfg. Inc., Platinum Visual Systems and W. E. Neal Slate
36 also acceptable.
37
38 B. Type and Color: LCS panel, 24 or 28 ga., Low-gloss writing surface bonded to 1/2" foil
39 backed backer board.
40 1. Picked from standard color choices. (White, Grey or tan)
41 2. Provide one box of 4 markers in assorted colors per markerboard.
42

43 2.04 FABRICATION:
44

- 45 A. Laminate facing sheet and backing sheet to core material under pressure, using
46 manufacturer's recommended adhesive.
47
48 B. Provide factory-assembled visual display boards, except where sizes demand partial field
49 assembly.
50
51 C. Assemble units in one piece without joints, wherever possible. Where required dimensions
52 exceed maximum panel size available, provide two or more pieces of equal length, as
53 indicated on approved shop drawings. Assemble to verify fit at factory, then disassemble for
54 delivery and final assembly at project site.

**SECTION 10 1100
VISUAL DISPLAY BOARDS**

PART 3 - EXECUTION:

3.01 INSPECTION:

- A. Assure that surfaces to receive units are free of debris.
- B. Do not proceed with installation until conditions are satisfactory.

3.02 INSTALLATION:

- A. Comply with manufacturer's instructions and reviewed Shop Drawings, for storage, handling and installation.
- B. Set units plumb, level, and true to line without warp or rack.
- C. Apply protective coating to separate aluminum from incompatible materials.
- D. Anchor securely to surrounding construction.
- E. Deliver factory built visual display boards completely assembled in one piece without joints where possible.
- F. If dimensions exceed panel size, provide 2 or more pieces of equal length as acceptable to the Architect. When overall dimensions require delivery in separate units, prefabricate components in the factory, disassemble for delivery, and make final joints at the site. Use splines at joints to maintain surface alignment.
- G. Install units in locations and at mounting heights indicated or required by Shop Drawings and according to manufacturer's written instructions.
- H. Keep perimeter lines straight, plumb, and level. Provide grounds, clips, and backing materials, adhesives, brackets, anchors, trim and accessories for a complete installation.
- I. Coordinate Project assembled units with grounds, trim and accessories. Join parts in a neat, precise fit.
 - 1. Comply with manufacturer's instructions and reviewed Shop Drawings.
- J. Set units plumb, level, and true to line without warp or rack.
- K. Anchor securely to surrounding construction.
 - 1. Use additional spot adhesive for adhering centers of boards to substrate as recommended by manufacturer.

3.03 ADJUSTING AND CLEANING:

- A. Verify that all accessories required for each unit or product has been installed.
- B. Clean units according to manufacturer's written instructions.

END OF SECTION

