PCLS LAKEWOOD INTERIM LIBRARY
PREFABRICATED BUILDING

PROJECT MANUAL

DESIGN INTENT DOCUMENTS
Date: December 21, 2022

12-20-2022
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Section 000300- ADVERTISEMENT FOR BID

DATE OF ADVERTISEMENT: Daily Journal of Commerce, Seattle: December 21, 24, and 27, 2022

NAME OF PROJECT: PCLS LAKEWOOD INTERIM LIBRARY PREFABRICATED BUILDING


MANDATORY PRE-BID PAGE TURN: January 4, 2023, 1:00PM to 2:00PM
Via Microsoft Teams at link below. If unable to attend, contact Architect to make other arrangements prior to January 3, 2023.

LAST SUBMISSION OF QUESTIONS: January 9, 2023, 4:00PM to Architect
Answered by January 11, 2023

BIDS DUE: January 17, 2023, 2:00PM to PMcBride@piercecountylibrary.org

DATE OF BID OPENING: January 17, 2023, 3:00PM at PCLS, 3005 112th St E., Tacoma, WA 98446
Or via Microsoft Teams at link below.

PROJECT DESCRIPTION:

Solicitation of bids to fully design, detail, permit, construct, deliver, and install prefabricated building units to create a 10,000 square foot interim library building based on Design Intent Documents dated December 21, 2022.

Work includes all required engineering; permit documentation, submittals, revisions and procurement, including coordination with State L&I and City of Lakewood; shop drawing submittals and revisions as required for Architect review and acceptance; transportation of prefabricated components to site (10202 Gravelly Lake Dr., Lakewood WA 98499); erection/installation of prefabricated components on concrete foundations provided by others; connection of building sewer, storm, water, gas, electrical and other systems to site utilities to an operational condition; completion of inspections required by Authorities Having Jurisdiction; and completion of building onsite to an occupiable condition, including Certificate of Occupancy.

Owner will be contracting the construction of site amenities, including parking, landscaping, site hardscaping, street improvements, building foundations, and utility work to stub to final building locations. It is expected that the selected prefabricated building provider will coordinate with owner’s design team to provide final dimensions of prefabricated units, structural loads imposed upon concrete foundations, utility final connection sizes, requirements, and locations, and any other site preparation requirements so the site development may occur concurrent with fabrication of building units.

The Pierce County Library System (Owner) will receive electronic bids from qualified general contractors ONLY until 2:00PM, January 17, 2023 sent to Petra McBride at PMcBride@piercecountylibrary.org. BIDS RECEIVED AFTER 2:00PM WILL NOT BE ACCEPTED.

A public reading of the sealed bids, including Additives, Alternatives, Deductives and Unit Prices, if any,
ADVERTISEMENT FOR BID 000300 – 2 will be conducted at 3:00PM, January 17, 2023 in PCLS Processing & Administrative Center, 3005 112th Street East Tacoma, WA 98446, Meeting Room B. Optional virtual attendance via Microsoft Teams can also be used to view reading of the bids at: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDdmYTQ4ZjttNTQ1MS00MjFkLWI1YWYtZDBiYmViMiMjJODQ5%40thread.v2/0?context=%7b%22Tid%22%3a%221a2f4643-38c9-4533-8193-a4a48217102c%22%2c%22Oid%22%3a%221b195515-dfe7-495c-a103-562667f40d0e%22%7d

Meeting ID: 264 557 729 136
Passcode: CPn2XP

**TIMELINE OF EVENTS FOR BID OPENING**

2:00PM  Sealed Base Bid, Additives, Alternates, Deductives, Unit Prices due
3:00PM  Public reading of sealed Base Bid and Additives, Alternates, Deductives

No bid will be considered unless accompanied by a certified or bank cashier's check, or by a bid bond from a state-licensed surety company in an amount of not less than five percent (5%) of the Base Bid including sales tax and Additives, made payable to PIERCE COUNTY LIBRARY SYSTEM.

Bid, Bid Bond and other enclosures shall be enclosed in an opaque, sealed envelope bearing the name and address of the Bidder and addressed to the Owner. Mark lower left corner of the envelope "PCLS Lakewood Library Bid."

Bid documents will be available on December 21, 2022. Plans, specifications, addenda, bidders list, and plan holders list for this project are available through Builder's Exchange of Washington's on-line plan room for the PCLS Lakewood Library. Free-of-charge access is provided to Prime Bidders, Subcontractors, and Vendors by going to http://bxwa.com and clicking on "Posted Projects", "Public Works", and "Pierce County Library System". Bidders are encouraged to "Register" in order to receive automatic email notification of future addenda and to be placed on the Bidders List. Contact Builders Exchange of Washington at (425) 258-1303 for assistance.

Questions should be directed to the project architect NO LATER THAN 4:00PM, January 9, 2023: BuildingWork Architects, 159 Western Ave West, Suite 486, Seattle, WA 98119, attn: Michele Hill, 206-775-8670, michele@buildingwork.design.

No bidder may withdraw its bid after the hour set for the opening thereof, unless and until the award of contract has been delayed for a period of sixty (60) days.

The Owner reserves the right to reject any and all bids and to waive any informalities. The Owner may also reject any bid for one or more of the following reasons:

a. Liens, judgments, or claims from previous work,
b. Evidence of financial insolvency and/or poor credit history,
c. Lack of previous experience in performing contracts of similar scope and nature,
d. Bidder has been placed on a State or Federal list of debarred or ineligible contractors.
DATES OF PUBLICATION IN DAILY JOURNAL OF COMMERCE, SEATTLE:

Wednesday, December 21, 2022
Saturday, December 24, 2022
Tuesday, December 27, 2022

Pierce County Library System is an Equal Opportunity Employer.
## Section 001000 - Instruction to Bidders

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DEFINITIONS AND CONDITIONS

DEFINITIONS
The following terms, listed in alphabetical order, are defined as follows:

ADDENDUM: A written or graphic instrument, issued prior to the Bid opening to all Bidders and identified as an Addendum, which modifies or clarifies the Bid Documents.


AGREEMENT FORM: The written agreement between the Owner and the Contractor setting forth the obligations of the parties there under including, but not limited to, the performance of the Work, the basis of payment and the Contract Time.

ALTERNATE A unit of Work or group of Bid items, identified separately in the Bid, which permits a choice of different methods or material of construction for performing the same work.

ADDITIVE ALTERNATE: A supplemental unit of work or group of Bid items, identified separately in the Bid that may, at the discretion of the Owner, be added to the Base Bid.

DEDUCTIVE ALTERNATE: A supplemental unit of work or group of Bid items, identified separately in the Bid that may, at the discretion of the Owner, be deducted from the Base Bid.

ARCHITECT: A licensed registered Architect of the State of Washington, acting directly or through duly authorized representatives in the administrative management of the Contract.

BASE BID: That amount stipulated in a bid for which the Bidder offers to do the Work and perform the Contract excluding Alternates and taxes collected separately pursuant to Washington State Excise Tax Rules. The terms "Proposal," "Bid Proposal," and like terms are synonymous.

BID: Those written amounts stipulated in a bid for which the Bidder offers to do the Work and perform the Contract including Alternates and taxes collected separately pursuant to Washington State Excise Tax Rules. The terms "Proposal," "Bid Proposal," and like terms are synonymous.

BID DOCUMENTS: The Advertisement for Bids, Instructions to Bidders, Bid Form, and the proposed Contract Documents, including any Addenda issued prior to Bid opening.

BID FORM: The Bid and the Affidavit included in the Bid Documents.

BID GUARANTY: Bid bond, cash, cashier's check or certified check accompanying the Bid as a guarantee that the Bidder will enter into an agreement with the Owner for performance of the Work if the Bidder is Awarded the Contract.

BIDDER: An individual, partnership, firm, corporation, or joint venture, submitting a Bid. When required by law or otherwise such individual, partnership, firm, corporation or joint venture shall be pre-qualified.

CHANGE ORDER: See Section 007000 Article 7.2.1.
CONTRACT: See Section 007000, Article 1.1.2

CONTRACT BOND: The approved form of security, furnished by the Contractor and the Contractor's Surety, guaranteeing completion of the Work and payment to persons supplying labor and materials in the prosecution of the Work. (SEE Section 006100).

CONTRACT COMPLETION DATE: See "DATES"

CONTRACT DOCUMENTS: See Section 007000, Article 1.1.1

CONTRACT PRICE:

1. Awarded Contract Price: The lump sum base bid for all items of Work, including accepted Alternates, and applicable taxes, upon which the Award is made.

2. Revised Contract Price: The Awarded Contract Price, at any time after Award but prior to the Completion Date, adjusted as a result of approved Change Orders.

3. Final Contract Price: The total amount of money payable to the Contractor under the terms and conditions of the Contract

CONTRACT TIME: See "DATES"

CONTRACTOR: The individual or entity contracting with the Owner to do the Work.

DATES: The following are Contract milestone dates:

1. Bid Opening Date: The date on which Bids for the Work are opened and read publicly.

2. Award Date: The date on which the Owner formally accepts for the Work, the lowest responsive Bid of a responsible Bidder and Awards the Contract.

3. Contract Completion Date: The date by which the Work is contractually required to be physically completed. The Contract Completion Date will be stated in the Notice to Proceed. The Architect will revise this date in writing whenever there is an extension of the Contract Time.

4. Notice to Proceed Date: The date stated in the Notice to Proceed on which the Contract Time begins.

5. Substantial Completion Date: The date the Architect determines the Owner has full and unrestricted use and benefit of the facilities, both from an operational and safety standpoint, and only minor incidental work, replacement of temporary substitute facilities, or correction or repair remain for the physical completion of the total Contract.

6. Physical Completion Date: The day all Work is physically complete on the Project. All documentation required by the Contract and required by law does not necessarily need to be furnished by the Contractor by this date.
7. Final Completion Date: The date, certified in writing by the Owner, when the Work specified in the Contract Documents is completed and all the obligations of the Contractor under the Contract are fulfilled. The Contractor must furnish all documentation required by the Contract and by law before this date is established.

DAY: Unless otherwise specified, Day(s) means Calendar Day(s).

1. Business Day: Any day other than Saturday, Sunday, or Holiday.

2. Calendar Day: The time period of twenty-four hours measured from midnight to the next midnight.

3. Non-Working Day: The following are Non-Working Days:
   - Saturday
   - Sunday
   - Holiday
   - A day the Contract specifically requires the Contractor to suspend the Work.

4. Working Day: A day not otherwise defined as a Non-Working Day.

DRAWING: See Section 007000 Article 1.1.5

FORM OF PROPOSAL: See "Bid".

HOLIDAY: A day designated by as exempt from labor. Pursuant to RCW 1.16.050. When any Holiday falls on a Sunday, the following Monday shall be considered a Holiday. When any Holiday falls on a Saturday, the preceding Friday shall be considered a Holiday. The Pierce County Library System recognizes the following Holidays:

   First day of January (New Year's Day)
   Third Monday of January (Martin Luther King, Jr.'s Birthday)
   Third Monday of February (President's Day)
   Last Monday of May (Memorial Day)
   Fourth day of July (Independence Day)
   First Monday of September (Labor Day)
   Eleventh day of November (Veterans' Day)
   Fourth Thursday of November and the Friday immediately following (Thanksgiving Day)
   Twenty-fourth day of December (Christmas Eve)
   Twenty-fifth day of December (Christmas Day)

LIQUIDATED DAMAGE: See Section 007000 Article 8.2.4.

MATERIAL: Any substance specified for use in the construction of the Project that enters into and forms a part of the finished Project. The substance shall be capable of being so used and shall be furnished for that purpose.
MATERIALMAN: A person or entity that furnishes a Material, supply, commodity, equipment, or manufactured or fabricated product and does not perform labor at the Project Site; a Supplier.

NOTICE: A written communication to the Owner, Architect, Contractor, or Surety relative to the Work.

NOTICE OF INTENT TO AWARD: The Owner’s written Notice to the successful Bidder of their intention to accept the Bid.

NOTICE OF AWARD: The Owner’s Written Notice to the successful Bidder accepting the Bid.

OWNER The Pierce County Library System or its authorized representative, also referred to as Project Manager.

PROJECT: See Section 007000, Article 1.

PROJECT MANUAL: See Section 007000, Article 1.

PROJECT SITE: The geographical location usually defined by legal boundary lines, where the Work is to be performed.

SUBCONTRACTOR: An individual or entity contractually obligated to the Contractor to perform a portion of the Work. Also see Supplier.

SUPPLIER: See "Materialman."

SURETY: A surety company that is bound with the Contractor to ensure faithful performance of the Contract, and payment of all laborers, mechanics, Subcontractors and Materialmen and all persons or entities that supply any such person with provisions and supplies for the carrying on of the Work.

UNIT PRICE: A fixed price for construction per unit of measurement.

WORK: See Section 007000, Article 1.

QUALIFICATIONS OF BIDDERS
Bidders shall be qualified by experience, financing, equipment, and organization to do the work called for in the Contract Documents. The Owner reserves the right to take whatever action it deems necessary to ascertain the ability of a Bidder to perform the work satisfactorily. This action may include conducting an evaluation of a Bidder’s qualifications and references prior to Award.

BID DOCUMENTS
Information as to where Bid Documents can be obtained or reviewed will be found in the Advertisement for Bid (See Section 000300).

UNIT PRICES
The quantities shown on the Form of Proposal Section 003000 Unit Prices, if any are estimates only and are stated only for Bid comparison purposes. The Owner does not warrant, expressly or by implication that actual quantities of the Work will correspond with those estimated. The Owner reserves the right to increase or decrease the amount of any item of Work associated with a Unit Price, or to make other changes in the Work as necessary. Payment will be made on the basis of the actual quantities of each item of Work completed in accordance with the Contract Documents.
Unit Prices must be submitted with the sealed bids. See Section 003000, Form of Proposal.

**EXAMINATION OF BID DOCUMENTS AND PROJECT SITE**

**GENERAL**

Bidders shall carefully examine the Bid Documents. Submittal of a Bid shall be conclusive evidence that the Bidder has made these examinations and understands all requirements for the performance of the Work. By submitting a Bid, the Bidder further warrants, agrees and acknowledges that the Bidder:

- has taken all steps necessary to ascertain the full scope, nature and location of the Work;
- has investigated and is satisfied as to the general and local conditions which can affect the Work or its cost, including but not limited to:
  - conditions bearing upon acquisition, transportation, disposal, handling, and storage of materials;
  - the availability of labor, materials, water, electric power, and roads;
  - uncertainties of weather, river stages, tides, or similar physical conditions at the site;
  - the conformation and condition of the site;
  - the character of equipment and facilities needed preliminary to and during work performance;
  - site and environmental conditions which by statute, law, or regulation require specific training and certifications for employees;
- is satisfied as to the character, quality, and quantity of site development construction or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the Bid Documents and other information made a part of this Contract;
- is satisfied as to the adequacy of the amount of time allowed for physical completion of the Contract.

Any failure of the Bidder to take the actions described and acknowledged above shall not relieve the Bidder from responsibility:

- for estimating properly the difficulty and cost of successfully performing the Work; and
- from proceeding to successfully perform the Work without additional expense to the Owner.

The Bidder agrees that the Owner shall not be liable to the Bidder for any claim whatsoever, including claims for additional payment or time, if the claim directly or indirectly results from
the Bidder's failure to investigate and become sufficiently knowledgeable of the conditions under which the Contract is to be performed.

The Bidder shall be familiar and comply with all Federal, State, and local laws, ordinances, and regulations that might affect those engaged in the Work. The Bidder agrees not to assert and the Owner will not consider any plea of misunderstanding or ignorance of such requirements.

Bid prices shall reflect what the Bidder anticipates to be the cost of completing the Work, including methods, materials, labor, and equipment. The Bidder will not be compensated for any costs that exceed those in the Bid prices except as the Contract Documents may provide.

The Bidder is advised to include in its Bid the applicable costs required by Section 007000 - Article 11 related to insurance and bonds.

A claim will not be allowed because of any ambiguity in the Contract Documents if:

- the Bidder discovers an ambiguity but fails to notify the Owner, or
- the Bidder failed to discover any ambiguity that would have been discovered by a reasonably prudent Contractor in preparing its Bid.

Any prospective Bidder desiring an explanation or interpretation of the Bid Documents must request the explanation or interpretation in writing no later than 5 business days prior to the Bid Date. Oral explanations, interpretations, or instructions given by anyone before Award will not be binding on the Owner. Any information given to a prospective Bidder concerning any of the Bid Documents will be furnished to all prospective Bidders as an Addendum if:

- that information is deemed by the Owner to be necessary in submitting a Bid, or
- the Owner concludes that the lack of information would be prejudicial to other prospective Bidders.
**BID PROCEDURES**

**FORM AND STYLE OF BID**
A Bid shall be submitted only on the Form of Proposal (SEE Section 003000) issued by the Owner. The Bid Form will identify the Project and may describe the Work by listing estimated quantities, units of measure, items of work, and Materials to be furnished.

Bids shall be completed by typing or shall be printed in ink by hand, preferably in black ink. A price shall be submitted for each Bid item listed.

Required certifications, as appropriate, shall be included on the Affidavit of the Bid Form.

The signer of the Bid shall initial any correction to a Bid made by interlineation, alteration, or erasure. The Bidder shall make no stipulation on the Bid Form nor qualify the Bid in any manner. A Bid shall be submitted for every Additive, Alternate, or Deductive identified in the Bid Form, unless otherwise specified.

A Bid by a corporation shall be executed in the corporate name, by the president or a vice president (or other corporate officer, accompanied by evidence of authority to sign).

A Bid by a partnership (including a joint venture) shall be executed in the partnership name, and signed by a partner.

**ADDENDA**
Questions regarding the meaning or intent of the Bid Documents shall be submitted to the Architect in writing. If the Architect determines it warranted, modifications or clarifications will be provided by Addenda. Only questions answered by formal written Addenda will be binding on the parties. Oral or other interpretations or clarifications will be without legal effect.

Addenda may be issued to modify or clarify the Bid Documents. Addenda will be posted on Builder’s Exchange, mailed or faxed to persons or organizations to whom the Bid Documents were issued and who have registered with Builder’s Exchange as Planholders. The Bidder shall acknowledge receipt of each Addendum by filling in the appropriate spaces on the Bid Form Affidavit.

The Bidder should always check with the Architect the day before Bids are opened to ensure all Addenda have been received. The address and telephone number of the Owner's office or other designated locations where copies of Bid Documents and addenda may be obtained is stated in the Advertisement for Bids.

**BID GUARANTY**
A Bid shall be accompanied by:

- a certified or cashier’s check payable to the order of Pierce County Library System;
- cash; or
- a Bid Guaranty (See Section 004100).
The cash, check, or bond shall be for a sum of not less than five percent of the maximum Bid amount that could be Awarded, including sales tax and Additives, if applicable. A Bid will not be accepted or considered unless accompanied by such check, cash, or Bid bond.

If a Bid bond accompanies a Bid, a Surety company authorized to do business in the State of Washington shall furnish the Bid bond. In order to be authorized to do business in the state of Washington, the Surety must be registered with the Washington State Insurance Commissioner and the Surety’s name must appear on the current list of authorized insurance companies published by the Office of the Insurance Commissioner.

Bid bonds shall contain the following:

- the name and nature of the improvement;
- the Pierce County Library System named as obligee;
- the amount of the Bid bond stated either as a dollar figure or as a percentage that represents five percent of the maximum Bid amount that could be Awarded;
- the signature of the Bidder’s officer empowered to sign official statements. The signature of the person authorized to submit the Bid should agree with the signature on the bond, and the title of the person must accompany the said signature; and
- the signature of the Surety’s officer empowered to sign the bond and the power of attorney.

**NONCOLLUSION REQUIREMENT**

The Bidder, by signing and having the Bid Form notarized, swears, deposes and says that the Bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in the preparation and submission of a Bid to the Owner for consideration in the Award of a Contract for the Work.

**BID SUBMITTAL**

**GENERAL**

The Bid Form shall be submitted at the time and place specified in the Advertisement for Bids. The Bid Form, together with the Bid Guaranty and such other documentation as is required, shall be enclosed as attachments marked with the Project name and the Bidder's name and address, and be addressed to:

PMcBride@piercecountylibrary.org

Attention: Petra McBride, Manager of Executive Office Admin
ph: 253-548-3420
Subject: PCLS Lakewood Interim Library Prefabricated Building
The Bidder shall assume full responsibility for the timely delivery at the location designated in the Advertisement for Bids for receipt of Bids. A Bid submitted or delivered after the time fixed for receipt of Bids will not be accepted.

**CHANGE OF BID SUBMITTAL DATE**

The Owner reserves the right to change the date and time for Bid submittal. Notification of the change will be by Addendum.

**SUBCONTRACTOR LIST**

Pursuant to RCW 39.30.060, on a public works contract that is estimated to cost $1 million or more, the Bidder is required to:

... submit as part of the bid, or within one hour after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of heating, ventilation and air conditioning, plumbing as described in chapter 18.106 RCW, and electrical as described in chapter 19.28 RCW, or to name itself for the work. The bidder shall not list more than one subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the bidder must indicate which subcontractor will be used for which alternate. Failure of the bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the bidders' bid nonresponsive and, therefore, void. The requirement of this section to name the bidder's proposed heating, ventilation and air conditioning, plumbing, and electrical subcontractors applies only to proposed heating, ventilation and air conditioning, plumbing, and electrical subcontractors who will contract directly with the general contractor submitting the bid to the public entity.

**MODIFICATION OR WITHDRAWAL OF BID**

After submitting a Bid, the Bidder may withdraw or revise it if:

the Bidder submits a written request signed by an authorized person; and

the Owner receives the request before the time for receipt of Bids.

If the request for modification or withdrawal is by telegram, written confirmation over the signature of the Bidder shall be mailed and postmarked on or before the time designated for receipt of Bids.

The original Bid, as revised in writing, and received prior to the time designated for receipt of Bids, will be acceptable as the official Bid.

A Bid may not be modified, withdrawn, or canceled by the Bidder after the time for Bid submittal unless the Award is delayed for a period exceeding the limit set forth for Award or a Bidder’s claim of error is upheld by the Owner.
ADDITIVES, ALTERNATES, DEDUCTIVES
The Owner reserves the right to arrange the Bid Form with Alternates, Additives, or Deductives, if such be to the Owner’s advantage. The Bidder shall Bid on all Alternates, Additives, or Deductives set forth in the Bid Form unless otherwise specified in the Project Manual.

Alternate Bids must be submitted with the Bid.

PUBLIC OPENING OF BIDS
Bids will be opened and read as indicated in the Advertisement for Bids (See Section 000300).

IRREGULAR BIDS
A Bid will be considered irregular and non-responsive, and will be rejected if:

- The Bidder has not been prequalified when so required.
- The authorized Bid Form is not used or is altered.
- The completed Bid Form contains any unauthorized addition, deletion, alternate Bid, or condition.
- The Bidder adds provisions reserving the right to accept or reject the Award or to enter into the Contract.
- A price per unit cannot be determined, where applicable.
- For Projects estimated to cost $1,000,000 or more, the Bidder did not comply with the Subcontractor list requirements.
- The Bid does not constitute a definite and unqualified offer to meet the material terms of the Bid invitation.

A Bid may be considered irregular and may be rejected if:

- The Bid Guaranty is insufficient or improper.
- Any of the unit prices are excessively unbalanced (either above or below the amount of a reasonable Bid) to the potential detriment of the Owner.
- Receipt of Addenda is not acknowledged.
- A member of a partnership and the partnership submit a Bid for the same Project (in such an instance, both Bids may be rejected).
- The entries in the Bid Form are not typewritten or entered in ink.
- The Bid is not properly executed.
- The Bidder did not Bid on all Additives, Deductives, or Alternates, when required.
- The Bid does not include a unit price for every Bid item.

DISQUALIFICATIONS OF BIDDERS
A Bidder may be deemed not responsible and its Bid rejected if:
More than one Bid is submitted for the same Project from a Bidder under the same or different names.

Evidence of collusion exists with any other Bidder, potential Bidder or party. Participants in collusion will be restricted from submitting further Bids.

A Bidder, in the opinion of the Owner, is not qualified for the work specified, or if the Bid exceeds the authorized prequalification amount as may have been determined by a prequalification or pre-Award evaluation of the Bidder.

An unsatisfactory performance record exists as shown by past or current work for the Owner, or for others, as judged from the standpoint of conduct of the work, environmental and safety compliance records, workmanship, progress, affirmative action, or equal employment opportunity practices.

There is uncompleted work (for the Owner or others) which might hinder or prevent the prompt physical completion of the Work Bid upon.

The Bidder failed to settle bills for labor or materials on past or current contracts.

The Bidder has failed to complete a public contract or has been convicted of a crime arising from a previous public contract.

The Bidder is unable, financially or otherwise, to perform the Work.

A Bidder is not authorized to do business in the State of Washington (not registered in accordance with Chapter 18.27 RCW).

For any other reason deemed proper by the Owner.
AWARD OF CONTRACT

BID TABULATION
The Base Bid, including the summation of additive alternates, the summation of deductive alternates, will be used for award purposes, and to fix the awarded contract price and the amount of the contract bond. Owner reserves the right to reject or accept any alternate(s) and to award the bid based on the Base Bid plus any combination of Additive and/or Deductive Alternates.

CLAIM OF ERROR
A Bidder who wishes to claim error after the Bids have been opened and tabulated shall submit a signed and notarized affidavit, accompanied by original worksheets used in the preparation of the Bid, requesting relief from the responsibilities of Award. The affidavit shall describe the specific error(s) and certify that the worksheets are the originals used in the preparation of the Bid. The affidavit and the worksheets shall be submitted to the following by 5:00 p.m. on the next Business Day after Bid opening or the claim will not be considered.

Pierce County Library System
Processing and Administration Center
3005 112th St. E.
Tacoma, WA 98446-2215
Attention: Petra McBride, Manager of Exec Office Admin,
PMcBride@piercecountylibrary.org
Ph: 253-548-3420

The Architect will review the certified work sheets to determine the validity of the claimed error and make recommendation to the Owner. If the Owner concurs in the claim of error, the Bidder will be relieved of responsibility and the Bid Guaranty of the Bidder will be returned. Thereafter, at the discretion of the Owner, all Bids may be rejected or Award made to the next lowest responsive, responsible Bidder.

PRE-AWARD INFORMATION
The Owner will evaluate all Bids to determine the lowest responsive, responsible Bidder. This evaluation may include investigations to establish the responsibility, qualifications and financial ability of the Bidder to do the Work.

A Bidder whose Bid is under consideration for Award shall, upon request, promptly complete and submit Section 001100 Pre-award Bidder Information. Documented information shall be submitted within 7-days after receipt of a written request from the Owner.

In addition, a Bidder under consideration for Award may be required to furnish:

- a complete statement as to the origin, composition, and manufacture of any and all Materials to be used in the Project, together with samples which may in turn be subjected to tests to determine their quality and fitness for the Work;
a breakdown of costs assigned to any Bid item; and

such additional information as the Owner may request to assist the Owner in ascertaining the Bidder’s general ability to perform the Work.

RIGHTS OF THE OWNER
In addition to such other rights as may be reserved elsewhere in the Contract Documents, the Owner reserves the right to:

Reject any or all Bids,

Waive informalities in the Bidding,

Accept the lowest responsive Bid of a responsible Bidder,

Correct arithmetical errors in a Bid,

Re-advertise for Bids,

Revise or cancel the Work,

Require the Work be done in another way if, in the opinion of the Owner, the best interest of the public will be served, and

Award such Additives, Deductives, or Alternates, as may be set forth in the Bid Form.

AWARD OF CONTRACT
The Owner reserves the right to Award such Additives, Deductives or Alternates as may be set forth in the Bid Form.

If a Contract is to be awarded, the Owner will endeavor to Award the same to the lowest, responsive, Bidder within 60 days after the Bid Opening Date. If a Contract is not awarded within that 60-day Award period, all Bids will expire and will not be considered further unless the Owner deems it necessary to try to secure an extension of the time period for Bid evaluation and the allowable period for Award. In such event, prior to the end of the 60-day Award period, the Owner shall issue an invitation to the apparent low Bidder and such other Bidders as the Owner, in the exercise of its discretion, deems appropriate, to extend the period each such Bid is valid and capable of Owner acceptance.

The following conditions shall apply to each such extension:

the extension shall be by mutual consent between the Owner and the Bidder;

the extension shall be documented in writing in a form acceptable to the Owner; and,

the written extension shall be received by the Owner prior to the expiration of the initial 60-day period for Award.

A Notice of Award will be mailed to the successful Bidder following the Owner’s Award.
EXECUTION OF CONTRACT

GENERAL
The Owner is prohibited by RCW 39.06.010 from executing a contract with a contractor who is not registered or licensed under Washington law. If required by the City of Lakewood, the Contractor and Subcontractors performing work within the City of Lakewood must acquire a City of Lakewood Business License.

At the Owner's request, the Contractor shall submit legible copies of the Contractor's State of Washington Contractor's Registration and City of Lakewood Business License to the Owner, prior to Notice of Award of Contract.

TIME TO EXECUTE AGREEMENT FORM
The original and one copy of the Project Manual, including the unsigned "Standard Form of Agreement between Contractor and Owner for Construction of Buildings," AIA Document No. A101, 2007 edition, issued by the American Institute of Architects, will be available for signature by the successful Bidder at:

Pierce County Library System
Processing and Administration Center 3005 112th St. E.
Tacoma, WA 98446-2215
Attention: Christina Neville-Neil, project manager
Ph: 253-548-3475

The documents will be ready on the first Business Day following Notice of Intent to Award, or shortly thereafter. See Section 005000 Standard Form of Agreement for a draft copy of AIA Document A101-2007.

The successful Bidder shall sign and return to the Pierce County Library System Processing and Administration Center within 7 calendar days of the Notice of Intent to Award:

- the original of the Agreement Form (See Section 005000 Standard Form of Agreement);
- the Performance and Payment Bond (See Section 006100 Performance and Payment Bond); and
- acceptable evidence of insurance (See Section 007000 General Conditions - Article 11 Insurance and Bonds).

The above time limit may be extended by mutual agreement between the Owner and the successful Bidder.

The Owner will forward the Notice of Award and a copy of the fully executed Agreement Form to the successful Bidder for incorporation into the successful Bidder's copy of the Project Manual.

No work shall begin within the Project limits or within sites furnished by the Owner until the successful Bidder has received the fully executed Agreement Form and has been given the Notice to Proceed. The Contractor shall bear all risks for any work begun prior to the issuance of the Notice to Proceed.
PAYMENT AND PERFORMANCE BOND
See Section 006100, Payment and Performance Bond.

If Contractor is submitting their own form, it must be submitted to the Owner for approval.

RECORDS RETENTION
The contractor shall, within seven days of Contract Award, collect copies of all documents and written materials relating to the Project on which he relied in arriving at his bid, seal the copies in a package, and deliver the sealed package to an escrow company or similar third party approved by the Owner. The conditions of the escrow shall be that the sealed package will be kept safe and unopened until the Owner certifies that the Project has achieved Final Completion and that the Contractor has signed a satisfactory release of Claims arising from the Project. However, if the Contractor asserts a claim against the Owner as to which the bid materials are relevant evidence, the package shall be opened at the Owner's request and the Owner shall be allowed to review and copy all of the contents.

FAILURE TO EXECUTE THE CONTRACT
The Bidder's Bid Guaranty will be forfeited if the Bidder to whom the Award was made fails to:

- execute the Agreement Form within the required time period;
- furnish satisfactory bond(s) and insurance(s) within the required time period; or
- refuses to enter into a Contract with the Owner.

The Owner may then Award the Contract to the second lowest responsible Bidder.

If the second lowest responsive, responsible Bidder fails to execute the Agreement Form, and furnish satisfactory bond(s) and insurance(s) within 7 days after Award has been made to the second Bidder, or within the time period mutually agreed upon by the Owner and second Bidder, the second Bidder's Bid Guaranty will also be forfeited. The Owner may issue Notices of Award successively in a like manner to the remaining lowest responsive, responsible Bidders until the Agreement Form is executed and bond(s) and insurance(s) furnished, by a responsible Bidder, or the remaining Bids are rejected.

The time for the successful Bidder to execute the Agreement Form and return the Project Manual and furnish satisfactory bond(s) and insurance(s) may be extended if requested by the Bidder, and the Owner deems circumstances warrant the extension.

RETURN OF BID GUARANTY
After the Agreement Form has been executed and the required bond(s) and insurance(s) approved by the Owner, the Bid Guaranty in the form of cash or check will be returned to the successful Bidder. A Bid Guaranty in the form of a Bid Bond from the successful Bidder shall be filed with the executed Contract. A Bid Guaranty in the form of cash or check will be returned to each unsuccessful Bidder after Contract Award or after all Bids have been rejected. Bid Bonds of unsuccessful Bidders will be retained for 30-days after the Contract has been executed, and then disposed of, unless return is requested by an unsuccessful Bidder.
APPEALS
Any protest of an intended Award must be filed by 5:00 P.M. on the fifth Business Day from the date of
Bid opening. An appeal of a notice that a Bid is non-responsive or a Bidder is not responsible must be
filed by 5:00 PM on the third Business Day of such notification. All such protests or appeals shall be filed
with:

Pierce County Library System
Processing and Administration Center
3005 112th St. E.
Tacoma, WA 98446-2215
Attention: Christina Neville-Neil, project manager
CNeville-neil@piercecountylibrary.org
Ph: 253-548-3475

END OF SECTION 001000
Section 001100 - PREAWARD BIDDER INFORMATION

REQUIRED INFORMATION

The following worksheets are to be completed only by Bidder whose Bid is under consideration for Award, upon request of the Owner and within 3 calendar days of the request.

Pre-award Bidder Information

Questions regarding this information should be directed to:

Christina Neville-Neil, project manager
Pierce County Library System
Phone: (253) 548-3475
CNeville-neil@piercecountylibrary.org

Submit all items within 3 business days of the request to:

Pierce County Library System
3005 112th St. E
Tacoma, WA 98446-2215
Attn: Christina Neville-Neil, project manager
CNeville-Neil@piercecountylibrary.org
1. **PRE-AWARD BIDDER INFORMATION**

   Firm name: ______________________________
   Address: ______________________________
   ______________________________
   ______________________________
   Telephone no.: ______________________________

2. Bidder has been in business continuously from _________ to _________ (indicate in years).

3. Bidder has had experience in work comparable in value and scope with that required under the proposed contract:

   a. as a prime contractor for _______ years;
   b. as a subcontractor for _________ years.

4. List two projects of the Bidder, completed in the last five (5) years, that are similar in character and in magnitude to that required in the proposed contract:

   a. **Project 1**
      - Year: ______________________________
      - Owner: ______________________________
      - Project Name: ______________________________
      - Location: ______________________________
      - Contract Amount $ ______________________

   b. **Project 2**
      - Year: ______________________________
      - Owner: ______________________________
      - Project Name: ______________________________
      - Location: ______________________________
      - Contract Amount $ _______________________

5. Furnish references for information concerning the work as listed above (list references corresponding to the projects listed in No. 4 above):

   a. **Project 1**
      - Name: ______________________________
      - Contact: ______________________________

   b. **Project 2**
      - Name: ______________________________
      - Contact: ______________________________

6. List the supervisory personnel to be employed by the Bidder and available for work on this Project:

   a. **Project Manager**
      ______________________________

Furnish a detailed resume of the qualifications, previous employers and experience of the Supervisory
personnel proposed to be assigned to this Project:

7. The following subcontractors are proposed to be employed for major portions of the construction. Major portions include any subcontract over 1% of total contract).

<table>
<thead>
<tr>
<th>Name</th>
<th>Trade</th>
<th>% of Total Contract</th>
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<tbody>
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</tbody>
</table>

- a. Named subcontractors must be competent in their fields of work. General Contractor assumes responsibility for quality of work performed by subcontractors.
- b. If Contractor proposes to perform any of listed items with own staff, so state on this form and demonstrate competence in those fields of work.
- c. In the event any of these subcontractors are not approved, Contractor agrees to propose other subcontractors for listed work, until Owner/Architect approves, and further agrees that approved subcontractors may not be changed without Owner’s written consent.

8. Enclose a copy of Bidder’s last annual financial statement or balance sheet showing assets, liabilities and net worth.

______________________________________
Signature

______________________________________
Print Name and Title

______________________________________
Date
SECTION 002010 - BIDDER’S CHECKLIST

1. REQUIRED FORMS FOR BID

The Bidder shall submit the following forms, which must be executed in full and submitted with the proposal.

   a. Form of Proposal, fully filled out and signed by authorized individual and notarized. (use Form in Section 003000)
   b. Bid Guaranty, Bond or Bid Deposit (refer to Section 004100)
   c. Statement of Bidder’s Qualifications (refer to Section 004513)
   d. Non-Collusion Certificate (refer to Section 004519)

2. PRE-AWARD BIDDER INFORMATION

Bidder shall submit the following form:

   a. Pre-Award Bidder Information (refer to Section 001100)

3. AGREEMENT FORMS

The following forms are to be executed and the following Certificates of Insurance are to be provided after the Contract is awarded and prior to Notice to Proceed.

   a. Payment and Performance Bond
   b. Certificate of Insurance
   c. Certificate of Builders Risk
      i. “All Risk” Insurance

END OF SECTION 002010
SECTION 003000 - FORM OF PROPOSAL

The undersigned, having carefully examined the Contract Documents entitled

PCLS LAKEWOOD INTERIM LIBRARY PREFABRICATED BUILDING

including Volumes 1 of the Project Manual and the Drawings similarly entitled, as well as the preliminary site development drawings of the proposed work, and being familiar with all of the conditions affecting the construction of the proposed project, hereby proposes to furnish all labor, materials and supplies, insurance and bonds, and to construct the Project and perform all work as required by and in strict accordance with the Contract Documents and all addenda at the prices stated below.

All work related to the PCLS LAKEWOOD INTERIM LIBRARY PREFABRICATED BUILDING project, as required by the contract documents and all addenda.

BASE BID:
The undersigned agrees to perform the Work described in the Contract and as modified by all addenda for the Lump Sum of

___________________________________________________________________________

(Write out dollar amount in space above.) (Do not include Washington State Sales Tax.)

Dollars ($__________________________________________)

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

STATE SALES TAX
None of the above bids include Washington State Sales Tax.

CONTRACT
If the undersigned be notified of the acceptance of this proposal within sixty (60) days of the time set for the opening of bids, the undersigned agrees to execute a contract for the above Work, for a compensation computed from the above named sums, in the "Standard Form of Agreement between Owner and Contractor," AIA Document No. A101, 2007 edition, issued by the American Institute of Architects and to give bonds as required by the Contract Documents (see Section 005000 Standard Form of Agreement).

TIME OF COMPLETION
The undersigned hereby agrees to commence work under this Contract on or before a date to be specified in a written "Notice to Proceed," and to Substantially Complete the Work no later than or no earlier than 259 calendar days after the date of "Notice to Proceed." Final Completion shall be 259 calendar days after the date of "Notice to Proceed."

As required in Section 007000 General Conditions Article 3.10, the "Baseline" schedule must show the Substantial Completion Date as an activity. The Substantial Completion Date shall be calculated by adding the calendar days noted above to the date of the Notice to Proceed. Baseline schedules
indicating a Substantial Completion date different than the date, as calculated using this method, will not be accepted.

**ANTICIPATED PROJECT TIMELINE** (Preliminary; final dates may vary):

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Opening:</td>
<td>January 17, 2023</td>
<td></td>
</tr>
<tr>
<td>Bid Review/Award (by PCLS):</td>
<td>January 17-19, 2023</td>
<td></td>
</tr>
<tr>
<td>Notice of Intent to Award (by PCLS):</td>
<td>January 20, 2023</td>
<td></td>
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<tr>
<td>Contract Negotiation:</td>
<td>January 20-27, 2023</td>
<td></td>
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<tr>
<td>PCLS Board approval:</td>
<td>January 27, 2023</td>
<td></td>
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<tr>
<td>Contract Signing:</td>
<td>January 27, 2023</td>
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<tr>
<td>Bond Procurement:</td>
<td>January 27-February 3, 2023</td>
<td></td>
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<tr>
<td>Notice to Proceed/Kick-off meeting:</td>
<td>February 3, 2023</td>
<td></td>
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<tr>
<td>Preliminary Shop Drawings (to architects):</td>
<td>February 28, 2023</td>
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<tr>
<td>Shop Drawing review (by architects):</td>
<td>February 28-March 3, 2023</td>
<td></td>
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<tr>
<td>Final Shop Drawings (to architects):</td>
<td>March 24, 2023</td>
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<tr>
<td>Shop Drawing review (by architects):</td>
<td>March 24-31, 2023</td>
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<tr>
<td>Permit submittal to L&amp;I and City of Lakewood:</td>
<td>March 31, 2023 (or earlier)</td>
<td>15% progress payment</td>
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<tr>
<td>(by Contractor)</td>
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<tr>
<td>Modular building factory fabrication:</td>
<td>July 1-September 1, 2023</td>
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<tr>
<td>Modular delivery/site erection:</td>
<td>September 5-6, 2023</td>
<td>60% progress payment</td>
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<tr>
<td>Substantial Completion:</td>
<td>October 18, 2023</td>
<td>75% progress payment</td>
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<td>Owner systems installation start:</td>
<td>October 20, 2023</td>
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<tr>
<td>Punchlist review (by architects):</td>
<td>October 20, 2023</td>
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<tr>
<td>Punchlist completion (by Contractor):</td>
<td>October 23-30, 2023</td>
<td>90% progress payment</td>
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<tr>
<td>Closeout documents (by Contractor):</td>
<td>November 30, 2023 (or earlier)</td>
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<tr>
<td>Final Acceptance/COO:</td>
<td>TBD</td>
<td>100% final payment</td>
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</table>

**LIQUIDATED DAMAGES**

The undersigned further agrees to pay as fixed, agreed liquidated damages, but not as a penalty, the sum of $1000 per calendar day, as described in Section 0072600 Addendum to AIA A101 and A201 - 2007 Contract.

**REINSTATEMENT OF UNACCEPTED ALTERNATES**

The undersigned further agrees that the Owner shall have the right to reinstate, at the bid price, any alternate bid not incorporated into the Contract if the Owner so notifies the Contractor within thirty (30) calendar days after the signing of the Contract.

**BID GUARANTY**

The undersigned further agrees that the certified or bank cashier's check or bid bond (See Section 004100 Bid Guaranty) payable to the Owner, accompanying this proposal, in the amount of five percent (5%) of the base bid is the measure of liquidated damages which the Owner will sustain by the failure of the undersigned to execute and deliver the above-named Contract and the associated performance bond, and that if the undersigned defaults in executing that Contract and in furnishing the performance bond within ten (10) days of written notification of the award of the Contract to the Contractor, then the amount of the check or bid bond shall be due and forfeited to the Owner. If this proposal is not
accepted within sixty (60) days after the opening of bids, or if the undersigned executes and delivers said Contract and performance bond, the check shall be returned to the Contractor or this bid bond shall become null and void.

**ADDENDA**
Receipt of Addenda numbered _______ through __________ is hereby acknowledged.

_______________________________________________________
Bidder Signature

_______________________________________________________
Legal name of Bidder

_______________________________________________________
By, Title

_______________________________________________________
State of Washington Contractor's Registration No.

_______________________________________________________
Street or Building Address

_______________________________________________________
State of Washington Worker's Compensation No.

_______________________________________________________
City, State, Zip

_______________________________________________________
Federal Tax ID No.

_______________________________________________________
Telephone

_______________________________________________________
City of Lakewood Business License No. (if required by City of Lakewood)

**Other documents required to be submitted with bid (refer to other specification sections):**

00 45 13    Statement of Bidder's Qualifications
00 45 19    Non-Collusion Certificate
ACKNOWLEDGEMENT OF PRINCIPAL OF BIDDER, IF A CORPORATION

State of _________________________________ )
                                             ) ss:
County of _________________________________ )

On this ____________ day of ______________________, 20_____ before me personally came and appeared __________________________to me known, who being by me duly sworn, did depose and say that they reside at

_____________________________________________________________________________

that they are the _______________________________________________________________
of

_____________________________________________________________________________

the corporation described in and which executed the foregoing instrument; that they know the seal of said corporation; that one of the impressions affixed to said instrument is an impression of such seal; that it was so affixed by order of the directors of said corporation; and that they signed their name thereto by like order.

____________________________________
(SEAL)
My Commission Expires: ________________
KNOWLEDGEMENT OF PRINCIPAL OF BIDDER, IF A PARTNERSHIP

State of _________________________________ )
                                  ) ss:
County of _________________________________)

On this _____________ day of ________________, 20______ before me personally came and appeared to me known, and known to me to be one of the members of the firm of, described in and who executed the foregoing instrument, and they acknowledged to me that the executed the same as and for the act and deed of said firm.

____________________________________
(SEAL)
My Commission Expires: ___________________
ACKNOWLEDGEMENT OF PRINCIPAL OF BIDDER, IF A SOLE PROPRIETORSHIP

State of _________________________________ )
                                      ) ss:
County of _________________________________ )

On this _____________ day of ________________, 20______ before me personally came and
appeared to me known, and known to me to be one of the members of the firm of, described in and
who executed the foregoing instrument, and they acknowledged to me that the executed the same as
and for the act and deed of said firm.

(SEAL)
My Commission Expires: ___________________
### SUBCONTRACTOR LIST: required only for bids over $1,000,000

See Section 001000 Instructions to Bidders - Subcontractor List for instructions. If additional space is required, provide same information on separate sheet.

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Designated Work</th>
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____________________________
Signed by

____________________________
Print Name

____________________________
Name of Bidder/Firm Submitting Bid (Title)
SECTION 004100 - BID GUARANTY

The Bid Guaranty or "Bid Bond" AIA Document A310 will be used as the Bid Guaranty form for this project unless a certified or cashier’s check is submitted as a bid guarantee. Copies of the form are available from the American Institute of Architects, 1735 New York Ave. NW, Washington, D.C. 20006 or from AIA Chapter offices in many cities. The Southwest Washington Chapter AIA office is located at Suite 4, 1201 Pacific Avenue, Tacoma, (253) 627-4006; the Seattle Chapter AIA office is located at 1911 First Ave. S., Seattle, (206) 448-4938.

END OF SECTION 004100
SECTION 004513 - STATEMENT OF BIDDER'S QUALIFICATIONS

1. Firm Name: ______________________________________________________________
   Firm Address: __________________________________________________________________________
   __________________________________________________________________________

2. Telephone No.: ___________________________ Fax No.: _________________________

3. Washington State License No.: _________________________ Expires: ______________

4. Number of years engaged in contracting business under above name: _________________

5. The Firm submitting this proposal is a:
   □ Sole Proprietorship
   □ Partnership
   □ Corporation

6. The names and titles of the principal officers of the corporation submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

NOTE: Signatories of this proposal must be identified above. Failure to identify the Signatories will be cause for considering the proposal irregular and for subsequent rejection of the bid.

7. General character of work performed by Bidder: ________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

STRICTLY CONFIDENTIAL
8. Approximate value of work currently under contract: $________________________

9. Bank Reference: ___________________________________________________________
   __________________________________________________________________________

10. Prefabricated Building Fabricator: _____________________________________________
    __________________________________________________________________________

11. Engineers of Record (must be licensed in State of Washington):
    Structural: __________________________________________________________________
    Mechanical: __________________________________________________________________
    Electrical: ___________________________________________________________________
    Plumbing/Fire Protection: _____________________________________________________

12. Name of Bidder’s Field Superintendent proposed for this project (attach resume
    which contains pertinent experience):
    __________________________________________________________________________
13. List of similar projects completed by the Bidder within the last ten (10) years (use additional sheets if necessary):

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<tr>
<th>Project Name</th>
<th>Owner</th>
<th>Owner’s Representative</th>
<th>Owner’s Phone No.</th>
<th>Completion Date of Construction</th>
<th>Contractor’s Field Superintendent</th>
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The undersigned certifies that the preceding information is true and correct.

By: ______________________________________
   Signature

______________________________________
   Print Name

______________________________________
   Title

Date: ____________________________________

END OF SECTION 004513
SECTION 004519 – NON-COLLUSION CERTIFICATE

STATE OF WASHINGTON  
COUNTY OF PIERCE

The undersigned, being duly sworn, deposes says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Pierce County Library System for consideration in the award of a contract on the improvement described as follows:

Name of Project: **PCLS LAKEWOOD INTERIM LIBRARY PREFABRICATED BUILDING**

Name of firm: ________________________________________________________________

Signature of authorized member: ________________________________________________

Signed and sworn to before me this

_____________ Day of ______________, 20______.

NOTARY SEAL

___________________________________________
Notary Public
SECTION 005000 - STANDARD FORM OF AGREEMENT

The "Standard Form of Agreement Between Owner and Contractor" AIA Document A101-2007 will be used as the form of agreement for this project. Copies of the form are available from the American Institute of Architects, 1735 New York Ave. NW, Washington, D.C. 20006 or from AIA Chapter offices in many cities. The Southwest Washington Chapter AIA office is located at 708 Broadway, Tacoma, (253) 627-4006; the Seattle Chapter AIA office is located at 1010 Western Ave, Seattle, (206) 448-4938.

END OF SECTION 005000
SECTION 006100 - PAYMENT AND PERFORMANCE BOND PIERCE COUNTY LIBRARY SYSTEM

Bond No. __________________________

We, _____________________________________________________________("Principal"), and
(Insert full legal name of Vendor / Contractor)
____________________________________________________________________________________,
a ________________________________________ corporation
(Insert legal name of Surety and its state of incorporation)

authorized to transact surety business in the State of Washington, ("Surety"), are held and firmly bound
unto Pierce County Library System ("Library"), as Obligee, in an amount equal to the total compensation
and expense reimbursement payable to Principal for satisfactory completion of Principal's work under
Contract No.___________________________ between Principal and Library, which total is initially
____________________________________________________________________Dollars
($________________________) , lawful money of the United States of America, for the payment of
which sum Principal and Surety bind themselves, their heirs, legal representatives, successors and
assigns, jointly and severally, firmly by these presents. Said contract (hereinafter referred to as "the
Contract") is for _______________________________________________________________________
and is made a part hereof by this reference. The Contract includes the original agreement as well as all
documents attached thereto or made a part thereof and all addenda, amendments, change orders, and
any other document modifying, adding to or deleting from said Contract any portion thereof.

This Bond is executed in accordance with the laws of the State of Washington and is subject to all
provisions thereof and the Charter and ordinances of Library insofar as they are not in conflict
therewith, and is entered into for the use and benefit of Library, and all laborers, mechanics,
subcontractors, and materialmen, and all persons who supply such person or persons, or
subcontractors, with provisions or supplies for the carrying on of the work covered by the Contract.

THE CONDITION OF THIS OBLIGATION is such that if Principal faithfully performs all the provisions
of the Contract and pays all laborers, mechanics, and subcontractors and materialmen, and all persons
who supply such person or persons, or subcontractors, with provisions and supplies for the carrying on
of such work; and pays all other just debts incurred in the performance of such work (provided,
however, that the conditions of this obligation shall not apply to any money loaned or advanced to any
such contractor or subcontractor or other person in the performance of such work); and to the extent
permitted by law indemnifies, defends, and holds Library harmless from all cost and damage by reason
of Principal's default, then this obligation shall be null and void; otherwise it shall remain in full force
and effect.

THE PARTIES FURTHER ACKNOWLEDGE AND AGREE AS FOLLOWS:
(1) Surety hereby consents to, and waives notice of any extension of time made by Library, and any and
all other alterations, change orders, and modifications of the Contract including but not limited to
increases in the balance of the Contract price. In the event of any increase in the balance of the
Contract price, the penal sum of this bond shall be increased by an equal sum.
(2) Surety recognizes that the Contract includes provisions for additions, deletions, and modifications to
the work or Contract Time and the amounts payable to Principal (i.e., Vendor/Contractor). No such
change or any combination thereof shall void or impair Surety's obligation hereunder.

(3) Whenever Library has declared Principal (i.e., Vendor/Contractor) to be in default and Library has given Surety written notice of such declaration, Surety shall promptly (in no event more than thirty (30) days following receipt of such notice) specify, in written notice to Library, which of the following actions Surety intends to take to remedy such default, and thereafter shall:

(a) Remedy the default within fifteen (15) days after its notice to Library; or

(b) Assume within fifteen (15) days following its notice to Library, full responsibility for the completion of the Contract in accordance with all of its provisions, and become entitled to payment of the balance of the Contract sum as provided in the Contract; or

(c) Pay City upon completion of the Contract, in cash, the cost of completion together with all other reasonable costs and expenses incurred by Library as a result of Principal's (i.e., Vendor/Contractor's) default, including but not limited to those incurred by Library to mitigate its losses, which may include but are not limited to attorneys' fees and the cost of efforts to complete the work prior to Surety's exercising any option available to it under this Bond; or

(d) Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon a determination by Library and Surety jointly of the lowest responsible bidder, arrange for one or more agreements between such bidder and Library, and make available as work progresses (even though there is a default or a succession of defaults under such agreement(s) for completion arranged for under this paragraph) sufficient funds to pay the cost of completion of the Contract less the balance of the Contract price, but not exceeding, including other costs and damages for which Surety may be liable hereunder, the penal sum of this Bond. The term "balance of the Contract price," as used in this paragraph, shall mean the total amount payable by Library to Principal (i.e., Vendor/Contractor) under the Contract, less the amount properly paid by Library to Principal (i.e., Vendor/Contractor). In addition to (a) through (d) above, Surety shall pay Library all other reasonable costs and expenses incurred by Library as a result of Principal's (i.e. Vendor/Contractor's) default, and prior to Surety's exercising any option available to Surety under this bond.

(4) If Library commences suit and obtains judgment against Surety for recovery hereunder, then Surety, in addition to such judgment, shall pay all costs and attorneys' fees incurred by Library in enforcement of Library's rights hereunder. Surety agrees to be bound by the laws of the State of Washington and subject to the jurisdiction of the State of Washington. The venue for any action arising out of or in connection with this bond shall be in Pierce County, Washington.

(5) No right or action shall accrue on this Bond to or for the use of any person or corporation other than Pierce County Library System and, to the extent required under RCW Chapter 39, all laborers, mechanics, subcontractors, and materialmen, and all persons who supply such person or persons, or subcontractors, with provisions or supplies for the carrying on of the work covered by the Contract.

(6) Nothing of whatever kind or nature whatsoever that will not discharge the Principal shall operate as a discharge or a release of liability of the Surety, any law, rule of equity, or usage relating to the liability of sureties to the contrary notwithstanding.

(7) No rider, amendment, or other document modifies this Bond except the following, which by this reference, is incorporated herein: ____________________________________________________
________________________________________________________________________________.

(8) Surety shall give to Principal and to Library not less than sixty (60) days' prior written notice by certified mail, return receipt requested, of the effective date of the expiration or cancellation of this bond. Notice to Library shall be sent to: Pierce County Library System, Processing and Administration Center, 3005 11th St. E., Tacoma, WA 98446-2215. Attention: Christina Neville-Neil, project manager.
(9) Principal must provide Library with a replacement bond, acceptable to Library, not less than thirty (30) days before the effective date of this bond's expiration or cancellation as specified in the Surety's notice provided pursuant to Condition (8) above.

**SURETY QUALIFICATIONS:** Every Surety named on this bond must either appear on the United States Treasury Department’s most current list (Circular 570 as amended or superseded) or have a current rating of at least A-: VII in A. M. Best’s Key Rating Guide. Additionally, every Surety named on this bond must be authorized by the Washington State Insurance Commissioner to transact business as a surety in the State of Washington.

**INSTRUCTIONS FOR SIGNATURES:** This bond must be signed by the president or a vice-president of a corporation; the managing general partner of a partnership; managing joint venturer of a joint venture; entity; a general partner of a limited liability partnership (LLP”); or the owner(s) of a sole proprietorship. If the bond is signed by any other representative, the Principal must attach written proof of that signer’s authority to bind the Principal, identifying and quoting the provision in the corporate articles of incorporation, bylaws, Board resolution, partnership agreement, certificate of formation, power of attorney, or other document authorizing delegation of signature authority to such signer, and confirmation acceptable to the Pierce County Library System Attorney’s Office that such delegation was in effect on the date the bond was signed.

A NOTARY PUBLIC MUST ACKNOWLEDGE EACH SIGNATURE ON THIS BOND.
PAYMENT AND PERFORMANCE BOND

FOR THE SURETY:

By _____________________________________
(Signature of Attorney-in-Fact)

________________________________________
(Type or print name of Attorney-in-Fact)

________________________________________
(Type or print telephone number of Attorney-in-Fact)

STATE OF _______________________________
COUNTY OF _____________________________

I certify that I know or have satisfactory evidence that ______________________ is the person who appeared before me, said person acknowledged that he/she signed this bond, and on oath stated that he/she was authorized to execute that bond on behalf of the Principal as the Principal’s free and voluntary act for the uses and purposes mentioned therein.
WITNESS my hand and official seal hereto affixed this ___________day of ________________, 20_____.

_______________________________________  _____________________________________
(signature of Notary Public)     (Print or type name of Notary Public)

Notary Public in and for the state of ________________________ residing at_____________________.
My commission expires ________________________.

SEAL

ACKNOWLEDGMENT FOR PRINCIPAL

FOR THE PRINCIPAL:

By _____________________________________
(Signature of authorized signer for Principal)

________________________________________
(Type or print name of signer for Principal)

________________________________________
(Type or print telephone number of signer for Principal)
STATE OF ______________________________ )
COUNTY OF ______________________________ )

I certify that I know or have satisfactory evidence that ____________________________ is the person who appeared before me as the Attorney-in-Fact for the Surety that executed the foregoing bond, acknowledged said bond to be the free and voluntary act and deed of the Surety for the uses and purposes therein mentioned, and on oath stated that he/she is authorized to execute said bond on behalf of the Surety, and that the seal affixed on said bond or the annexed Power of Attorney is the corporate seal of said Surety.

WITNESS my hand and official seal hereto affixed this ___________day of ________________, 20____.

_______________________________________  _____________________________________
(Psignature of Notary Public)     (Print or type name of Notary Public)

Notary Public in and for the state of ______________________________ residing at______________________.

My commission expires ________________________.

SEAL
SECTION 007000 · GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

AIA Document A201 - 2007 MODIFIED

The following General Conditions of the Contract for Construction are based on the AIA Document A201-2007. An addendum to AIA A101 and A201 - 2007 follows. See 007300 for Supplemental Conditions.

The following version of the General Conditions of the Contract for Construction AIA Document A201-2007 are printed with a draft watermark on each page. Bidders should treat this document as the final document subject to any addenda issued during the bid period and bid accordingly. A final unchanged document will be printed and issued to the low bidder without the draft watermark.

END OF SECTION 007000
ADDENDUM TO AIA A101 AND A201-2007 CONTRACT

Pierce County Library System ("Owner") and ___________________________________ ("Contractor") are entering into a Construction Contract with respect to the upcoming PCLS Lakewood Interim Library Fabricated Building (the "Project"). The Project's contract documents include AIA Document A101-2007 (Stipulated Sum Contract) ("A101") and AIA Document A201-2007 (General Conditions Contract) ("A201") (collectively, the "Contract"). Set forth below are provisions that modify the Contract, which modifications will apply to the Contract between the Contractor and Owner with respect to the Project. Section numbers below refer to the section numbers in the A201 and A101, respectively, as marked.

1. **Article 3; Date of Commencement and Substantial Completion.** A new provision, §3.4, is hereby added to the A101:

   §3.4 Liquidated Damages for Contractor Delay. The parties hereby acknowledge and agree that substantial completion must be obtained by October 20, 2023 (the “Substantial Completion Date”) or Owner will be damaged with respect to loss of income from the Project. The parties further acknowledge that Owner’s damages would be difficult or impossible to determine but the parties have agreed that the sum of One Thousand Dollars ($1000) per day is a fair and reasonable amount to reflect the damages which Owner will incur as a result of any delay in substantial completion beyond the Substantial Completion Date. Consequently, if substantial completion has not occurred by that date, and has not occurred within thirty (30) days after written notice by Owner to Contractor of such failure, then Contractor shall pay Owner liquidated damages in the amount of One Thousand Dollars ($1000) per day (measured from the end of the 30-day notice) until substantial completion has in fact been accomplished.

2. **Article 5; Payments.** The following provisions are hereby amended in Article 5 of the A101 as follows:

   **a. §5.2.2.** The words, "as follows" in §5.2.2 are hereby deleted and replaced with:

   "Once all of the items described in §5.2.1 have been satisfied, whichever is later."

   **b. §5.2.2.** The following language is to be added to the end of §5.2.1 of A101:

   *In addition to the conditions to final payment set forth above and in A201, prior to final payment to Contractor, Contractor shall provide owner with the following:*

   **A.** Final lien release from all subcontractors;

   **B.** Contractor’s affidavit setting forth that the subcontractors named in such affidavit are all of the subcontractors who have performed the Work and that each of the same have been paid in full, in the event any subcontractor has not been paid in full, then said affidavit shall state the amount to be paid from the final payment or from the amount held or to be withheld from such subcontractor and the reason for such withholding;
C. A final lien waiver from the Contractor; and

D. A final certificate of occupancy from all authorities having jurisdiction as may be required for occupancy by the Owner to operate its business from this location.

3. Article 8; Miscellaneous Provisions.

a. §8.6 Other provisions. The following subsections are added to A101 §8.6:

§8.6.1 For any change orders, the parties agree that a reasonable factor for overhead and profit is eight percent (8%) of the increased costs in the change order.

§8.6.2 Section 3.7.1 of A201 is hereby modified to confirm that Contractor shall apply for and obtain all applicable building permits, other permits, fees, licenses, inspections needed, and a permanent Certificate of Occupancy for the building. The parties acknowledge that the cost of such items are included in the Contract Sum set forth in §4.1 of A101.

§8.6.3 Section 9.3.3 of A201 is hereby modified by deleting the words "to the best of the Contractor's knowledge, information and belief."

§8.6.4 Section 9.3.3 of A201 is hereby modified by adding the following additional provisions:

Contractor warrants that no Work, material or equipment covered by an Application for Payment will have been acquired by the Contractor, or by any other person performing Work at the site or furnishing materials and equipment for the Project, subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof or an encumbrance thereon is retained or otherwise imposed by the seller or the supplier. The Contractor further warrants good title to all materials, supplies and equipment installed or incorporated in the Work and agrees, upon completion of all Work, to deliver the premises, together with all improvements and appurtenances constructed or placed thereon by it, to the Owner, free from any liens, claims or charges.

§8.6.5 Section 10.3 of A201 is modified by inserting the following additional provision as new section §10.3.7:

§10.3.7 Except as called for in the Project specifications or pursuant to Owner's written direction, Contractor shall not cause or permit any chemical or hazardous substance to be generated, treated or disposed of on the Project. Contractor will not cause or permit any condition on the Project site that would cause the Project site or any part thereof, to be deemed a hazardous waste treatment, storage or disposal facility requiring a permit, interim status or any other special authorization under the Resource Conservation and Recovery Act or any other environmental law. As used herein, the term "Hazardous Substance" means any hazardous, toxic or dangerous substance, waste or material which is or becomes regulated under any federal, state or local statute, ordinance, rule, regulation or other law now or hereafter in effect pertaining to environmental protection, contamination or clean up, including without limitation any
substance, waste or material which now or hereafter is (A) designated as a "hazardous substance" under or pursuant to the Federal Water Pollution Control Act (33 US. C. §1251 et seq.), (B) defined as a "hazardous waste" under or pursuant to the Resource Conservation and Recovery Act (42 US. C. §6901 et seq.), (C) defined as a "hazardous substance" in (or for purposes of) the Comprehensive Environmental Response, Compensation and Liability Act (42 US.C. §9601 et seq.), or (D) defined or listed as a "hazardous substance" under or pursuant to The Model Toxics Control Act of the State of Washington (RCW Chapter 70.105D). The Contractor shall indemnify the Owner for the cost and expenses the Owner incurs as a result of Contractor's breach of the provisions of this section.

§8.6.6 Contractor agrees that if a lien for labor or material furnished to or with respect to the Work is filed, then, upon Owner's written request, Contractor will cause such lien to be discharged or bonded against in the form of a bond equal to two times the amount of the claim. If the Contractor fails to so bond or discharge the lien within ten (10) days following receipt of written request from Owner, then Owner shall have the right to satisfy such lien or to take such other action as Owner deems prudent to remove the lien.

§8.6.7 Attorneys Fees. In the event any party hereto, or his, her, or its authorized representative, successor, or assign, institutes suit to enforce or interpret this Agreement or for any breach thereof, the substantially prevailing party in such suit or proceeding will be entitled to an award of his, her, or its reasonable costs, expenses and attorneys' fees incurred, both at the trial and appellate court levels, before and after judgment.

§8.6.8 Section 1.6 of the A201 form is hereby amended to read as follows:

§1.6 If the parties intend to transmit Instruments of Service or any other information or documentation in digital form, they shall use the AL4 E201-2007 form to establish necessary protocols governing such transmissions, to supplement or modify terms already provided in the Agreement. Any transmissions pursuant to a license shall be without additional license fees.

§8.6.9 Section 2.2.5 of the A201 form is hereby amended by adding "Upon request," at the beginning of that section.

§8.6.10 The last sentence of §5.4.1 and all of §5.4.3 of A201 form are hereby deleted.

§8.6.11 Section 3.18.2 of the A201 form is hereby amended by adding the following:

Contractor's obligation to indemnify Owner under this section includes the obligation to indemnify for losses resulting from death or injury to Contractor's employees, and Contractor accordingly hereby waives any and all immunities it now has or may hereafter have under any industrial insurance act, or other workers compensation, disability benefit or similar act, to the extent such immunity would preclude a claim for indemnification by Owner. This waiver is for the exclusive benefit of the Owner is not intended, nor will it be construed, to be for the benefit of any employee of Contractor or for the benefit of any other party. This waiver has been mutually negotiated by the parties.
§8.6.12 If Owner does not use an Architect, then the role of the Architect under the contract documents will be performed by the Owner.

§8.6.13 The following language in §9.5.3 of A201 is hereby deleted: "If the Architect withholds certification for payment under §9.5.1.3,...". In its place the following language is added:

"Regardless of whether the Architect withholds its certification for payment under Sections 9.5.1.2 or 9.5.1.3, if the conditions described in Sections 9.5.1.2 or 9.5.1.3 exists, ...".

§8.6.14 Any references to "fiduciary" in §11.3.10 of A201 are hereby removed.

§8.6.15 Sections 15.3.2 and 15.4.1 of the A201 are hereby amended to delete the requirement to use "American Arbitration Association in accordance with its Construction Industry Arbitration Rules" and the same are hereby replaced with the requirement to use, "JAMS in Seattle, Washington, in accordance with its Construction Arbitration Rules ...".

To the extent that this Amendment conflicts with any of the provision of the other contract documents, then the provisions of this Addendum will apply.

Owner:

PIERCE COUNTY LIBRARY SYSTEM

By: ________________________________
    Its: ______________________________

Contractor:

___________________________________

By: ________________________________
    Its: ______________________________
SECTION 007300 - SUPPLEMENTAL CONDITIONS

These Supplemental Conditions form a part of, and are incorporated in the Contract Documents and modify, delete, add, and replace provisions of the General Conditions. Provisions not altered remain in effect. All terms defined elsewhere in the Contract Documents shall have the same meaning in these Supplemental Conditions.

PERMITS, FEES AND NOTICES
The owner will pay for the following permits and fees relating to the permanent structures and utilities for the Project:

- Land use permit and plan checking fees, including SEPA and design review,
- Site development and foundation permit and plan checking fees,
- City sewer permit, related site development/engineering fees, city agency installation fees, capacity expansion fees, and added facility expansion fees,
- Water service hook-up fees,
- Gas service hook-up fees,
- General telephone and cable charges.

Obtaining and paying for all other permits is the responsibility of the contractor.

TIME OF COMPLETION AND LIQUIDATED DAMAGES

The Work shall be commenced on the effective date specified in the Notice to Proceed and shall be substantially complete within the period specified in the Form of Proposal. For failure to achieve Substantial Completion of the Work within the time provided, Contractor shall pay Owner $1000 for each calendar day from the date when Substantial Completion should have been achieved to the date Substantial Completion is actually achieved. The provisions of the General Conditions for liquidated damages remain in effect.

Refer to Form of Proposal for anticipated project timeline.

DESIGN/ENGINEER SCOPE AND PERMITS REQUIRED

The following items of work will be designed and engineered by Contractor, including, but not limited to;

A. Structure, including Ceiling Suspension System and excluding Building Foundation
B. Mechanical/HVAC, Plumbing, Gas Piping and Fire Sprinkler
C. Electrical and Fire Alarm
D. All associated permits, from City of Lakewood and State L & I, as required.

END OF SECTION 007300
SECTION 007800 - PREVAILING WAGE RATES

Prevailing wage rates must be paid on all work performed on this Contract, in accordance with Washington State Department of Labor and Industries regulations. Bidders are responsible for verifying all requirements and regulations. Contact the Department for complete information.

- In general, transportation of prefabricated components to the site and all work performed on the site must be paid at site rates for Pierce County.

- Construction work on prefabricated components performed in the factory are paid at Prevailing Wage factory rates.

Current versions of Washington State Prevailing Wage Rates and Benefit Code Key for Public Works Contracts, Pierce County are available on-line. Check website for updates:

www.lni.wa.gov

END OF SECTION 007800
SECTION 008000 - CONSTRUCTION FORMS

These forms will be used to facilitate the Project and Contractors will be required to utilize them when appropriate. Copies of these forms are available from the American Institute of Architects, 1735 New York Ave. NW, Washington, D.C. 20006 or from AIA Chapter offices in many cities. The Southwest Washington Chapter AIA office is located at 708 Broadway, Tacoma, (253) 627-4006; the Seattle Chapter AIA office is located at 1010 Western Ave, Seattle, (206) 448-4938.

They include but are not limited to the following:

- Change Order Form (AIA-Doc G701)
- Application and Certification for Payment (AIA Doc G702 & 703)
- Proposal Request (AIA-Doc G709)
- Construction Change Directive (AIA-Doc G714)
- Architect’s Supplemental Instructions (ASI)

END OF SECTION 008000
SECTION 011100 - SUMMARY OF WORK

PART 1 - GENERAL

1.01 SUMMARY

A. The Scope of Work includes, but is not limited to:
   1. Engineer/Build services for construction of an approximately 10,000 square foot, single story, fire sprinklered, library building, as designed and specified in Design Intent Documents dated December 21, 2022.
      a. All required engineering and permits for structural building elements, mechanical, plumbing/piping, fire sprinkler, electrical and fire alarms systems, including coordination of all systems to meet the design intent and system performance standards provided in the bid documents. Owner will be providing the design, engineering, and construction of pre-cast concrete stem walls and footings; successful bidder to coordinate loads imposed with owner’s design team.
      b. Provision of final structural loads and required cast-in-place connections to Architect for coordination with foundation (to be constructed by Owner’s separate Site Development/Foundation Contractor.)
      c. Permit documentation, submittals, revisions and procurement, including coordination with State L&I, City of Lakewood and all other jurisdictions having authority. Owner will pay building permit fees associated with review by City of Lakewood. All other review fees are the responsibility of the bidder.
      d. Shop drawing submittals and revisions as required for Architect review and acceptance;
      e. Factory fabrication of prefabricated components, in accordance with accepted shop drawings and permit documents;
      f. Transportation of prefabricated components to site (10202 Gravelly Lake Dr. SW, Lakewood, WA 98499);
      g. Erection/installation of prefabricated components on concrete foundations provided by others; structural connections to foundation, (foundation is provided by others.)
      h. Connection of building sewer, storm, water, electrical power and other systems to site utilities (provided to crawl space by others) to an operational condition;
      i. Finishing of building interior and exterior surfaces to an occupiable condition acceptable to Owner and Architect based on design intent drawings and outline specifications.
      j. Procurement of final permit sign-offs and Certificate of Occupancy, following installation (by others) of Owner-provided systems and equipment.

B. Construction work includes, but is not limited to the following:
   1. Structural Steel and Cold-Formed Metal Framing:
      a. As required by bidder’s engineer
   2. Metal Fabrications:
      a. Entry canopy
      b. Steel framing and supports, and bearing and leveling plates as required by bidder’s engineer
      c. Flashing and coping elements
      d. Standing and running trim
      e. Other fabrications as required
   3. Rough Carpentry:
a. Framing with dimensional lumber and pre-engineered materials as required by bidder’s engineer
b. Shear wall, floor and roof sheathing as required by bidder’s engineer
c. Rooftop equipment bases and support curbs
d. Wood cants and nailers
e. Fire blocking/stopping.
f. Wood blocking and furring, for toilet accessory installation and for furniture, fixtures, and equipment installation by others
g. Plywood backing panels
h. Metal framing anchors, holddowns, strapping and associated fabrications as required by bidder’s engineer
i. Miscellaneous materials and fasteners as required

4. Interior Finish Carpentry:
   a. Standing and running trim
   b. Hardwood window sill; and apron/skirt
c. Slatwall and tackboard panels
d. Painted wood base and chair rails at selected locations

5. Casework:
   a. AWI custom grade casework, including counters, cabinets, and specialty casework at staff workroom, public circulation desk and associated storage, computer counters (typ of 2) in reading room, and staff kitchenette. Materials per design documents; plastic laminate surfaces with exposed apply edges where shown.

6. Insulation:
   a. At roof, wall, and floor assemblies as required to meet Washington State Energy Code
   b. At interior wall assemblies as required to meet required STC values

7. Siding and underlayment:
   a. Self-adhered commercial grade WRB; liquid applied or self-adhered flexible flashing for penetrations and window/door wraps
   b. Concealed fastener metal siding rainscreen with associated copings and flashings. Two colors, each with a different profile per design intent documents.
   c. Painted, cementitious panel rainscreen with exposed fasteners.

8. Sheet metal flashing and trim, including flexible flashing underlayment:
   a. Scupper boxes and associated flashings. Note downspouts are to be schedule 40 pipe per design docs, not sheet metal.
   b. Parapet caps, door/window and roof flashing per siding manufacturer’s standards and typical details.

9. Joint sealants, including acoustic, draft-stopping and firesafing where required and/or indicated. Sealants to be paintable or colormatched to adjacent surfaces where visible.

10. Doors and Frames
   a. Solid core, paint grade veneer flush wood doors installed in hollow metal frames, with stopped in glass and solid
   b. Hollow metal insulated doors and hollow metal frames
c. Full lite thermally broken storefront doors at library entry and vestibule
d. Hardware for swinging doors, including automatic entry door operators, concealed vertical rod devices at exterior doors, architectural pulls, and cylinder locking at interior doors. Doors to public toilet rooms to be mortise style with indicator window and ADA operability. Coordination with PCLS keying system.
   e. Coordination with security and access systems by PCLS (Sonitrol, field-installed by
11. Access panels to be taped-in style. Coordinate required locations and sizes with architect prior to install.

12. Aluminum-framed storefronts, entry doors, and relights, including coordination with wood doors and automatic entry door operators.

13. Sliding aluminum interior storefront system and track at meeting room. System to be floor supported, overhead braced.

14. Fixed fiberglass windows in the size and breakup described.

15. Metal-framed unitized skylights and prefabricated curbs.

16. Glazing: in storefront, window, and door assemblies. Single pane, insulated panes, and/or safety glazing per plan and 2018 energy code. Skylights to have white interlayer.

17. Gypsum Board, including moisture and mold resistant GWB.

18. Acoustical ceiling suspension system, with acoustic ceiling tiles where described in plan. Custom cut, fit, and painted acoustic ceiling panels affixed to underside of exposed deck in reading room as described in reflected ceiling plan.


20. Flooring, including adhesives, edge/transition strips, and other miscellaneous materials.
   a. Walk-off mat tile
   b. Carpet tile
   c. Resilient flooring
      1) Sheet resilient flooring with integral/turned-up base, welded seams, and associated metal trim

21. Ceramic wall tile systems, on backer board

22. Painting: Opaque and transparent finishes for interior and exterior surfaces

23. Visual Display Surfaces including marker boards and accessories

24. Custom signage at restrooms and egress doors

25. Toilet room accessories

26. Metal lockers in break room

27. Wall protection: wainscoting and corner guards per plans

28. Fully recessed fire extinguishers and cabinets

29. Book depositories including interior box, through-wall chute, locking door and keys

30. Louvers: exterior, roof-mounted louver/screen assembly at rooftop mechanical units

31. Mechanical: installation of complete systems:
   a. Fire sprinkler system, including dry system at crawl space
   b. No gas is permitted in building; all units must use electrical power
   c. Plumbing system and fixtures, including waste, supply and venting, with connections to utilities roughed-in to crawl space
   d. Heating, ventilating and air conditioning systems, including exhaust fans/ducting and crawl space power vent, and coordination with HVAC control system by PCLS (Alerton, field-installed by others.) Ductwork may not be exposed in reading room; all ductwork to run underfloor per design intent documents.

32. Electrical: Design: installation of complete systems
   a. Identification
   b. Panelboards, breakers and circuiting
   c. Conduit, wiring, switches and devices for electrical power and lighting
   d. Control and circuiting of light fixtures that were selected and specified in design intent documents. Exit and emergency lighting systems to be designed/provided by bidder.
   e. Installation of data/communication, security, HVAC controls and fire alarm system
cabling and infrastructure. Connection of data/comm to server will be by owner.
f. All coordination of building systems.

C. Related Sections:
1. Section 007000 - General Conditions of the Contract
2. Section 013310 - Submittal Procedures
3. Section 015700 - Temporary Control
4. Section 017700 - Contract Closeout

1.02 CONTRACT

A. See Section 005000, Standard Form of Agreement.

1.03 WORK SEQUENCE

A. Site construction work is to be performed in one continuous construction phase.

B. Coordinate with Owner's vendors and subcontractors who will perform field installation work at the Library, following substantial completion, and schedule punchlist completion work to incorporate vendor and separate subcontractor installation requirements.

C. Contractor may use any sequence of operations compatible with construction schedules as described in General Conditions.

1.04 COOPERATION AND COORDINATION

A. Coordinate and schedule work of workers and subcontractors to expedite progress of the Project.

B. Subcontractor Instructions: Notify subcontractors to become familiar with specified requirements.

C. Provide final building dimensions and structural loads and all required cast-in-place connection points, anchor bolts, hold downs and strapping to Architect for coordination with foundation design (to be constructed by Owner's separate Site Development/Foundation Contractor).

D. The Architect's consultants will visit the factory and site at times to verify the work progress and assist the Architect in the construction administration. The consultants may be on site at other times than the Architect. Allow access to Design Team members but observe the channels of communication as outlined in Section 013114.

1.05 CONTRACTOR’S USE OF SITE

A. Contractor will have use of the site for installation and completion of prefabricated units as outlined within project limit lines. Refer to General Conditions.

B. Coordinate use of site under direction of Architect and Owner's Representative.
1. In particular, comply with restrictions and requirements of Owner's separate Site Development/Foundation Contractor, City of Lakewood and adjacent property owners for operations.

C. Assume full responsibility for the protection and safekeeping of Products under this Contract, stored at the prefabrication factory or on the site.

D. Assume full responsibility for the protection and safekeeping of Owner's property and the property of Owner's employees and visitors in the project facilities following Substantial Completion of prefabricated building during Owner's construction activities.

E. Assume full responsibility for the building in the area of construction prior to Final Completion.

F. Do not allow any storage of combustible materials in any mechanical or electrical equipment room.

1.06 CONSTRUCTION STAGING AREA

A. Coordinate use of site with the Owner prior to utilization of area. Providing barriers and security for prefabricated building erection/installation is Contractor's responsibility.

1.07 ROUGH-IN UTILITIES IN CRAWL SPACE

A. Proposed locations of utility connection points (provided by Owner under separate Site Development/Foundation contract) are shown on the Design Intent Drawings and are based on preliminary site and building design parameters. Final locations of utility point connections may be adjusted prior to site development work, based on final shop drawing submittal information provided by Contractor.

B. Immediately repair any Owner-provided rough-in utilities damaged during construction, and pay all costs for damage repair.

1.08 OBJECTIONS TO APPLICATION OF PRODUCTS

A. Contractor and subcontractors for this Project are required to thoroughly familiarize themselves with specified products and installation procedures prior to start of work. Prior to bidding, submit to Architect any objections to specified products or installation procedures, or any conflicts between manufacturers' installation instructions and contract defined installation procedures (in writing) not later than 10 days after Notice To Proceed. Proposed substitutions must be submitted in accordance with Section 016200, for consideration by Architect. Start of work constitutes acceptance of products and procedures specified.

1.09 OWNER-FURNISHED PRODUCTS

A. General: Certain items, designated on the Drawings by the abbreviations "FOIO" and "NIC" often require blocking, backing and accessory items necessary to complete the installations. This blocking and backing is a requirement of this project.
B. Items designated by the Drawings by the abbreviations "FOIO" will be "Furnished and Installed by Owner," following Substantial Completion of the prefabricated building on site.
   1. Provide blocking and any other necessary work required prior to actual installation. Confirm with Owner work to be done such as blocking or cut outs.
   2. FOIO items include but are not necessarily limited to:
      a. Library shelving
      b. Server and rack at Data Room
      c. Wireless access point hardware. Data box and wiring to rack to be provided by bidder.
      d. Electronic access devices. Power and infrastructure to be provided by bidder.
      e. Televisions and wall-mount brackets in meeting rooms.

1.10 MISCELLANEOUS WORK

A. Items include, but are not limited to:
   1. Maintain a pedestrian and vehicular access to and around site, and to adjacent properties.
   2. Do not load structure with weight endangering structure.
   3. Move stored products interfering with Owner's other contractors.
   4. Obtain and pay for use of additional storage or work areas needed for operations.
   5. Patch/repair existing structures, paving or landscaping on site or on adjacent properties if damaged during site erection construction activities.
   6. Examination and Inspections: Follow requirements of General Conditions.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 011100
SECTION 011150- INTENT AND DEFINITIONS OF LANGUAGE USED IN THIS MANUAL

PART 1 - GENERAL

1.01 SUMMARY

A. Following supplements Article 1, General Provisions, and other paragraphs of the General Conditions/007000, and expands on definitions and intent of language generally used in this Project Manual.

B. Related Sections:
1. Section 001000 - Instructions to Bidders
2. Section 007000 - General Conditions of the Contract
3. Section 013113 - Project Coordination
4. Mechanical and Electrical Sections

1.02 INTENT AND LANGUAGE

A. The Project Manual is part of the Contract Documents between Owner and Contractor and is therefore written addressing the Contractor. Although references to subcontractors are made occasionally, it is not the intent of the Project Manual to divide the work into subcontracts; this is the responsibility of the Contractor.

B. Following information is provided to facilitate project manual comprehension, format, language, implications, conventions, and content. This information does not modify the substance of any requirements.
1. Project Manual is divided into Divisions, subdivisions and Sections for convenience. Division titles are not intended to fully describe the work of each Division, subdivision, or Section, and are not an integral part of the text specifying requirements.
2. Division and Section Numbers listed in Table of Contents, and items of work included in each Section, conform in general to the Construction Specifications Institute's "Masterformat 2004 edition - Master List of Numbers and Titles for the Construction Industry." Numbering of Sections is merely for identification and may not be consecutive. Verify contents page by page to be sure book is complete in accordance with Table of Contents.
3. Except for Division 0 and certain Division 1 Sections, sections are usually subdivided into three "parts" for uniformity and convenience (Part 1 - General; Part 2 - Products; and Part 3 - Execution).
4. Section pages are numbered independently for each Section. Section number linked with page number appears at bottom of each page of most sections.
5. Project title usually appears at top left corner of each page.
6. Section title and number appear at bottom of each page.
7. Trade Associations and General Standard Abbreviations: Generally understood abbreviations may be used in text.
8. Text is most frequently "abbreviated" or "streamlined" type and includes incomplete sentences and phrases where completion must be implied.
9. References to other project manual sections are often indicated as "../013310/013323." Read this as meaning "in accordance with requirements of Sections 013310 and 013323."
10. Architectural/Engineering Abbreviations: See Drawings.
11. Interpret singular words plurally and plural words singularly wherever applicable and full context of requirements implies.

C. Reference to Specifications Sections in Division 01: Where General Conditions provisions and Modifications thereto relate generally to work of Contractor and Subcontractor as project administrative requirements, procedural requirements, temporary facilities, and the like, these provisions may be amplified by specifications sections in Division 1, "General Requirements."

1.03 DEFINITIONS

A. "Accepted" means "accepted by Architect."
   1. Where "or accepted" is used, Architect is sole judge of quality and suitability of proposed substitution or installation.

B. "For Architect's acceptance" or "for Architect's approval" means "for Architect's review of intent of contract documents."

C. "For approval" means "for Architect's/Owner's Project Manager's approval." In no case will "approval" by Architect be interpreted as a release of Contractor from responsibilities to fulfill requirements of the Contract Documents. Where the term "approval" is used, the Architect shall be the sole judge of the quality and suitability of the proposed substitution, and the term shall in no way be construed as giving the Contractor the option of using materials other than those specified without written permission of the Architect.

D. "Selected" means "as selected by Architect." It is not necessarily limited to manufacturer's standard line of colors, finishes or details, unless otherwise called for.

E. "As directed" means "as directed by Architect/Owner's Project Manager." However, no such implied meaning will be interpreted to extend Architect's responsibility into Contractor's area of construction supervision.

F. "As required" means:
   1. "as required to suitably complete the work to the Architect's acceptance;"
   2. "as required by code;" and
   3. "at the direction of the Architect."

G. "Provide" means "pay for, furnish, and install complete, in place, ready for operation, and use."

H. "Furnish" means "supply and deliver to project site, ready for unloading, unpacking, assembly, installation, and the like, as applicable in each instance.

I. "Verify" means "verify existing or new conditions and coordinate with Architect."

J. "Indicated" means "where reasonably implied and necessary in conformance with work specified, drawn, or required for completion." Words indicate. Drawings indicate. The term "indicated" also is a cross-reference to details, notes or schedules on the drawings, to other
paragraphs or schedules in the specifications, and to similar means of recording requirements in the contract documents. Where terms such as "shown," "noted," "scheduled" and "specified" are used in lieu of "indicated," it is for purpose of helping reader locate cross-reference, and no limitation of location is intended except as specifically noted.

K. "Coordinate" means "coordinate scheduling, submittals, and work of the various Sections of specifications, drawings and work of subcontractors to assure efficient and orderly sequence of installation of interdependent construction elements."

L. "Architect:" The Architect as defined in the General Conditions/00700 subparagraph 4.1.1 means BuildingWork, 159 Western Ave W, Suite 486, Seattle, WA 98119.

M. "Consultant:" Where the term "Consultant" is used, it means consultant to the Architect or Owner as listed in the Project Manual.

N. "Engineer:" Where the term "Engineer" is used, sometimes in connection with a discipline such as "Mechanical Engineer," it means either:
   1. Consultant in his/her discipline to the Architect or Owner as listed in the Project Manual.
   2. Consultant to the Contractor, retained by Contractor to perform services required by construction activities.

O. "Specialist" means "an individual or firm of established reputation (or, if newly organized, whose personnel have previously established a reputation in the same field)." This individual or firm must be regularly engaged in and maintain a regular force of workers skilled in (as applicable): Manufacturing, fabricating, or otherwise performing required work.

P. "Contractor" and "Subcontractor" are defined in General Conditions/00700 and Section 00100. Where "You" in imperative mode is used or implied, Contractor is the one who shall perform or is responsible for the performance of others.

Q. "Installer:" The entity (person of firm) engaged by the Contractor for the performance of a particular unit of work at the project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (installers) be specialists in operations they are engaged to perform.

R. Cutting and Patching: See Section 017129.

S. "Manufacturer's Instructions and Directions:" "Install in Accordance with Manufacturer's Instructions and Directions:
   1. Throughout the documents, although it may not be specifically stated, install work in accordance with manufacturer's instructions and directions.
      a. In the event of conflict between manufacturer's instructions and these documents, immediately notify Architect. Do not proceed until written authorization is received.
   2. Except as otherwise defined in greater detail, term "install" is used to describe operations at project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations, as applicable in each instance.
3. Unless otherwise noted or directed, install work in accordance with each manufacturer's instructions for best results.
   a. Not one preparatory step or installation procedure may be omitted unless specifically modified or exempted by these documents.

4. Where Contractor is required to follow manufacturer's instructions, directions and the like, but more than one manufacturer is involved in the work, or its component parts, follow all manufacturer's instructions, directions and the like.
   a. In the event of conflict between manufacturers' directions and recommendations, submit discrepancy or conflict to Architect for resolution and instruction.

T. The term "install" means entered permanently into project for intended use.

U. The term "reinstall" means entered permanently into project after temporary removal in the same manner as if the object to be reinstalled was new.

V. The term "remove" means completely and permanently removed from the Work.

W. The term "salvage" means carefully remove to prevent damage to product, protect and store for future reinstallation on this or other projects.

X. The term "clean" means 100% of the exposed surface of all exterior material to be cleaned.

Y. The term "repair" means perform minor repair and patching of all materials per specifications whether indicated in the drawings or not.

Z. The term "restore" means major repair of missing or damaged pieces of material in place to match existing or original texture and profiles and indicated on the drawings and defined in the specifications.

AA. The term "replace" means provide and install new material to match existing construction as indicated on the drawings.

BB. "Product" as used in these Contract Documents refers to materials, systems, and equipment provided by Contractor.

CC. The term "similar," where it occurs in the Contract Documents, means that a portion of the Work shall have common features with, but may not necessarily be identical to, other related portions of the Work. Contractor shall correlate similar conditions of the work.

DD. "Project Manual" as used in these Contract Documents include Bidding and Contract Requirements, General Requirements, Specifications and other items that may be listed in the Table of Contents.

EE. "General" and "General Requirements:" These terms as used in Conditions of the Contract and this specification apply to the balance of Specification Divisions, Section of a Division, Article, or parts of a Section.
FF. "Regulations:" The term includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that have control of the Work.

GG. "Project Site:" The space available to the Contractor for performing construction activities, either exclusively or in conjunction, with others performing other work as part of the Project. The extent of the Project Site is shown on the Drawings and may or may not be identical with the description of the land on which the Project is to be built. Certain construction activity may extend beyond the project site.

HH. "Testing Agencies:" A testing agency is an independent entity engaged to perform specific inspections or tests, either at the Project Site, or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.

1.04 MISCELLANEOUS EXPLANATIONS- INTENT

A. Intent of Drawings:
1. Drawings are in part diagrammatic and do not necessarily show complete details of construction, work or materials, performance or installation. They do not necessarily show how construction details, other items or work, fixtures, and equipment may affect any particular installation. Ascertain and correlate the work to bring the parts together into a satisfactory and completed whole.
2. Drawings do not show exact characteristics of the work, piping and air distribution configurations, or necessary number of fittings. The Drawings indicate only such details as are necessary to give a comprehensive ideal of the Work. In order to illustrate the Work, the Architect may furnish additional Drawings, explanations and clarifications consistent with the original Drawings, purpose and intent of the Contract. Conform Work to such Drawings and explanations. The furnishing of such additional Drawings, explanations or clarifications is for the convenience of the Contractor and shall not entitle the Contractor to an increase in the Contract time or Contract Sum.
3. Furnish and install work not covered under any heading, Section, branch, class or trade of the Project Manual, but shown on or reasonably inferable from the Drawings. This includes work necessary to produce the intended results.
4. Do not scale drawings. Dimensional accuracy is not guaranteed, and field verification of dimensions, locations, and levels to suit field conditions is required.

B. Wording of these Specifications: These Specifications are of the abbreviated or streamlined type and may include incomplete sentences.
1. Words such as "the," "all," "shall," "the Contractor shall," "shall be," and similar mandatory phrases, are required to be supplied by inference in the same manner as they are in a note on the Drawings.
2. Provide all items, articles, materials, and operations listed, including labor, materials, equipment and incidentals required for their completion.

C. Number of Specified Items Required: Wherever in these Specifications an article, device or piece of equipment is referred to in the singular number, the reference applies to as many such articles as are shown on the Drawings or required to complete the installation.
D. Tense, Gender, Singular, Plural: Present tense words include future tense. Words in masculine gender include feminine and neuter genders. Words in the singular include plural. Plural words include singular.

E. All, Entire, and the Like: For brevity throughout the documents, these words may be omitted. Read their implications into all work, as the following parenthetical insertion exemplifies: "Balance and adjust (all) dampers."

F. Specification by Reference: Materials and products specified by reference or number, symbol or title of a specified standard, such as commercial standard, ANSI and ASTM documents, Federal Specifications, trade association standard, or the like, shall comply with the following:
   1. The latest revision requirements thereof, and:
   2. Any amendment or supplement thereto in effect on date of Project Manual, except as modified; and:
   3. When building code requirements refer to a different issue of standards specifications, such issue governs; and:
   4. Listing of certain reference standards: Refer to Section 014200.

G. First Class Workmanship is expected.
   1. Prior to installing any item or material, verify that receiving surfaces are plumb, level, true to line, and straight to the degree necessary to achieve tolerances specified or required. Perform without extra cost all shimming, blocking, grinding, or patching required to make such surfaces plumb, level, true to line and straight.
   2. Take care in attention to details and fitting at intersections and junctures of materials. Joints are to be tight, straight, even, and smooth.

H. Fastening and Connections: Furnish fastenings and connections necessary and adequate to assemble work whether indicated or not. Function:
   1. Contractor is responsible for proper assemblage and intended performance of all components and assemblies; bonds to bond properly, fastening to fasten properly; operable items to operate smooth, without sticking or binding, and without "play" or looseness; and the like.
   2. Where deemed necessary to establish conformance with these requirements, inspection and testing by an independent testing laboratory may be required as indicated in Section 014523.

I. Presence of Architect/Owner: Do not misconstrue presence of this person or any of Architect's/Owner's representatives at the site as assuring compliance with Contract Documents.

1.05 GENERAL INSTALLATION PROVISIONS

A. General: Provide all items, articles, materials, and operations listed, including labor, materials, equipment and incidentals required for their completion.

B. Installer's Inspection of Conditions:
1. Require the Installer of each major unit of work to inspect the substrate to receive work and conditions under which the work is to be performed.
2. The Installer shall report unsatisfactory conditions in writing to the Contractor.
3. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Installer. Start of work constitutes acceptance of substrates.
4. See General Conditions, subparagraphs 3.3.3 and 3.3.4.

C. Inspection of Items to Be Installed:
   1. Inspect each item of materials or equipment immediately prior to installation.
   2. Reject damaged and defective items.

D. Attachment and Connection:
   1. Provide attachment and connection devices and methods for securing work. Secure work true to line and level, and within recognized industry tolerances. Allow for expansion and building movement.
   2. Provide uniform joint width in exposed work. Arrange joints in exposed work as drawn or to obtain the best visual effect. Refer questionable visual-effect choices to the Architect for final decision.

E. Measurements: Check measurements and dimensions of the work, as an integral step of starting each installation.

F. Dimensions and Measurements on Drawings:
   1. Dimensions govern.
   2. Do not scale.
   3. Check dimensions in the field and verify them with respect to adjacent or incorporated work and in accordance with General Conditions/007000, subparagraph 3.3.3. Large scale drawings take precedence over smaller scale drawings, plans, elevations, and cross sections.
      a. Information concerning existing conditions was considered suitable for preparation of the Drawings and is given for Contractor’s convenience. Architect and Owner does not guarantee accuracy of such conditions. Field verify, as per above.
   4. See Section 013113 for further descriptions.

G. Weather Conditions:
   1. Install each unit of work during weather conditions and project status which will ensure the best possible results in coordination with the entire work.
   2. Isolate each unit of finished work and protect as necessary to prevent deterioration.

H. Inspection and Tests: Coordinate enclosure of the work with required inspections and tests, so as to minimize the necessity of uncovering work for that purpose.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 011150
SECTION 012200- UNIT PRICES

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Administrative and procedural requirements for unit prices.
   2. Schedule of unit prices.

B. Related Sections:
   1. Section 003000 - Form of Proposal
   2. Specification sections for work where unit prices are requested

1.02 DEFINITIONS

A. Unit price is an amount proposed by bidders, stated on the Form of Proposal, as a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if the estimated quantities of Work required by the Contract Documents are increased or decreased.

1.03 PROCEDURES

A. Unit prices include necessary material, cost for delivery, installation, insurance, overhead, profit, and applicable taxes.

B. Measurement and Payment:
   1. The Owner reserves the right to reject the Contractor's measurement of work-in-place that involves use of established unit prices, and to have this work measured, at the Owner's expense, by an independent surveyor acceptable to the Contractor.

PART 2 - PRODUCTS

2.02 UNIT PRICE SCHEDULE

1. Electrical quad-plex outlet, recessed in floor:

2. Electrical duplex outlet, in-wall:

3. Data outlet, recessed floor j-box and associated conduit, with pull string.

4. Data outlet, in-wall j-box and associated conduit, with pull string.

PART 3 - EXECUTION

Not Used.

END OF SECTION 012200
SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes description of procedures for change and field orders including:
   1. Submittals.
   2. Supplemental Instructions.
   3. Correlation of Contractor submittals.

B. A change or substitution of any subcontractor listed in the Agreement shall be subject to the prior acceptance of the Owner and Architect, and shall be confirmed with a no-cost change order except as noted in General Conditions/007000, subparagraph 5.2.3.

C. Related Sections:
   Section 007000 - The General Conditions of the Contract; Changes in the Work
   Section 012910 - Applications for Payment
   Section 013114 - Communications, Correspondence, and Request for Information
   Section 017839 - Project Record Documents

1.02 SUBMITTALS

A. Designate in writing the names of authorized members of Contractor's organization who accept changes in the Work, and are responsible for informing other workers of the authorized changes.

PART 2 - PRODUCTS

2.01 FORMS

A. Change Order Proposal Requests, Change Order Proposals, Change Orders, Field Authorizations, etc.: Contractor's standard form. Submit sample form to Architect for review and acceptance.

PART 3 - EXECUTION

3.01 ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS (ASI)

A. The Architect may issue written authorizations which interpret the Contract Documents, or which order minor changes in the Work without change in the Contract Sum or Contract Time, if agreed to by the Contractor.
   1. Form: Architect's standard form. See Section 008000
   2. Contractor will assign an ASI number and list each one on an ASI log.
   3. Changes/clarification by other consultants will be issued through the Architect.

3.02 PRELIMINARY INITIATIONS/CHANGES

A. Supplemental instructions or Construction Memos authorizing minor changes in the work,
3.03 CORRELATION WITH CONTRACTOR'S SUBMITTALS

A. Revise Schedule of Values and Application for Payment forms to record each change in conformance with General Conditions/00700.

B. Revise Construction Schedules reflecting each change in contract time in accordance with General Conditions.
   1. Revise sub-schedules to show changes for other items of work affected by changes.

C. Promptly enter changes in Project Record Documents.

3.04 DISTRIBUTION

A. Send copies to all concerned parties.
   1. Change Orders: Upon authorization, Owner transmits one signed copy each to Contractor and Architect.
   2. Construction Change Authorization:
      a. Distribution of copies:
         1) One to Owner.
         2) One to Contractor.
         3) One to Architect.

END OF SECTION 012600
SECTION 012910 - APPLICATION FOR PAYMENT

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes requirements for submittal of Payment Applications according to accepted schedule and General Conditions/007000, Payments and Completion.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract:
   2. Section 012600 - Contract Modification Procedures
   3. Section 017700 - Closeout Procedures
   4. Section 017839 - Project Record Documents

1.02 FORMAT AND DATA REQUIRED

A. Refer to General and Supplementary Conditions.

1.03 PREPARATION OF APPLICATION FOR EACH PROGRESS PAYMENT

A. Application Form: Use AIA Document G702 and G703, or Contractor's standard form, if acceptable to Owner.

1.04 PAYMENT SCHEDULE

A. Submit Application for Payment in accordance with Contract and General Conditions, and the following milestones:

   1. Permit submittal to L&I and City of Lakewood: 15% progress payment
   2. Fabricated building delivery/site erection: 60% progress payment
   3. Substantial Completion: 75% progress payment
   4. Punchlist completion: 90% progress payment
   5. Final Acceptance/COO: 100% final payment

PART 2 – PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 012910
SECTION 012973 - SCHEDULE OF VALUES AND APPLICATION AND CERTIFICATION FOR PAYMENT

PART 1 - GENERAL

1.01 FORMAT

A. Type Schedule on 8-1/2 x 11 in. bond paper.

B. For minimum listing of schedule of values, provide summary line item cost for complete modular building, with sub-categories for engineering, shop drawings, permit and review fees, fabrication, transportation to site, erection, and final installation.

C. For Specification Divisions 0, as a minimum, include one (1) line item for each of the following: mobilization/demobilization, General Conditions, bonds and insurance, and project closeout, including record drawings, O&M Manuals, and Owner-instruction.

1.02 REQUIREMENTS

A. Two (2) weeks prior to submission of first Application and Certificate for Payment, submit schedule of values to Architect for review.

B. List installed value of each major item of Work to serve as a basis for computing values for Progress Payments. Round off values to nearest dollar.

C. Coordinate listings with Progress Schedule.

D. All line item listings shall each include a directly proportional amount of Contractor overhead and profit.

1.03 SUBMITTAL

A. Submit one digital copy of Schedule.

B. Transmit via email under transmittal letter. Identify project by title and by contract number.

1.04 SUBSTANTIATING DATA

A. When Architect requires substantiating information, submit data justifying line item amounts in question.

B. Provide one (1) copy of data with cover letter for each copy of Application and Certificate for Payment.

1.05 APPLICATION AND CERTIFICATE FOR PAYMENT

A. See General Conditions of the Contract.
B. The approved Schedule of Values will be typed by the Contractor onto an Owner approved Application and Certificate for Payment Form.

1.06 FIRST APPLICATION AND CERTIFICATE FOR PAYMENT

A. Complete administrative requirements prior to submission of initial Application for Payment. Application will not be reviewed until requirements are met.

B. Partial list of requirements follows. Other requirements may be listed elsewhere in the Contract Documents.

1. Performance and Payment Bonds
2. Certificates of Insurance
3. Building Permit Submittal Copies
4. Schedule of Values
5. Progress Schedule
6. List of Sub-Contractor and Suppliers
7. Schedule of Submittals

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 012973
SECTION 013113 – PROJECT COORDINATION

PART 1 - GENERAL

1.01 SUMMARY
   
   A. Coordination of Work of the Contract.
   
   B. Includes coordination with PCLS and Site Development/Foundation Contractor.
   
   C. Related Sections:
      1. Section 011100 - Summary of Work
      2. Section 013114 - Communication, Correspondence, and Request for Information
      3. Section 013119 - Project Meetings
      4. Section 013323 - Shop drawings, Product Data, and Samples
      5. Section 016200 - Substitutions and Product Options
      6. Section 017129 - Cutting and Patching
      7. Section 017700 - Closeout Procedures
      8. Mechanical and Electrical Divisions

1.02 DESCRIPTION

   A. Coordinate scheduling, submittals, and work of the various sections of Specifications to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items to be installed later.
   
   B. Coordinate work between the parts of the Contract Documents to avoid conflicts and omissions. Take special care to coordinate work which is normally indicated in some but not all Architectural, Mechanical, Electrical and other major Divisions of the Contract Documents.

1.03 COOPERATION AND COORDINATION OF WORK

   A. Coordination of work among the general and various subcontractors will be a critical element in the success of this project. Coordinate the installation of the Work and that of subcontractors to ensure compliance with the contract documents and to expedite the progress of the project.
   
   B. Ensure that the work of subcontractors complies with General Conditions of the Contract/007000, Division 01 - General Requirements, and the work of other Sections related to their own work. No additional payments or time extensions will be authorized for failure on the part of subcontractors to be familiar with and in compliance with the aforementioned specification divisions and sections.
   
   C. Project Coordination and Scheduling Control: Responsibility for coordination and close adherence to time schedules rests solely with the Contractor who shall maintain coordination and scheduling control at all times:
      1. Each subcontractor responsible to the Contractor shall cooperate diligently with the Contractor in the execution of their work so as to cause no delay in the completion of the Project. This responsibility includes the completion of work in a timely manner and items of
equipment connected and fully operating at the time of Substantial Completion of each phase. Each subcontractor shall diligently comply with the following requirements:

   a. Cooperate in planning and layout of the work well in advance of operations to properly interface with work of other trades and Owner's separate contractors.
       1) Include planning, layout and review of mock-ups/014339.
   b. Inform other trades of requirements at proper time to prevent delay or revisions.
   c. Be informed on the requirements of other trades and check own work for conflicts with the work of other trades.
   d. Ensure delivery of materials and performance of work on coordinated schedule with other trades.
   e. Attend pre-installation conferences as described in Section 013119.

2. Ensure that the subcontractors and equipment suppliers are responsible for compatibility and completeness of the installation and operation of the equipment in their respective Specification Sections including conformance with code requirements. If power, piping, ductwork, or other work required for complete installation is not provided by others to equipment location or is not adequate for complete installation, the subcontractor or equipment supplier shall be responsible for providing the necessary connections.

D. Notification and Correction of Defective Work:
   1. Before starting a section of work, each contractor and subcontractor shall carefully examine preparatory work that has been executed to receive each contractor’s work. Check carefully, by whichever means required, to ensure that the work and adjacent, related work will finish to proper contours, planes, and levels.
   2. Promptly notify the Contractor of any defects or imperfections in preparatory work which will in any way affect satisfactory completion of the work. Under no condition shall a section of work proceed prior to preparatory work having been completed, cured, dried, or otherwise made satisfactory to receive such related work.
   3. Correction of defective work shall be the responsibility of the Contractor or subcontractor providing the defective work. Correction of work due to underlying defects shall be the responsibility of the Contractor or subcontractor providing work.

E. Intent of Drawings:
   1. The work of each contractor and subcontractor shall conform to the intent of the contract drawings. Drawings are partly diagrammatic and do not intend to show in detail all features of work. Each contractor shall carefully review the work to be performed by other trades, compare related drawings and shall thoroughly understand the building conditions affecting their work.
       a. Changes required in the work caused by failure to do so shall be at no expense to the Owner.

F. Interferences and Right-Of-Way:
   1. Make proper provisions to avoid interferences.
   2. Where conflicts occur, architectural and structural has right-of-way over mechanical and electrical work; concealed mechanical work has right-of-way over concealed electrical work; exposed electrical fixtures have right-of-way over mechanical fixtures.
   3. Submit conflicts which cannot be resolved by right-of-way to Architect for instructions.
   4. Submit in accordance with requirements of Sections 013310 and 013323, reflected ceiling coordination plan showing work by affected trades. See below for description.
G. Equipment Connections: See General Requirements in Mechanical and Electrical Divisions. Work includes but is not limited to:
1. Verify utility requirement characteristics of operating equipment are compatible with building utilities.
2. Provide motors and equipment for current characteristics as shown on the electrical drawings:
   a. Electrical Subcontractor:
      1) Electrical subcontractor shall furnish and install all wiring except:
         a) Temperature control wiring.
         b) Equipment control wiring.
         c) Interlock wiring.
         d) Security System wiring
         e) Fire Alarm wiring
      2) The electrical subcontractor shall furnish and install power wiring complete from power source to motor or equipment junction box, including power wiring through starters. Electrical Subcontractor shall furnish and install starters not factory mounted on equipment. After circuits are completed, Electrical Subcontractor shall be responsible for power wiring.
   b. Mechanical Subcontractor: Mechanical subcontractor shall, regardless of voltage, furnish and install temperature control wiring, interlock wiring and equipment control wiring for the equipment that the mechanical subcontractor furnishes.

H. Cooperate and coordinate with any other separate contractors and subcontractors under Contract with the Owner.

I. Coordination Drawings:
1. The purpose of coordination drawings is to resolve potential interdisciplinary dimensional interferences and conflicts prior to shop fabrication or field installation of components and systems. While the designers have exercised the accepted standard of care in performing overall dimensional coordination in the preparation of the design intent documents, additional factors influence coordination which the contractors and subcontractors must address in the coordination drawings. These factors include, but are not limited to, specific means and methods, the sequence of work, the characteristics of the specific equipment to be installed (where the documents allow multiple options), recognition of existing conditions, and the pricing/negotiation assumptions made by each contractor/subcontractor.
2. Prepare coordination drawings, consisting of plans, sections, and details, for those areas of the building where the dimensional location of one's trade work could adversely influence the dimensional location of other trades' work. Drawings shall depict the interrelationships of components shown on separate shop drawings, the intended installation sequences, and how work is to be installed or constructed. in relation to the work of other trades and existing conditions.
3. Areas for which coordination drawings are to be prepared include, but are not limited to:
   a. Ceiling coordination drawings.
      1) Contractor is responsible for the detail coordination of trades involved in work related to the space above and in connection with the ceiling system. These trades and related items of work include, but are not limited to the following:
         a) Architectural: Ceiling grid and access panels
b) Structural: Proposed structural work  
   c) Mechanical: Ductwork, piping, fire sprinklers and access panels  
   d) Electrical: Conduit, lights and access panels  

2) Submit for review a "coordination" shop drawing for items noted above as they relate to the new conditions, prior to the start of any work. Where no ceiling is indicated, include that area from underside of lights to bottom of structural slab above. Modify and update this drawing as work proceeds and submit as a record "as-built" drawing.

4. Prepare coordination drawings in accordance with the following guidelines:  
   a. Sheet size to be the same as the construction documents.  
   b. Plans to be at an appropriate scale to depict the necessary detail, but not less than 1/4" = 1'-0".  
   c. Sections to be at an appropriate scale to depict the necessary detail, but not less than 1/2" = 1'-0".  
   d. Drawings to contain elements of the construction in their correct dimensional relationship, including but not limited to, ceiling/roofs, walls, beams, columns, openings, supports, hangers, earthquake bracing, fixtures, and other appurtenances.

5. Contractor and each subcontractor shall sign drawings to indicate their participation in the coordination process and their agreement that the individual systems and components can be installed as indicated in the drawings and in the conformance with the contract documents.

6. These drawings shall be submitted for informational purposes only prior to installation of any components of the work to be included in order to demonstrate that the installation of the aforementioned items have been coordinated by the Contractor prior to commencement of the work.

7. Submit in accordance with requirements of Section 013310.

1.04 MEETINGS

A. In addition to progress meetings specified in Section 013119, hold coordination meetings and pre-installation conferences with personnel and subcontractors to ensure coordination of Work.

1.05 COORDINATION OF SUBMITTALS

A. Schedule and coordinate submittals specified in Sections 013310 and 013323.

B. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service equipment.

C. Coordinate requests for substitutions to assure compatibility of space, of operating elements, and effect on work of other sections.

1.06 COORDINATION OF SPACE

A. Coordinate use of Project space and sequence of installation of mechanical and electrical work which is indicated diagrammatically on Drawings. Follow routings shown for pipes, ducts, and conduits as closely as practicable, with due allowance for available physical space; make runs parallel with lines of building. Utilize space efficiently to maximize accessibility for other
installations, for maintenance, and for repairs.

B. In finished areas, except as otherwise shown, conceal pipes, ducts, wiring and the like within the construction. Coordinate locations of fixtures and outlets with finish elements; additional furring, chases, and soffits not shown on the design drawings are specifically not allowed.

1.07 CONSTRUCTION MOBILIZATION AND MODULAR BUILDING ERECTION/INSTALLATION

A. Cooperate with the Architect and Owner’s Site Development Contractor in allocation of mobilization areas of site; for field offices, temporary power and sanitary facilities, for access, staging, traffic, and parking facilities.

B. During site construction, provide for removal of waste materials from site. Do not use Site Development Contractor’s waste containers.

C. Coordinate field engineering and layout work under instructions of the Architect.

1.08 COORDINATION OF CONTRACT CLOSEOUT

A. Coordinate completion and cleanup of work by the various trades involved in preparation for Substantial Completion.

B. After Owner occupancy of premises for installation of systems, shelving and fixtures, coordinate access to site by the various trades involved for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner’s activities.

C. Assemble and coordinate closeout submittals specified in Section 017700, Closeout Procedures.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 013113
SECTION 013114 - COMMUNICATION, CORRESPONDENCE AND REQUEST FOR INFORMATION

PART 1-- GENERAL

1.01 SUMMARY

A. Section includes procedures and formats for communications.

1.02 RELATED SECTIONS

1. Section 007000 - General Conditions of the Contract
2. Section 012600 - Contract Modification Procedures
3. Section 013310 - Submittal Procedures

1.03 GENERAL COMMUNICATION

A. See Section 007000, General Conditions, for general communications.

B. Subcontractors:
   1. Do not contact members of the design team directly.
   2. Transmit problems or questions in writing using the Request for Information (RFI) form through the Contractor to the Architect.

1.04 CORRESPONDENCE

A. Address correspondence to the Architect with copy to the Owner's Representative.

B. Format:
   1. Number correspondence sequentially.
   2. Include Project Title, Owner's Contract Number, and Architect's Project Number.

1.05 REQUEST FOR INFORMATION (RFI)

A. When field conditions or contract document contents require clarification or verification by the Architect or Architect's Consultants, a written RFI is to be submitted per following:
   1. Identify the nature and location of each clarification/verification using the RFI form and providing no less information than below:
      a. Project name and number;
      b. Date;
      c. Date response required by;
      d. Effect on contract amount; check box to indicate "cost change" or "no cost change;"
      e. RFI number;
      f. Subject;
      g. Initiator of the field question;
      h. Indication of interpretation and cost included in bid;
      i. Location within building;
      j. Contract drawing reference;
k. Contract specification section and paragraph reference;
l. Descriptive text;
m. Space for reply on same page as question;
2. Submit each RFI separately by discipline, and number each discipline sequentially from #001. Only one issue per RFI.
3. Maintain log of RFI’s for Architect, Owner's Representative, and subcontractor use.

B. Route: RFI’s in same manner as correspondence.

C. Copy: RFI's in same manner as correspondence.

D. Time: Architect will endeavor to respond to RFI's by due date requested by Contractor on form, but not later than within 7 working days.

E. Clarifications: May only be discussed on-site or by telephone with Architect Incorporate the essence of the discussion into an RFI form. Also see "Bulletins" below.

1.06 BULLETINS, MEMOS, AND ASI
A. Architect may issue a "Bulletin", "Memo", or ASI describing a document clarification or field condition.

1.07 FORMS
A. RFI:
   1. Contractor’s standard RFI. Submit sample form to Architect for review and acceptance.
B. ASI: Architect’s standard form.
C. Other:
   1. See Section 008000 for list of construction forms, or submit sample of Contractor's standard form to Architect for review and acceptance.

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 013114
SECTION 013119 - PROJECT MEETINGS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Preconstruction conference meetings;
   2. Progress meetings; and
   3. Pre-installation conferences.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 017839 – Project Record Documents

PART 2 - PRODUCTS

2.01 PRECONSTRUCTION CONFERENCE MEETINGS

A. Owner will schedule Preconstruction Conferences after Notice of Proceed. These meetings are to review Contract administration requirements, and prepare the way for commencement of the Work. The City and the Owner may call for additional preconstruction conferences as applicable to the work being started.
   1. Contractor shall provide meeting location at a central site, convenient for all parties.
   2. Attendance is required of the following:
      a. Contractor, Contractor’s Superintendent, Project Manager, and individuals authorized to sign for Contractor;
      b. Major subcontractors and suppliers;
      c. Others, as appropriate.

B. Agenda:
   1. Owner’s Representative and Architect will discuss pertinent detail information paralleling Project Manual requirements such as:
      a. The Work.
         1) Discussion includes responsibilities and authority of Owner, Owner’s Representative and Architect; Contractor and Contractor’s designated personnel; and Permitting and Inspection Agencies.
      b. Work sequence, phasing, and occupancy
      c. Contractor’s use of the site.
         1) Site utilization, access and mobilization issues.
         2) Potential construction work occurring on neighboring properties.
         3) Environmental controls/daily clean-up.
      d. Procedures and processing.
         1) Field decisions
         2) Proposal requests
         3) Submittals
         4) Change Orders
         5) Application for payment
6) Other
   e. Special project procedures.
      1) Procedures for testing and inspections during factory fabrication.
      2) Requirements for startup of equipment.
      3) Inspection and acceptance of equipment put into service during construction period.
   f. Prefabricated component transportation plan and schedule
   g. Site erection/construction facilities, controls, and construction aids.
   h. Coordination with Owner-provided foundation and utility rough-in at crawl space.
   i. On-site security procedures.
   j. Coordination with Owner's Site Development/Foundation Contractor
   k. Safety and first-aid procedures.
   l. Housekeeping Procedures.
   m. Other.
   n. Project Closeout:
      1) Final cleaning.
      2) Record documents and warranties.
      3) O&M documents, training and instruction of personnel.
   o. Punchlist Completion:
      1) Architect and Owner have responsibility for accepting Work.
      2) Punchlist work shall be completed within the time stipulated by the Architect, but not more than 10 days beyond date of inspection.
   p. Contractor will present and distribute information indicating:
      1) List of major subcontractors and suppliers.
      2) Tentative schedule for engineering, shop drawing, permit submittal/review, factory fabrication, transportation to site, site erection/installation and completion, final inspections.

C. Contractor will:
   1. Record minutes; include significant proceedings, decisions, and summarize questions raised.
   2. Reproduce and distribute copies of minutes within 3 days of each meeting to:
      a. meeting participants;
      b. parties affected by decisions.

2.02 PROGRESS MEETINGS

A. Owner's Representative will schedule and administer progress meetings, and specially called meetings throughout work progress.
   1. Purpose of Meeting: Objective is to communicate and discuss the schedule, impediments to progress, submittals, quality control, safety, site constraints, coordination with other contractors and Owner-retained suppliers and vendors, pre-installation conferences, and related timely subject.
   2. Prearrange meeting time and day.
      a. Meetings will take place not more than once a week but not less than once every month, appropriate to the progress of work.
      b. Such meetings will continue until final completion of the work.
   3. Make physical arrangements for meetings; prepare agenda.
   4. Preside at meetings.
5. Representatives of Contractors, subcontractors, and suppliers attending meetings are required to be qualified and authorized to act on behalf of their firms.

B. Contractor will:
   1. Record minutes; include significant proceedings, decisions, and summarize questions raised.
   2. Reproduce and distribute copies of minutes prior to the next progress meeting to:
      a. meeting participants;
      b. parties affected by decisions.

C. Meeting Locations: PCLS Administrative Building, unless otherwise notified. Meeting may move to site upon delivery of building. Virtual meetings may be established upon mutual agreement between all attendees.

D. Attendance:
   1. Contractor: Superintendent and Project Manager.
   2. Owner's Representative, Architect and Contractor to mutually agree on attendance of the following before agenda is established for each meeting:
      a. Subcontractors;
      b. Suppliers; and
      c. Manufacturers' Representatives.
   3. Owner's Representative, Architect and professional consultants, as needed.
   4. Others as appropriate.

E. Suggested Agenda:
   1. Review and accept minutes of previous meeting.
   2. Review work progress since previous meeting.
   3. Present field observations, problems, and conflicts.
   4. Discuss problems impeding Construction Schedule.
   5. Review factory fabrication.
   6. Review delivery schedules.
   7. Present corrective measures and procedures to regain projected schedule, as applicable.
   8. Revise Construction Schedule, as required.
   9. Review plans for progress for succeeding work period.
   10. Coordinate work.
   11. Review submittal schedules.
   12. Review maintenance of quality standards.
   13. Review proposed changes for:
      a. effect on Progress Schedule and on completion date;
      b. effect on any other Contracts on the Project.
   14. Review required revisions to Project Record Documents.
   15. Review project safety.
   16. Status of Payments; Upcoming Application for Payment.
   17. On-going commissioning process.
   18. Review any other business.

2.03 PRE-INSTALLATION AND COORDINATION CONFERENCES

A. Contractor will schedule and administer pre-installation conferences as indicated in respective
specification section or as otherwise required throughout work progress.

1. Purpose is to ensure Contractor and Contractor’s Superintendent, Subcontractors and applicable foremen, installers, suppliers, fabricators, and others as appropriate, are coordinated and understand the Project requirements, quality requirements, safety, and design parameters and constraints.

B. Those meetings shall be scheduled by the Contractor as agreed by the Owner’s Representative at least 4 days prior to any work for the applicable section.

1. Schedule meetings to occur in conjunction with other regularly scheduled construction meetings that Architect and Owner’s Representative attend.

2. Applicable submittals as well as the Subcontractor’s safety plan and insurance certificates shall have been submitted to and approved by the Owner prior to scheduling this conference. The Contractor may elect to group several sections or divisions to minimize the number of these meetings.

C. Subcontractors and major suppliers are required to attend pre-installation conferences prior to commencing work of their respective specifications section, or as required by related work in other specification sections.

D. Require attendance of entities directly affecting, or affected by, work of the section including Architect, Owner, Owner’s Representative, Contractor’s Project Manager and Superintendent with Lead Man performing the work, and/or the appropriate subcontractors/suppliers/fabricators.

E. Agenda (as applicable):

1. Review technical contract requirements with any options. Contractor to submit any options and resolve with Owner any conflicts, interference, or compatibility problems.

2. Insurance and certifications.

3. Schedule.

4. Review requirements and status as relates to:
   a. schedule;
   b. submittals and mock-ups;
   c. tolerances;
   d. Manufacturer’s requirements; and
   e. weather limitations.

5. Quality control methods:
   a. Testing/Inspection requirements;
   b. Acceptability of substrates;
   c. Required performance results; and
   d. Recording requirements.

6. Applicable governing rules and regulations.

7. Temporary facilities and controls:
   a. Safety, environmental controls, security, noise;
   b. Space and access limitations.

8. Protection of work, curing periods and related subjects.

9. Other business.

F. Meetings include but are not limited to:
1. Structural engineering  
2. Aluminum Framed Entrances and Storefronts  
3. Roofing  
4. HVAC  
5. Fire Suppression  
6. Ductwork, sprinkler, lighting and ceiling coordination with structural  
7. Electrical and communications system  
8. Hardware and keying  
9. Data, Security and Fire Alarm systems wiring and electrical  
10. Others as noted Divisions 02 through 34.

PART 3 - EXECUTION

Not Used.

END OF SECTION 013119
SECTION 013215-CONSTRUCTION SCHEDULE

PART 1 - GENERAL

1.01 SUMMARY

A. Prepare Preliminary Schedule, the Construction Schedule, Short Interval Schedules with two-week look aheads, monthly updates and changes according to General Conditions/007000.

1.02 RELATED SECTIONS

A. Coordinate related work specified in other parts of the Project Manual, including but not limited to following:

1. Section 007000 - General Conditions of the Contract
2. Section 013323 - Shop Drawings, Product Data and Samples: review time

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 013215
SECTION 013310- SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. General submittal procedures, further described in other sections, including but not limited to:
      a. Construction schedules and reports as required by General Conditions.
      b. List of Submittals.
         1) Include approximate schedule for submittals.
         2) Schedule of submittals shall be organized chronologically and by section number.
         3) Provide not later than first payment application.
      c. Shop drawings, product data, and samples as required by Section 013323.
         1) Materials Safety Data Sheets (MSDSs).
      d. Testing laboratory and inspection reports as required by Section 014523.
   2. Miscellaneous submittals, including but not limited to:
      a. Submittals prior to start of construction.
      b. Proposed products lists.
      c. Manufacturers’ installation instructions.
      d. Manufacturers’ Certificates.
      e. Project closeout submittals other than those described in Sections 017700, 017823, 017835 and 017839.
   3. Designate in Construction Schedule the dates for submission and submittal review as described in General Conditions.
      a. For Architect’s review, allow 5 working days. Allow 3 additional normal working days for each involved Consultant’s and Owner’s review.
      b. Allow an additional 5 days for submittals which deviate from design intent of Contract Documents.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 012600 - Contract Modification Procedures: Submit data in required form
   3. Section 012910 - Application for Payment: Submit data in required forms
   4. Section 013113 - Project Coordination: Coordination of Submittals; Coordination Drawings, including but not limited to Reflected Ceiling Coordination Drawings
   5. Section 013119 - Project meetings: Minutes
   6. Section 013114 - Communication, Correspondence, and Request for Information
   7. Section 013323 - Shop Drawings, Product Data and Samples
   8. Section 014523 - Testing Laboratory and Inspection Services: Reports
   9. Section 016100 - Basic Product Requirements: Purchase orders and documentation for long lead time items, as applicable
   10. Section 016200 - Substitutions and Product Options: Substitution Request form
   11. Section 017129 - Cutting and Patching: Requirements as specified
   12. Section 017823 - Operating and Maintenance Data
   13. Section 017835 - Warranties and Bonds
   14. Section 017839 - Project Record Documents
15. Various Sections, Division 2 through 34: As required and specified

1.02 GENERAL

A. Communications between the Owner and the Contractor shall be forwarded through the Architect in accordance with requirements of General Conditions/007000 and Section 013114.

B. Electronic submission of all submittals shall be through Architect. Contractor shall provide 3 physical samples for all sample submittals.

1.03 COMPLETE SUBMITTALS REQUIRED

A. Unless indicated otherwise, submittals shall include the items required under the individual specification sections for the product(s) indicated. For example, product data, samples, certificates, design data and shop drawings, and the like, where required, shall be organized and submitted in a single package. Partial or incomplete submittals will be returned to the Contractor for Corrective action and resubmittal.

1.04 SEQUENCING/SCHEDULING

A. Phase-in properly with Progress Schedule as described in General Conditions.

PART 2 - PRODUCTS

2.01 SUBMITTALS PRIOR TO START OF ENGINEERING AND SHOP DRAWINGS

A. Submit to Owner in accordance with General Conditions/007000:
   1. List of subcontractors and material suppliers in conformance with General Conditions.
   2. Names and references for proposed:
      a. Superintendent,
      b. Project Manager, and
      c. Major Subcontractors.
   3. Policies of all types of specified bonds and insurance and notification of bonding and insurance companies indicating extent of coverage.
   4. List of Submittals. Include:
      a. Specification section numbers as per this Project Manual.
      b. Dates of submittals.
      c. Interrelationships with other specification sections and required coordination.

2.02 MANUFACTURER'S INSTALLATION INSTRUCTIONS

A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.

B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

C. Identify conflicts between manufacturers' instructions/warranty requirements and Contract
2.03 MANUFACTURER'S CERTIFICATES

A. When specified in individual specification Sections, submit manufacturers' certificate to Architect for review, in quantities specified for Product Data.

B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference date, affidavits, and certifications as appropriate.

C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect.

2.04 MISCELLANEOUS

A. Submit evidence that tests, adjustments, and inspections required for mechanical and electrical work in mechanical and electrical divisions have been made with acceptable results.

B. Submit information required as a condition of building permit issued by Code authority, including but not limited to:
   2. Certificate of Approval from appropriate Fire Marshal.
   3. Certificate of Code Compliance from appropriate Electrical Inspector.

C. Make following submittals to Architect where items occur within specification sections:
   1. Proof of subcontractors' years of experience.
   2. Status of "accepted" installer (manufacturer licensing, certifications, etc.).
   3. Approval Certificates by Manufacturer.
   4. Reports of intermittent inspections.
   5. Reports from Manufacturer's Representatives.

PART 3 - EXECUTION

3.01 SUBMITTAL PROCEDURES

A. Use these procedures to make submittals.
   1. Coordinate and review submittals for accuracy, completeness, and compliance with contract requirements. Indicate Contractor approval on each submittal as evidence of coordination and review.
   2. Shop drawings submitted without evidence of the Contractor's approval will not be reviewed.
   3. Where fabrication, construction or erection procedures require engineering and calculations, Contractor shall hire a Professional Engineer licensed in the State of Washington to perform these services, affix seal, and provide signature.
   4. Approval by the Architect shall not relieve the Contractor from responsibility for the safety of his methods or equipment or from responsibility for complying with the requirements of applicable codes and of this contract, except with respect to specifically approved...
5. The review of drawings by the Architect or Architect’s consultants is limited to general design requirements only, and shall in no way relieve the Contractor from responsibility for errors or omissions contained therein.

B. Sequentially number the transmittal forms. Resubmittals to have original number with an alphabetic suffix. Date each submittal and resubmittal.
   1. Identify Project, Contractor, Subcontractor or supplier; pertinent Drawing sheet and detail numbers, and specification Section number, as appropriate.
   2. Apply Contractor’s stamp, signed or initialed certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
   3. Schedule submittals to expedite the Project, submit electronically. Coordinate submission of related items. Include with each Submittal, early and late start for work related to submitted item, and early and late date for ordering product to meet early and late start dates. Submittal shall be rejected as incomplete without this information.
   4. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
   5. Provide space for Contractor and Architect review stamps.
   6. Revise and resubmit submittals as required, identify all changes made since previous submittal.
   7. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

C. Submittal Review:
   1. The Architect will review only those items required by the Contract Documents. Information submitted by the Contractor that is not required will be returned marked "No Approval Necessary."
   2. In the event a single submittal contains both required and non-required information, only the required information is subject to the Architect’s review.
   3. Submittals will be checked for conformance with the design concept of the project and compliance with the information given in the Contract Documents.
   4. The Architect’s review of drawings or data prepared by a Professional Engineer licensed in Washington will be limited to the submittal’s effect on the integrity of the completed project.

3.02 ARCHITECT’S REVIEW STAMP

A. Architect’s Review Stamp bears markings and text similar to the following:
   - REVIEWED
   - REVISE AND RESUBMIT
   - REJECTED

   Review is performed only for the limited purpose of checking for general conformance with information given and the design concept expressed in the Contract Documents. Review does not include determining the accuracy and completeness of details such as dimensions and quantities or substantiating instructions for installation or performance of equipment or systems.
designed by the Contractor, all of which is the Contractor's responsibility. Review does not constitute approval of safety precautions or of construction means, methods, techniques, sequences or procedures. Review of a specific item does not constitute review of an assembly of which the item is a component.

3.03 VARIATIONS FROM CONTRACT REQUIREMENTS

A. Variations from the Contract Drawings and Specifications shall be specifically and separately approved by the Architect.
   1. Show and describe variations from the contract requirements in writing, and submit for approval in conformance with requirements of Section 016200.
SECTION 013323 - SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes requirements for:
   1. Shop Drawings, Product Data and Samples required by the Contract Documents.
      a. Submit Coordination Drawings as described in Section 013113 in same manner as Shop
         Drawings.
   2. Designate in Construction Schedule the dates for submission and submittal review as
      described in General Conditions and as indicated in Section 013310.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 013113 - Project Coordination: Schedule for submittals
   3. Section 013310 - Submittals: Note in particular requirements for complete submittals,
      Article 1.04
   4. Section 017839 - Project Record Documents

PART 2 - PRODUCTS

2.01 SHOP DRAWINGS

A. General:
   1. Submit Shop Drawings for fabricated and other work, as required by Specifications.
      Fabricate no work until Shop Drawings have been reviewed and accepted.
   2. Show by whom materials, items, work, and installation are supplied, performed, or installed.
      Designate every item, material article, and the like, of installations. Do not use the
      expression "by others."
   3. If Shop Drawings show variations from Contract requirements because of standard shop
      practices or other reason, Contractor shall make specific mention of such variations in the
      transmittal.
      a. If indicated departures affect a correlated function, item, article, work, installation or
         construction of other trades, Contractor shall make note of it in the transmittal. Assume
         all extra costs involved in related changes.
   4. Clearly identify revisions on resubmittals. Do not make revisions to previously reviewed and
      approved items.
   5. If the Architect makes changes in the Shop Drawings varying from Contract and causing
      Contract sum deviation, notify the Architect. Do not proceed with fabrication or installation
      until Contractor receives written instructions or a Change Order from the Architect.
      a. If Contractor proceeds with changes without written instructions or a Change Order, it is
         assumed that Contractor has accepted additional costs at own expense.

B. Shop Drawings Requirements: Present in a clear and thorough manner.
   1. Identify details by reference to sheet and detail, schedule, room numbers, or other
reference shown on Contract Drawings.
2. Do not submit freehand drawings.
3. Provide 8-1/2" x 11", 8-1/2" x 14", 11" x 17", 24" x 36".
4. Provide electronic submission to Architect.

C. Copies Required for Each Review:
1. 11" x 17" and smaller: electronic format.
2. Larger than 11" x 17": electronic format
3. Also note requirements of Section 017839, Project Record Documents.

2.02 PRODUCT DATA

A. Clearly identify on each copy, as applicable:
1. Pertinent products or models;
2. Performance characteristics and capacities;
3. Dimensions and clearances;
4. Wiring, piping diagrams, controls, and the like pertinent information.
5. Collect required data into one submittal for each unit of work or system; mark each copy to show which choices and options are applicable to project.
6. MSDSs: For each and every chemical which is known to be present in the workplace, submit Materials Safety Data Sheets (MSDSs). Attach to each copy of product data above.

B. Manufacturer's Standard Schematic Drawings and Diagrams:
1. Modify drawings and diagrams to delete inapplicable information.
2. Supplement to provide pertinent information.

C. Copies required:
1. Submit 3 copies of opaque reproductions to Architect unless otherwise indicated.
2. After reviewed product data is returned to Contractor by Architect, provide copies of reviewed product data for distribution as indicated: Assure that Architect receives 2 reviewed copies and each consultant involved in the product data review receives 1 copy.

2.03 SAMPLES

A. Submit samples for selection of finishes in sufficient time for review cycle.
1. Office samples shall be of sufficient size and quantity to clearly show colors, textures, and patterns.
2. Include identification on each Sample, giving full information.
3. Assure that Architect receives 2 reviewed copies and each consultant involved in the sample review receives 1 copy.
   a. Reviewed Samples which may be used in the Work are indicated in the Specification section.
4. Provide field finishes at Project as required by individual Specification Section. Install sample complete and finished. Acceptable finishes in place may be retained in completed Work.

B. Submit samples of products in sufficient time for review cycle.
1. Samples are required to illustrate product's functional characteristics with integral parts and attachment devices. Coordinate submittal of different categories for interfacing work.
2. Office samples shall be of sufficient size and quantity to clearly illustrate:
   a. Products’ functional characteristics with integrally related parts and attachment devices; and
   b. Full range of color, texture, and pattern.
3. Include identification on each Sample, giving full information.
4. Assure that Architect receives 2 reviewed copies and each consultant involved in the sample review receives 1 copy. Reviewed Samples which may be used in the Work are indicated in the Specification section.

2.04 INDUSTRY STANDARDS

A. Where submittal of a standard is specified, except where included integrally with Product Data submittal, submit single copy for Architect’s use.
B. Where workmanship at Project Site and elsewhere is governed by a standard, furnish additional copies to fabricators, installers, and others involved in performance of the Work.

2.05 OTHER PERTINENT DATA, AS APPLICABLE

A. Submit as required.
B. Include manufacturers’ installation instructions when required by the Specification section.

PART 3 - EXECUTION

3.01 SUBMISSION REQUIREMENTS

A. Transmit each submittal to Architect with AIA Form G810, or as mutually agreed. Make notification of deviations from Contract Documents.
   1. *Note that submittals via fax will not be accepted.*
B. Sequentially number the transmittal forms. Resubmittals to have original number with an alphabetic suffix.
C. *Thoroughly review submittals prior to forwarding. Architect will perform initial review to determine if Contractor has adequately reviewed the submittal before forwarding. If not adequately reviewed, submittal will be rejected. Dates for submission and review will be subsequently revised in the Construction Schedule, with no revisions to completion date.*
D. Include in one location on original Shop Drawings, or on 8-1/2” x 11” white paper affixed to product data and samples the following:
   1. Project title.
   2. Date.
   3. Architect.
   4. Owner.
   5. Contractor/Supplier/Manufacturer:
      a. Name.
      b. Address.
c. Telephone number.
d. Representative's name.

6. Identification of product or material, as appropriate:
   a. Detail number.
   b. Location.
   c. Specification Reference.
   d. Applicable Standard.
   e. Finishes.
   f. Identification of deviations from Contract Documents.

7. A 4" x 5" blank space for Architects/Engineers stamp.

8. Contractor’s and applicable Subcontractors' stamps, initialed or signed, certifying review, verification of field measurements, and Contract Documents compliance. REVIEW AND SIGNING BY CONTRACTOR AND APPLICABLE SUBCONTRACTORS REQUIRED BEFORE SUBMITTAL TO ARCHITECT.

9. Identification of revisions on resubmittals.

E. Additional Information Required:
   1. Relation to adjacent structure or materials.
   2. Fabrication methods, assembly, installation, accessories, fasteners, and other pertinent information.
   3. Field dimensions, clearly identified.
   4. Coordination with other trades. Stamped and signed by affected trades.

F. Submit other pertinent data as applicable:
   1. Templates to other trades.
   2. Inserts to other trades in timely fashion.

3.02 RESUBMISSION REQUIREMENTS

A. Make any corrections or changes in the submittals required by the Architect and resubmit until accepted.
   1. Revise Construction Schedule to include review time for resubmission same as for initially allowed.

B. Shop Drawings and Product Data:
   1. Revise initial drawings or data, and resubmit as specified for the initial submittal.
   2. Indicate any changes which have been made other than those requested by the Architect.

C. Samples: Submit new samples as required for initial submittal.

D. If more than one resubmittal is required, Contractor shall compensate Architect and each consultant involved in the review for the time they have to spend on submittal review until submittal is accepted. Contractor will compensate Architect for each additional submittal review at Architect’s and Consultants’ standard hourly billing rate and expenses.

3.03 DISTRIBUTION

A. Distribute reproductions of Shop Drawings and copies of Product Data bearing Architect’s
review stamp to:
2. Record documents file.
3. Other concerned Contractors.
4. Subcontractors.
5. Suppliers and fabricators.
6. Owner's Project Manager.

B. Distribute samples carrying the Architect's review stamp, as directed by Architect.

3.04 ARCHITECT'S REVIEW RESPONSIBILITIES

A. Reviewing is only for general conformance and compliance with Project design concept and Contract Documents in accordance with 007000, subparagraph 4.2.7. Any action shown is subject to Contract Documents' requirements. Contractor is responsible for:
1. Dimensions (confirm and correlate at job site).
2. Fabrication processes; construction techniques.
3. Quantities, space requirements, coordination of work with that of other trades.
4. Union jurisdiction, infringements of patent rights.
5. Possible cause of injury to persons or property.

B. Architect’s review of separate items does not constitute review of assembly in which it functions.

C. Submission of Materials Safety Data Sheets (MSDSs) is for Architect's information and use and will not be reviewed for completeness or appropriateness for use on project site.

END OF SECTION 013323
SECTION 014100 - REGULATORY REQUIREMENTS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes but is not limited to following:
   1. Comply with laws, ordinances, rules, regulations and lawful orders as required and in conformance with Contract Documents. Keep building department, fire department, and other authorities completely informed of changes in the work in a timely manner. This includes contract modifications, amendments, additions, shop drawings, and the like, current as of Project Manual date.
   2. Gain approvals as required for Owner occupancy within contract scheduling requirements.
   3. Make adjustments and modifications as required to conform to ordinances, and regulations.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 007200 - Supplemental Conditions
   3. Section 015719 - Environmental Controls

1.02 COMPLIANCE REQUIREMENTS

A. Referenced codes establish minimum requirement levels. Where provisions of various codes or standards conflict, the more stringent provisions govern. Promptly submit to Architect written notice of observed contract document variations from legal requirements.

B. Compliance requirements include, but are not limited to following:
   2. 2018 International Mechanical Code, with Lakewood Amendments.
   3. 2018 International Fire Code, with Lakewood Amendments.
   5. Accessibility:
      c. 2018 IBC with Lakewood Amendments.
   6. National Fire Protection Association (NFPA) Codes including, but not limited to the following:

12. Mechanical Work:
   a. 2018 International Mechanical Code, with Lakewood Amendments, except the standards for liquefied petroleum gas installations shall be in accordance with NFPA 58 (Storage and Handling of Liquefied Petroleum Gases) and NFPA 54 (National Fuel Gas Code).
   b. 2018 Uniform Plumbing Code, with Lakewood Amendments.

13. Electrical Work:
   a. Underwriters' Laboratories (UL).
   b. National Electrical Manufacturers' Association (NEMA).
   c. 2020 NFPA 70, National Electrical Code (NEC), or current adopted edition
   e. State Electrical Construction Code (from L&I).

14. Environmental Requirements: Relevant statutes and regulations dealing with prevention of environmental pollution and preservation of public natural resources.
   c. Puget Sound Clean Air Agency (PSCAA).


C. Specifications of Higher Standards: Drawings and Specifications govern whenever Drawings and Specifications require higher standards than those required by governing codes, regulations, and the like.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 014100
SECTION 014200 - REFERENCE STANDARDS

PART 1 - GENERAL

1.01 SUMMARY

A. Listing of applicable Reference Standards used in Contract Documents. These are indicated by acronym, full title, and address.

B. Related Sections:
   1. Section 014300 - Quality Requirements

1.02 REFERENCE STANDARDS

A. The Contract Documents contain references to various standard specifications, codes, practices, and requirements for materials, equipment, work quality, installation, inspections, and tests, which references are published and issued by the organizations, societies, and associations listed herein by abbreviation and name. Such references are hereby made a part of the Contract Documents to the extent specified in the General Provisions.

B. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

C. Whenever a referenced standard contains administrative requirements, including measurement and payment provisions, such as the standards specifications of various government entities, utility districts, and other agencies, such administrative requirements shall not apply to the Work of this Contract. References to such standards shall be applicable to the pertinent technical provisions only.

D. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. When required by individual Specification Section, obtain copy of standard, catalog or excerpt. Maintain copies at jobsite during submittals, planning, and progress of the specific work through final acceptance of the work by the Owner. Make readily available for Architect and the Contractor's staff in carrying out the quality assurance and quality control programs specified in the Contract Documents, and to assure compliance with the requirements of the codes, specifications, test methods, practices, and other standards referenced in the Contract Documents.

E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.

F. The contractual relationship of the parties of the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

1.03 SCHEDULE OF REFERENCES
A. All listings may not be referenced in the Contract Documents.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.

C. Listings may not be complete. Where not shown, request information from Architect during bidding.

D. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

E. Abbreviations and Acronyms for Industry Organizations, Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web-site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

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<thead>
<tr>
<th>ACRONYM</th>
<th>ASSOCIATIONS &amp; STANDARDS</th>
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<tbody>
<tr>
<td>AA</td>
<td>Aluminum Association</td>
</tr>
<tr>
<td></td>
<td>900 19th St. N.W., Suite 300</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20006</td>
</tr>
<tr>
<td>AABC</td>
<td>Associated Air Balance Council</td>
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<td>1518 K Street NW</td>
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<td></td>
<td>Washington DC 20005</td>
</tr>
<tr>
<td>AAMA</td>
<td>American Architectural Manufacturers’ Association</td>
</tr>
<tr>
<td></td>
<td>1827 Walden Office Sq. Suite 104</td>
</tr>
<tr>
<td></td>
<td>Schaumburg, IL 60173-4268</td>
</tr>
<tr>
<td>AASHTO</td>
<td>American Association of State Highway &amp; Transportation Officials</td>
</tr>
<tr>
<td></td>
<td>444 North Capital Street NW, Suite 249</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20001</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.transportation.org/">http://www.transportation.org/</a></td>
</tr>
<tr>
<td>ABAA</td>
<td>Air Barrier Association of America</td>
</tr>
<tr>
<td></td>
<td>1600 Boston-Providence Highway</td>
</tr>
<tr>
<td></td>
<td>Walpole, MA 02081</td>
</tr>
<tr>
<td>ACI</td>
<td>American Concrete Institute</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 9094</td>
</tr>
</tbody>
</table>

REFERENCE STANDARDS 014200 – 2
AFPA  American Forest and Paper Association
(Formerly: National Forest Products Association)
1111 19th St., NW, Suite 800
Washington, DC 20036
http://www.afandpa.org/

AGA  American Galvanizers Association
6881 South Holly Circle, Suite 10.8
Englewood, CO 80112
http://www.galvanizeit.org/

AGC  Associated General Contractors of America
1957 "E" Street N.W.
Washington, DC 20006

AHA  American Hardboard Association
1210 W. Northwest Hwy
Palatine, IL 60067
www.hardboard.org

AIA  American Institute of Architects
1735 New York Avenue N.W.
Washington, DC 20006-5292
http://www.aia.org/

AIA  American Insurance Association
1130 Connecticut Avenue N.W., Suite 1000
Washington, DC 20036
http://www.aiadc.org/

AIHA  American Industrial Hygiene Association
2700 Prosperity Avenue Suite 250
Fairfax, VA 22031
http://www.aiha.org/

AIMA  Acoustical & Insulating Materials Association
111 W. Washington St.
Chicago, IL 60002

AISC  American Institute of Steel Construction
One E. Wacker Dr., Suite 3100
Chicago, IL 60601-2001
http://www.aisc.org/
AISI  American Iron & Steel Institute  
1101 17th Street N.W., Suite 1300  
Washington, DC 20036-4700  
http://www.steel.org/

AITC  American Institute of Timber Construction  
7012 S. Revere Parkway, Suite 140  
Englewood, CO 80112  
http://www.aitc-glulam.org/

ALSC  American Lumber Standards Committee  
P.O. Box 210  
Germantown, MD 20875

AMCA  Air Movement and Control Association International, Inc.  
30 W. University Dr.  
Arlington Heights, IL 60004-1893  
www.amca.org

ANSI  American National Standards Institute  
11 W. 42nd St., 13th Floor  
New York, NY 10036-8002  
http://www.ansi.org/

AOAC  Association of Official Analytical Chemists International  
481 N. Frederick Avenue, Suite 500  
Gaithersburg, MD 20877

APA/EWA  APA- The Engineered Wood Association  
(Formerly: American Plywood Association)  
P.O. Box 11700  
Tacoma, WA 98411-0700  
http://www.apawood.org/

APWA  American Public Works Association  
Washington State Chapter  
(See WSDOT)

ASA  American Standards Association  
10 E. 40th Street  
New York, NY 10018

ASA  American Subcontractor's Association  
1004 Duke St.  
Alexandria, VA 22314-3512  
http://www.asaonline.com/
ASCE  American Society of Civil Engineers - World Headquarters
1801 Alexander Bell Drive
Reston, VA 20191-4400
http://www.asce.org/

1791 Tullie Circle N.E.
Atlanta, GA 30329-2305
http://www.ashrae.org/

ASME  American Society of Mechanical Engineers
345 East 47th Street
New York, NY 10017-2932
http://www.asme.org/

ASNT  American Society for Nondestructive Testing
P.O. Box 28518
Columbus, OH 43228-0518
http://www.asnt.org/

ASTM  American Society for Testing & Materials
100 Barr Harbor Dr.
West Conshohocken, PA 19428-2959
http://www.astm.org/

AWCI  Association of Wall and Ceiling Industries - International
307 E. Annandale Rd., Suite 200
Falls Church, VA 22042-2433
http://www.awci.org/

AWI  Architectural Woodwork Institute
46179 Westlake Drive, Suite 120
Potomac Falls, VA 20165
http://www.awinet.org/

AWPA  American Wood Preservers' Association
P.O. Box 388
Selma, AL 36702-0388
http://www.awpa.com/

AWPI  American Wood Preservers Institute
12100 Sunset Hill Rd, Suite 130
Reston, VA 20190
http://www.preservedwood.com/
AWS  American Welding Society  
550 N.W. LeJeune Rd  
Miami, FL 33126  
http://www.aws.org/

BHMA  Builders Hardware Manufacturers Association  
355 Lexington Avenue, 17th Floor  
New York, NY 10017-6603  
http://buildershardware.com/

CISCA  Ceilings and Interior Systems Construction Association  
1500 Lincoln Hwy., Suite 202  
St. Charles, IL 60174  
http://www.cisca.org/

CISPI  Cast Iron Soil Pipe Institute  
5959 Shallowford Rd, Suite 419  
Chattanooga, TN 37421  
www.cispi.org

CRI  The Carpet and Rug Institute  
P.O. Box 2048  
Dalton, GA 30722-2048  
http://www.carpet-rug.com/

CSI  Construction Specifications Institute  
601 Madison Street  
Alexandria, VA 22314-1791  
http://www.csinet.org/

DASMA  Door and Access Systems Manufacturers Association, International  
(Formerly: National Association of Garage Door Manufacturers)  
c/o Thomas Associates, Inc.  
1300 Sumner Avenue  
Cleveland, OH 44115-2851  
http://www.dasma.com/

DFPA  Douglas Fir Plywood Association  
(See APA (now known as APA- The Engineered Wood Association))

DHI  Door and Hardware Institute  
14150 Newbrook Dr., Suite 200  
Chantilly, VA 20151-2223  
http://www.dhi.org/
PREFABRICATED BUILDING DESIGN INTENT DOCUMENTS

DOC  Department of Commerce
1401 Constitution Avenue, NW
Washington, DC 20230
http://www.doc.gov/

DOE  Washington State Department of Ecology
P.O. Box 47600
Olympia, WA 98504-7600

DOH  Washington State Department of Health
101 Israel Road SE
Tumwater, WA 98501
Mail:
P.O. Box 47890
Olympia, WA 98504-7890
www.doh.wa.gov

DOT  U.S. Department of Transportation
400 7th Street, S.W.
Washington D.C. 20590
http://www.dot.gov/

EEI  Edison Electric Institute
701 Pennsylvania Avenue, NW
Washington, DC 20004
http://www.eei.org/

EIA  Electronic Industries Alliance
2500 Wilson Blvd.
Arlington, VA 22201

EIMA  EIFS Industry Members Association
3000 Corporate Center Dr., Suite 270
Morrow, GA 30260
www.eifsfacts.com

EPA  Environmental Protection Agency
401 M. Street S.W.
Washington, DC 20460
http://www.epa.gov/

Northwest Region:
1200 Sixth Avenue
Seattle, WA 98101
(See also PSCAA, Region 10)
http://www.epa.gov/region10/
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<td>FGMA</td>
<td>Flat Glass Marketing Association (see GANA)</td>
</tr>
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<td>FM</td>
<td>Factory Mutual System (see FMG)</td>
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</table>
| FMG                 | FM Global Corporate Headquarters  
PO Box 7500  
Johnston, RI 02919  
| FS                  | Federal Specification  
Available from:  
Department of Defense Single Stock Point  
[www.dodssp.daps.mil](http://www.dodssp.daps.mil)  
Available from:  
General Services Administration  
[www.fss.gsa.gov](http://www.fss.gsa.gov)  
Available from:  
National Institute of Building Sciences  
[www.nibs.org](http://www.nibs.org)  
GSA Business Center  
909 First Avenue  
Seattle, WA 98104 |
| GA                  | Gypsum Association  
810 1st St. N.E., Suite 510  
Washington, DC 20002  
| GANA                | Glass Association of North America  
(Formerly: Flat Glass Marketing Association)  
3310 W. Harrison St.  
Topeka, KS 66611-2279  
[http://www.glasswebsite.com/gana](http://www.glasswebsite.com/gana) |
| HMMA                | See NAAMM |
| HPMA                | Hardwood Plywood Manufacturers Association  
P.O. Box 2789  
Reston, VA 22090 |
| IAPMO               | International Association of Plumbing and Mechanical Officials  
20001 E. Walnut Drive South  
Walnut, CA 91789-2825  
IBC (ICBO)  International Building Code for International Conference of Building Officials
5360 Workman Mill Road
Whittier, CA 90601-2298
http://www.icbo.org/

ICC  International Code Council
5203 Leesburg Pike #708
Falls Church, VA 22041
www.intlcode.org

ICC-ES  ICC Evaluation Service, Inc.
www.icc-es.org

IEEE  Institute of Electrical and Electronic Engineers, Inc.
Operations Center:
445 Hoes Lane
Piscataway, NJ 08854-1331
http://www.ieee.org/

IESNA  Illuminating Engineering Society of North America
120 Wall Street, 1th Floor
New York, NY 10005-4001
http://www.iesna.org/

IGMA  Insulating Glass Manufacturers Alliance
(formerly SIGMA)
Suite 300
1500 Bank St.
Ottawa, Ontario. CANADA
K1H 1B8
http://www.igmaonline.org/

IMSA  International Municipal Signal Association
165 East Union Street
PO Box 539
Newark, NY 14513
http://www.imsasafety.org/

IPCEA  Insulated Power Cable Engineers Association
P.O. Box P
South Yarmouth, MA 02664

IRI  Industrial Risk Insurers
P.O. Box 5010
85 Woodland Street
Hartford, CT 06102
http://www.industria.irk.com/
ISO
ISO Central Secretariat
International Organization for Standardization
1, rue de Varembe, Case postale 56
CH-1211 Geneva 20, Switzerland
http://www.iso.ch/

LEED
See USGBC

MIL
See MILSPEC

MIL-STD
See MILSPEC

MILSPEC
Military Specification and Standards
Available from Department of Defense Single Stock Point
www.dodssp.daps.mil

ML/SFA
Metal Lath/Steel Framing Association (A Division of NMMA)
8 South Michigan Avenue, suite 1000
Chicago, IL 60603
http://www.naamm.org/mlsfa.htm

MPI
Master Painters Institute
4090 Graveley Street
Burnaby, BC V5C 3T6
http://paintinfo.com

MSS
Manufacturers Standardization Society of the Valve and Fittings Industry, Inc.
127 Park Street NE
Vienna, VA 22180-4602
http://www.mss-hg.com/

NAAMM
National Association of Architectural Metal Manufacturers
8 South Michigan Avenue, Suite 1000
Chicago, IL 60603
http://www.naamm.org/

NACE
NACE International (National Association of Corrosion Engineers International)
www.nace.org

NAIMA
North American Insulation Manufacturers Association
(Formerly: Thermal Insulation Manufacturers Association)
44 Canal Center Plaza, Suite 310
Alexandria, VA 22314
http://www.naima.org/
NCRP  National Council on Radiation Protection and Measurement  
7910 Woodmont Ave., Suite 800  
Bethesda, MD 20814-3095  
www.ncrp.com

NEBB  National Environmental Balancing Bureau  
8575 Grovemont Circle  
Gaithersburg, MD 20877  
http://www.nebb.org/

NELMA  Northeastern Lumber Manufacturers' Association  
P.O. Box 87A, 272 Tuttle Road  
Cumberland Center, ME 04021  
http://www.nelma.org/

NEMA  National Electrical Manufacturer's Association  
2101 L Street N.W.  
Washington, DC 20037  
http://www.nema.org/

NETA  InterNational Electrical Testing Association  
www.netaworld.org

NFPA  National Fire Protection Association  
1 Batterymarch Park  
Quincy, MA 02169-7471  
http://www.nfpa.org/

NFPA  National Forest Products Association  
(See AFPA)

NFRC  National Fenestration Rating Council  
8484 Georgia Ave., Suite 320  
Silver Spring, MD 20910  
http://www.nfrc.org/

NHLA  National Hardwood Lumber Association  
P.O. Box 34518  
Memphis, TN 38184-0518

NIBS  National Institute of Building Sciences  
1090 Vermont Ave., NW, Suite 700  
Washington, DC 20005  
www.nibs.org
NIOSH  National Institute of Occupational Safety and Health
Department of Health, Education and Welfare
200 Independence Ave SW, Room 715 H
Washington, DC 20201
http://www.cdc.gov/niosh

NIST   National Institute of Standards and Technology
100 Bureau Dr., MS 2150
Gaithersburg, MD 20899-2150

NLGA  National Lumber Grading Authority
103 4400 Dominion
Burnaby, BC V5G 4G3
www.nlga.org

NRCA  National Roofing Contractors Association Standard
O’Hare International Center
10255 W. Higgins Rd., Suite 600
Rosemont, IL 60018-5607
http://www.nrca.net/

NSF   NSF International (Formerly: National Sanitation Foundation)
P.O. Box 130140
Ann Arbor, MI 48113-0140
http://www.nsf.org/

NWFA  National Wood Flooring Association
223 Old Meramec Station Road
Manchester, MO 63021-5310

NWWDA National Wood Window and Door Association
(See WDMA)

NWCB  Northwest Wall and Ceiling Bureau
1032-A N.E. 65th Street
Seattle, WA 98115
http://www.nwcb.org/

OSHA  Occupational Safety and Health Administration/US Department of Labor
200 Constitution Avenue, NW, Room N3647
Washington, DC 20210

PCI   The Powder Coating Institute
2121 Eisenhower Ave., Suite 401
Alexandria, VA 22314
http://www.powdercoating.org/
PDCA  Painting and Decorating Contractors of America  
3913 Old Lee Hwy, Suite 33-B  
Fairfax, VA 22030  
http://www.pdca.com/

PDI  Plumbing & Drainage Institute  
45 Bristol Drive  
South Easton, MA 02375  
http://www.pdionline.org/

PS  Product Standard of U.S. Department of Commerce  
Government Printing Office  
Washington, DC 20203

PSCAA  Puget Sound Clean Air Agency  
110 Union Street, Suite 500  
Seattle, WA 98101  
http://www.pscleanair.org/

RFCI  Resilient Floor Covering Institute  
966 Hungerford Drive, Suite 12-B  
Rockville, MD 20850-1714

RCSC  Research Council on Structural Connections  
See AISC  
http://www.boltcouncil.org/

SDI  Steel Door Institute  
30200 Detroit Rd.  
Cleveland, OH 44145-1967  
http://www.steeldoor.org/

SIGMA  See IGMA

SMACNA  Sheet Metal and Air-Conditioning Contractors National Association  
4201 Lafayette Center Dr.  
Chantilly, VA 20151-1209  
http://www.smacna.org/

SPRI  Single Ply Roofing Institute  
200 Reservoir St., 30009A  
Needham, MA 02494  
www.spri.org

SSINA  Specialty Steel Industry of North America  
3050 K Street, NW, Suite 400  
Washington, DC 20007  
http://www.ssina.com/
TCA  Tile Council of America, Inc.
100 Clemson Research Blvd.
Anderson, SC 29625
http://www.tileusa.com/

TCNA  See TCA.

TIA/EIA  Telecommunications Industry Association/Electronic Industries Alliance
2500 Wilson Blvd, Suite 300
Arlington, VA 22201
www.tiaonline.org

TIMA  Thermal Insulation Manufacturer's Association (See NAIMA)

TSCA  Toxic Substances Control Act (See PSCAA)

UL  Underwriters' Laboratories
333 Pfingsten Road
Northbrook, IL 60062
http://www.ul.com/

USDA  United States Department of Agriculture
14th St. and Independence Avenue SW
Washington, DC 20250
http://www.usda.gov/

USGBC  United States Green Building Council
1015 18th Street, NW, Suite 508
Washington, DC 20036
http://www.usgbc.org/

WABO  Washington Association of Building Officials
P.O. Box 7310
Olympia, WA 98507-7310
http://www.wabo.org/

WCLIB  West Coast Lumber Inspection Bureau
P.O. Box 23145
Portland, OR 97281-3145
http://www.wclib.org/

WCMA  Window Covering Manufacturers Association
(See WCSC)
WCSC  Window Covering Safety Council
(Formerly: Window Covering Manufacturers Association)
355 Lexington Avenue, Suite 1700
New York, NY 10017
http://www.windowcoverings.org/

WDMA  Window & Door Manufacturers Association
(Formerly: National Wood Window and Door Association)
1400 East Touhy Avenue, Suite 450
Des Plaines, IL 60018-3337
http://www.wdma.com/
http://www.nwwda.org/

WH  Warnock Hersey
3210 American Drive
Mississauga, Ontario, CN L4V 1B3

WRCLA  Western Red Cedar Lumber Association
1200 - 555 Burrard Street
Vancouver, British Columbia, Canada V7X 1S7
http://www.wrcla.org/

WSDA  Washington State Department of Agriculture
406 General Administration Building AXL-41
Olympia, WA 98504
http://www.wa.gov/agr/

WSDOT  Washington State Department of Transportation
Department of General Administration - Purchasing Department
Room 216, General Administration Building
Olympia, WA 98504
http://www.wsdot.wa.gov/fasc/

WWPA  Western Wood Products Association
Yeon Building
522 SW 5th Ave, Suite 500
Portland, OR 97204-2122
http://www.wwpa.org/

WWPA  Woven Wire Products Association
1641 E. Higgins Lake Dr.
Roscommon, MI 48653
http://www.wovenwire.org/
PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 014200
SECTION 014300 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Quality Assurance - Control of Installation.
   2. Tolerances.
   3. Manufacturer's Certificates.
   4. Manufacturers' Field Services.

B. Related Sections:
   1. Section 013323 - Shop Drawings, Product Data, and Samples: Industry Standards
   2. Section 014200 - Reference Standards: Applicability of specified reference standards
   3. Section 014523 - Testing Laboratory and Inspection Services
   4. Mechanical and Electrical Divisions: testing and demonstration of mechanical equipment

1.02 QUALITY ASSURANCE - CONTROL OF INSTALLATION

A. Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

B. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

C. Perform work by persons qualified to produce workmanship of specified quality.

D. Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

1.03 TOLERANCES

A. Monitor tolerance control of installed Products to produce acceptable Work. Do not permit tolerances to accumulate.

B. Comply with manufacturer's tolerances. Should manufacturer's tolerances conflict with Contract Documents, request clarification from Architect before proceeding.

C. Adjust Products to appropriate dimensions, position before securing Products in place.

1.04 MANUFACTURERS' CERTIFICATES

A. Refer to Section 013310.

1.05 MANUFACTURERS' INSTRUCTIONS
A. Refer to Sections 013310 and 016100.

1.06 MANUFACTURERS' FIELD SERVICES

A. When specified in respective Specifications Section, require supplier and manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to make appropriate recommendations.
   1. Manufacturer's representative shall attend applicable pre-installation conferences.
   2. Representative shall submit written report to Architect listing observations and recommendations.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 014300
SECTION 015100-TEMPORARY UTILITIES AND FACILITIES

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Furnish, install, maintain and protect temporary utilities required for construction. Include installation of extensions and branching, as required.
      a. Temporary utilities shall be safe, non-hazardous, and sanitary. They are to be protective of persons and property, and be free of deleterious effects.
   2. Remove temporary utilities after completion of work.
   3. Interface temporary utilities with each phase of construction as required.
   4. Coordinate utility shutdowns with Owner.
   5. Parking.
   6. Staging and laydown area.
   7. Deliveries.

B. Related Sections:
   1. Section 015213 - Field Offices and Sheds
   2. Section 015400 - Construction Aids
   3. Section 015600 - Temporary Barriers and Enclosures
   4. Section 015700 - Temporary Controls
   5. Mechanical and Electrical Divisions.

1.02 REFERENCES AND STANDARDS

A. Applicable provisions of the following standards shall apply to the work of this Section, except as modified herein, and are hereby made a part of these Specifications to the extent required:

   ANSI A10.3-95   Safety Requirements for Power Actuated Fastening Systems
   ANSI A10.4-94   Safety Requirements for Personnel Hoists
   ANSI A10.5-92   Safety Requirements for Material Hoists
   ANSI A10.6-90(R 1998)  Requirements for Demolition Safety
   ANSI A10.7-98   Commercial Explosives and Blasting Agents - Safety Requirements for Transportation, Storage, Handling and Use
   ANSI A10.8-01   Safety Requirements for Scaffolding
   ANSI A10.9-97   Concrete and Masonry Work Safety Requirements
   ANSI A10.10-90(R 1998) Safety Requirements for Temporary and Portable Space Heating Devices and Equipment
   ANSI A10.11-89(R1998) Safety Requirements for Safety Nets
   ANSI A10.12-98   Safety Requirements for Excavation
   ANSI A10.13-01   Safety Requirements for Steel Erection
   ANSI A10.15-95   Safety Requirements for Dredging
1.03 QUALITY ASSURANCE

A. Requirements of Regulatory Agencies: See Section 014100 for referenced codes, ordinances, and the like, and comply with the following:
   1. Rules and recommendations of utility companies.
   2. Applicable local industry standards for construction work (published recommendations by local "building councils").
   5. Conserving Energy Material: Install and operate temporary facilities and perform construction activities in manner to conserve and avoid waste of materials, energy, and water.
   6. OSHA.
   7. Local agencies and Fire Department as applicable.

PART 2 - PRODUCTS

2.01 TEMPORARY SERVICES

A. General: Required services include, but are not limited to water, electrical power, heating and ventilating, and telephones. Comply with service companies' recommendations for materials and methods, or engage service companies to install services. Locate and relocate services (as necessary) to minimize interference with construction operations.

B. Materials may be new or used, but are required to be of adequate capacity for usage. Do not use materials constituting unsafe conditions, or that violate applicable codes and standards.

C. Interface temporary utilities with each phase of construction as required.

2.02 TEMPORARY ELECTRICITY AND LIGHTING

A. Size to provide service required for power and lighting.

B. Furnish, install and maintain circuit and branch wiring, with area distribution boxes located so that electricity is available for power and lighting throughout the construction by the use of construction type power cords. Install and maintain temporary equipment in accordance with applicable safety regulations.

C. Provide adequate artificial lighting for:
   1. work areas where natural light is not adequate for work;
2. areas of public access; and for:
3. security/night-time illumination.

2.03 TEMPORARY HEAT AND VENTILATION

A. Provide temporary heat and ventilation required to:
1. maintain adequate environmental conditions facilitating work progress;
2. meet specified minimum conditions for installation of materials; and to:
3. protect materials and finishes from damage due to temperature and humidity.
4. maintain minimum ambient temperature of 50°F, in areas where construction is in progress, unless indicated otherwise in specifications.

B. Provide adequate forced ventilation of enclosed areas to:
1. cure installed materials;
2. disperse humidity; and:
3. prevent hazardous accumulations of dust, fumes, vapors, and gases.

C. Portable heaters: Use standard approved units complete with controls.

D. Pay for power or other fuels (propane, and the like) used.

E. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

2.04 TEMPORARY TELEPHONE/FAX SERVICE/E-MAIL

A. At start of site Work, arrange with local telephone service company as necessary.

B. Pay costs for installations, maintenance, and removals.
1. Pay service charges for local calls.
2. Require toll charges to be paid by party placing call.

2.05 TEMPORARY WATER

A. Provide water for construction purposes.
1. Install branch piping as required for construction; include appropriate pressure-reducing stations. Locate taps so water is available throughout the Project by use of hoses. Protect piping and fittings against freezing.

B. Provide drinking water from a proven safe source for all those connected with the Work. Pipe or transport water in such a manner as to keep it clean and fresh. Serve in single service containers or sanitary drinking fountains.

2.06 TEMPORARY SANITARY FACILITIES

A. Coordinate with Owner’s Site Development/Foundation Contractor for shared, temporary use of sanitary facilities or arrange and pay costs for installation, maintenance, and removal of temporary sanitary facilities.
2.07 TEMPORARY FIRE PROTECTION

A. Comply with governing laws, codes, and regulations to maintain required protection at all times. Include proper and adequate back up protection during any "shut-down" of normal protection systems.

B. Conduct operations in a manner that is fire-safe for the work area and adjacent areas. Proper fire extinguishers shall be provided, identified, and maintained. The premise shall be maintained, clear of rubber, debris, or other material constituting a potential fire hazard.
   1. All contractors shall have personnel trained in fire prevention and emergency action.
   2. Use only flame-proof tarpaulins.
   3. Use welding and flame cutting equipment only in the presence of a designated user of fire protection equipment.
   4. Fire extinguishers for use by personnel at sites: Provide types, sizes, numbers, and locations to be effective in early stage extinguishing.

C. *Pay costs for installations, maintenance, and removals.*

2.08 SITE ACCESS FOR PARKING, STAGING, LAYDOWN, DELIVERIES

A. Limited site parking will be available to the Contractor for temporary use during erection and installation.

B. Limited areas will be available to the Contractor for temporary staging, laydown, and deliveries during erection and installation. Contractor is not to block driveways or otherwise interfere with ongoing work by Owner’s Site Development/Foundation Contractor. Coordinate specific requirements with Architect prior to delivery.

2.09 FENCING AND SECURITY

A. Contractor to provide temporary security fencing or other protection measures, as required to secure modular building and surrounding area during erection/installation and completion of modular building.

PART 3 - EXECUTION

3.01 GENERAL

A. Maintain, operate, modify, and extend systems as work progress requires. Assure continuous services. Verify termination/removals with Architect.

B. Protect storm/landscape drains by using filter fabrics or other means acceptable for local requirements.

3.02 REMOVAL

A. Completely remove temporary materials and equipment when no longer required.
1. Remove temporary above grade or buried utilities, equipment, facilities, materials, prior to Final Application for Payment inspection.

2. Clean and repair damage to site or site improvements caused by temporary installations and use of temporary facilities. Restore permanent facilities used during construction to specified condition.

3. Disinfect premises occupied by temporary sanitary facilities.

4. Replace used air filters in air systems used for temporary heat and ventilation.

B. Prior to Final Inspections, remove temporary lamps and install new lamps unless otherwise specified/Division 34, Electrical.

END OF SECTION 015100
SECTION 015600 - TEMPORARY BARRIERS AND ENCLOSURES

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:
   1. Prevent injury to persons, including from traffic.
   2. Protect the work from Construction operations.
   3. Prevent public entry.
   4. Protect adjacent properties, structures, and utilities.
   5. Remove barriers at completion of the Work, or when no longer needed.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 013119 - Project Meetings

1.02 QUALITY ASSURANCE

A. Regulatory Requirements: See Section 014100 for federal, state, city, and other local codes and regulations, as applicable. Comply with the most stringent requirements.

PART 2 - PRODUCTS

2.01 MATERIALS

A. Materials may be new or used. They are to be suitable for intended purposes, reasonably clean, and uniform in appearance. They must not violate requirements of governing codes and standards.

2.02 GENERAL CONSTRUCTION FENCING

A. Chain link fencing per City of Lakewood and Owner requirements.

2.03 BARRIERS AND OTHER PROTECTIVE DEVICES

A. Choose any allowed appropriate material, as suitable for required purposes.

PART 3 - EXECUTION

3.01 GENERAL

A. Install barriers neatly, reasonably uniform, and structurally adequate for required purpose. Maintain barriers as long as required. Relocate barriers as required by construction progress.

3.02 CONSTRUCTION FENCES

A. Prior to start of on-site work and at earliest reasonable date, install enclosure fence in location
to suit Site Development/Foundation Contractor and Owner requirements.

3.03 BARRIERS AND OTHER PROTECTIVE DEVICES

A. Provide and install as required and necessary.
   1. Contractor’s equipment located on sidewalks or other pedestrian ways shall be suitably barricaded for cane detection as a warning for sight impaired persons. Barricade shall include a horizontal member at a maximum of two feet above the walking surface, pedestrian traffic will be diverted with appropriate signs, barricades, fences, and the like from any area where contractor equipment or operations may pose a threat to the safety and health of staff, students and visitors.
   2. Use certified flaggers.
   3. Maintain barriers in safe and secure condition for duration of their need.

3.04 REMOVAL

A. Completely remove specified facilities including foundations, when no longer needed. Clean areas as required at installations.

B. Clean and repair damage caused by installations. Perform any necessary filling and grading to make work conform to required construction finish elevations and slopes. Patch holes in pavement to match existing where fence posts have been removed.

END OF SECTION 015600
SECTION 015636 - SECURITY

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:
   1. Protect Work, stored products, and construction equipment from theft and vandalism; and:
   2. Protect modular building during site erection/installation from entry by unauthorized persons.

B. Related Sections:
   1. Section 013119 - Project Meetings
   2. Section 015100 - Temporary Utilities and Facilities
   3. Section 015700 - Temporary Controls
   4. Section 016100 - Product Requirements

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

3.01 MAINTENANCE OF SECURITY

A. Provide adequate security to protect the building and work site from unauthorized entry. The Contractor is solely responsible for any theft, damage, or injury caused by a breach of such security.

B. Initiate security program promptly after job mobilization, when enclosure fence, gates, and temporary enclosures are installed.

C. Maintain security program throughout construction period, until Owner occupancy or Owner acceptance precludes the need for contractor security.

3.02 PERSONNEL

A. Exclude from building any personnel not authorized and properly identified.

3.03 ENTRANCE CONTROL

A. Provide control of persons and vehicles entering and leaving modular fabrication area and site areas.

B. Allow entrance only to authorized persons with proper identifications.
3.04 SECURITY SERVICE

A. Contractor may employ a recognized patrol/guard service to provide a watchman service, at times of day or night when general construction work is not in progress.

END OF SECTION 015636
SECTION 015700 - TEMPORARY CONTROLS

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:
   1. Provide and maintain controls using methods, equipment, and temporary construction.
   2. Protect against unfavorable controls over environmental and other factory and site conditions and related areas under your management. Remove physical evidence of temporary control facilities at completion of Work.
   3. Protect adjacent buildings and sitework outside of project area.
   4. Coordinate with project phasing.
   5. Protect existing utilities to remain both on-site and off-site.
   6. Include control provisions for:
      a. Dust
      b. Water
      c. Debris: Disposal management requirements are specified in Section 017419.
      d. Pollution
      e. Erosion and sediment
      f. Protection of work
      g. Noise
      h. Fumes (i.e., paints and coatings, exhausts)
      i. Others, as required
   7. Ensure compliance with regulations governing the site and vicinity. Designate one person - the Construction Superintendent, or other to enforce provisions preventing:
      a. Air, water, and soil pollution.
      b. Waste generation.
      c. Other irritating, harmful effects.

B. Related Sections:
   1. Section 011100 - Summary of Work: Work sequence, Contractor's use of premises
   2. Section 015100 - Temporary Utilities and Facilities
   3. Section 015719 - Environmental Controls
   4. Section 017129 - Cutting and Patching
   5. Section 017419 - Construction Waste and Disposal Management
   6. Section 017423 - Final Cleaning

1.02 QUALITY ASSURANCE

A. Requirements of Regulatory Agencies: See Section 014100 for referenced Codes, ordinances and the like.
   1. Where applicable, conform to requirements of state and local air pollution control agency, and other authorities' rules and regulations.
   2. Comply with applicable authorities' requirements including those of local utility companies.

1.03 DUST CONTROL
A. Provide positive methods and apply dust control materials to minimize raising dust from construction operations. Prevent air-borne dust from dispersing into adjacent facilities and the atmosphere.

B. Block out and/or cover HVAC ducts, enclosures, voids and the like during construction to ensure no dust or fume accumulation.

1.04 WATER CONTROL

A. Provide methods to control rain water during site erection/installation of prefabricated building until downspouts are permanently connected to stormwater systems. Prevent damage to prefabricated building and adjoining properties.

B. Control site installation activities to direct surface drainage away from construction areas, and to direct drainage to proper runoff. Maintain excavations free of water.

C. Provide, operate, and maintain hydraulic equipment of adequate capacity to control water.

D. Dispose of drainage water in a manner to prevent flooding, and other damage to any portion of the building, site or adjoining properties.

1.05 POLLUTION CONTROL

A. In accordance with Section 015719, and following:
   1. Provide methods, means, and facilities required to prevent contamination of soil, water, or atmosphere. Allow no discharge of noxious substances or fumes from construction operations.
   2. Provide equipment and personnel; perform emergency measures required to contain spillages. Remove contaminated soils and liquids.
      a. Excavate and dispose of earth contaminated by contractor operations off-site in compliance with laws and regulations.
      b. Replace with suitable compacted fill and topsoil. Provide Owner with receipt of soil acceptability prior to installation.
   3. Take special measures to prevent harmful substances from entering public waters.
      a. Prevent disposal of wastes, effluents, chemicals, or other such substances in or adjacent to bodies of water, or in sanitary or storm sewers.
   4. Provide systems for control of atmospheric pollutants in accordance with federal, state, and local published rules and regulations.
      a. Prevent toxic concentrations of chemicals.
      b. Prevent harmful dispersal of pollutants into the atmosphere or building HVAC system in the adjacent surrounding buildings.

1.06 EROSION AND SEDIMENT CONTROL

A. Provide temporary protection of erodible soils during site erection/installation of prefabricated building until downspouts are permanently connected to stormwater systems and installation crews have demobilized from site. Employ methods as may be necessary to effectively prevent erosion and control sedimentation.
B. Mechanically retard and control runoff rate. This includes construction of diversion ditches, benches, and berms to retard and divert runoff to protected drainage courses.

C. Temporary erosion and siltation control work shall conform to the local and state requirements except costs for the work shall be considered incidental to and included in the contract.

D. Periodically inspect earthwork to detect any evidence of the start of erosion, apply corrective measures as required to control erosion.

1.07 PROTECTION OF WORK DURING SITE ERECTION/INSTALLATION/COMPLETION

A. Provide temporary protection measures for roof seams and other openings in walls or roof during transportation to site, during erection/installation of prefabricated components on site and for all other activities associated with project.

B. Provide temporary protection for installed products during final completion on site. Control traffic in immediate area to minimize damage.
   1. Prohibit traffic or storage upon waterproofed or roofed surfaces.

1.08 REMOVAL

A. Remove temporary materials, equipment, services, and construction when Architect authorizes.
   1. Clean and repair damage caused by installations and use of temporary facilities. Remove temporary control installations. Restore existing facilities used during construction to specified, or to original, condition.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 015700
SECTION 015719 - ENVIRONMENTAL CONTROLS

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes
   1. Familiarity with Laws and Ordinances:
      a. Abide by the following laws and ordinances where and if applicable to this Project.
      b. Pay fines and penalties resulting from the Contractor’s failure to comply with the Federal, State, and local pollution control regulations set forth herein.
      c. Costs involved with these preventive measures shall be considered as incidental to the construction of this Project and shall be included in the contract price for the various items which comprise this Contract.
   2. Environmental protection.

B. Section Includes:
   1. Section 015700 - Temporary Controls
   2. Section 015720 - Indoor Air Quality
   3. Section 015730 - Noise Control
   4. Section 017413 - Cleaning

1.02 AIR POLLUTION

A. Maintain air quality within the National Emission Standards for Hazardous Air Pollutants. Air pollutants being defined as that to which no ambient air quality standard is applicable and which in the judgment of the Administrator of the Environmental Protection Agency Clean Air Act may cause, or contribute to, an increase in mortality or an increase in serious irreversible or incapacitating reversible illness.

B. Comply with local standards and regulations, as applicable.

1.03 WATER POLLUTION CONTROL

A. In order to effectively control water pollution, erosion and related damage, the Contractor will be expected to perform work of a temporary nature.

B. Comply with local standards and regulations, as applicable.

1.04 NOISE POLLUTION

A. Pursuant to the EPA Noise Control Act of 1972, conduct the Work within the noise limits specified as follows:
   1. Section 1(a): For the purposes of this ordinance, "allowable level of noise" means not more than ninety five (95) decibels as measured on the "A" scale of a General Radio Company #1551-B sound level meter, or equivalent, stationed at a distance of not less than twenty (20) feet to the side of a motor vehicle as such motor vehicle passes the sound level meter,
or is stationed not less than twenty (20) feet from a stationary motor or engine, horn, whistle, amplifier, tool or other object being tested.

B. Comply with local standards and regulations, as applicable.

1.05 ENVIRONMENTAL PROTECTION

A. Contractor is encouraged to use environmentally friendly products, such that are made of recycled materials and use less of natural resources; and methods and procedures that are energy efficient and non-polluting.

B. Whenever possible, recycle construction waste and demolition debris. Process recycling on site where possible, or sort debris for off-site recycling. Comply with local standards and regulations, as applicable.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 015719
SECTION 015720 - INDOOR AIR QUALITY

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Provide an Indoor Air Quality (IAQ) plan to assure and demonstrate that the equipment and operation of equipment and systems during construction are made in a manner that maintains the cleanliness of system components and maintains a healthy indoor environment for workers and future occupants.
      a. Include program to limit conditions supporting formations of microbes, molds, and fungi.
   2. Perform flush-out after construction and before occupancy.

B. Related Sections:
   1. Section 015719 - Environmental Controls
   2. Section 017423 - Cleaning

1.02 PROJECT GOALS

A. Dust and Airborne Particulates: Prevent deposition of dust and other particulates in existing building.

B. Airborne Contaminants: Procedures and products have been specified to minimize indoor air pollutants.
   1. Furnish products meeting the specifications.
   2. Avoid construction practices that could result in contamination of installed products leading to indoor air pollution.

103 REFERENCES

A. Applicable provisions of the following standards shall apply to the work of this Section, except as modified herein, and are hereby made a part of these Contract Specifications to the extent required:


1.04 DEFINITIONS

A. Adsorptive Materials: Gypsum board, acoustical ceiling tile and panels, carpet and carpet tile, fabrics, fibrous insulation, and other similar products.

B. Contaminants: Gases, vapors, regulated pollutants, airborne mold and mildew, and the like, as specified.

C. Particulates: Dust, dirt, and other airborne solid matter.
D. Wet Work: Concrete, plaster, coatings, and other products that emit water vapor or volatile organic compounds during installation, drying, or curing.

1.05 SUBMITTALS

A. Submit in accordance with Sections 013310 and 013323:
   1. Indoor Air Quality Management Plan: Describe in detail measures to be taken to promote adequate indoor air quality during construction; use SMACNA IAO Guidelines for Occupied Buildings Under Construction as a guide.
      a. Identify potential sources of odor and dust.
      b. Identify construction activities likely to produce odor or dust.
      c. Evaluate potential problems by severity and describe methods of control.
      d. Describe construction ventilation to be provided, including type and duration of ventilation, use of permanent HVAC systems, types of filters and schedule for replacement of filters.
      e. Describe cleaning and dust control procedures.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

3.01 CONSTRUCTION PROCEDURES - GENERAL

A. Prevent the absorption of moisture and humidity by adsorptive materials by:
   1. Sequencing the delivery of such materials so that they are not present in the building until wet work is completed and dry.
   2. Delivery and storage of such materials in fully sealed moisture-impermeable packaging.
   3. Provide sufficient ventilation for drying within reasonable time frame.

B. Shut down HVAC systems for the duration. Seal duct ends. Remove dust and dirt completely before restarting systems. Provide temporary filters on system restart.

C. Tools and equipment used within a building return air space shall be equipped with a filter system to reduce the introduction of particulate and odor into the return air.

D. Fabricated products shall be pre-finished off-site wherever practical and to the greatest extent possible.

E. Microfungal Contamination Control:
   1. Perform, schedule, and sequence Work as required to limit conditions supporting formations of microbes, molds, and fungi.
      a. Control water penetration, dampness, and humidity to prevent products not treated for exterior use from becoming soaked or damp.
      b. Enclose building prior to installing interior materials and finishes.
      c. Do not install interior products subject to moisture absorption until building is enclosed.
and wet work generating moisture and humidity is complete.

2. When visible formations are observed and when formations cannot be completely removed by non-abrasive surface cleaning:
   a. Remove and replace materials which are identified as food sources for microbes, molds, and fungi.
   b. Correct conditions supporting microbial, mold, and fungal growth.

3. Remove interior products and finishes, identified as food sources, which have been made damp or have been soaked through whether or not microbial, mold, or fungal growth is observed. Include:
   a. Gypsum board cores
   b. Organic materials composed of cellulose fiber or paper
   c. Materials containing sucrose or other binders identified as supporting microbial growth.

4. Remove fibrous insulation materials subject to retaining moisture such as duct liner, insulation, and other materials which are made wet or damp and cannot immediately be made dry.

5. Repair or replace ductwork, pans, and other conditions subject to moisture condensation, water penetration, or other water source not drained and made dry.
   a. Remove conditions which have become an environment for microbes, molds, or fungi.
   b. Do not permit conditions leading to standing water.

6. Install wet work and allow time needed to dry and cure prior to installing materials such as carpet, acoustical material, textiles, and other materials subject to attracting and retaining moisture.

7. Remedial Action: Promptly take action as necessary to inspect and remediate suspected microbial fungal or mold conditions.

F. Provide temporary seal over open ends of newly installed ductwork during the construction duration, until initial startup of associated HVAC system equipment.

G. HVAC equipment and supply air ductwork may be used for ventilation during site installation/completion activities:
   1. Operate HVAC system on 100% outside air, with 1.5 air changes per hour, minimum.
   2. Ensure that air filters are correctly installed prior to starting use; replace filters when they lose efficiency.
   3. Do not use return air ductwork for ventilation unless absolutely necessary and only then with approved filtering methods.
   4. Where return air ducts must be used for ventilation, install auxiliary filters at return inlets, sealed to ducts; use filters with at least the equivalent efficiency as those required at supply air side; inspect and replace filters when they lose efficiency.

H. Do not store construction materials or waste in mechanical or electrical rooms.

I. Prior to use of return air ductwork without intake filters clean up and remove dust and debris generated by construction activities.
   1. Inspect duct intakes, return air grilles, and terminal units for dust.
   2. Clean plenum spaces, including top sides of lay-in ceilings, outsides of ducts, tops of pipes and conduit.
   3. Clean tops of doors and frames.
   4. Clean mechanical and electrical rooms, including tops of pipes, ducts, and conduit,
equipment, and supports.
5. Clean return plenums of air handling units.
6. Remove intake filters last, after cleaning is complete.

J. Do not perform dusty or dirty work after starting use of return air ducts without intake filters.

K. Use other relevant recommendations of SMACNA IAO Guideline for Occupied Buildings Under Construction for avoiding unnecessary contamination due to construction procedures.

3.02 FLUSH-OUT

A. Contractor’s Option: Either full continuous flush-out OR satisfactory air contaminant testing is required, not both.

B. Perform building flush-out before occupancy.

C. Do not start flush-out until:
1. Construction is complete.
2. HVAC systems have been tested, adjusted, and balanced for proper operation.
3. Cleaning of inside of HVAC ductwork, specified elsewhere, has been completed.
4. Inspection of inside of return air ducts and terminal units confirms that cleaning is not necessary.
5. New HVAC filtration media have been installed.

D. Flush-Out: Operate ventilation systems at normal flow rates with 100% outside air for at least 14 consecutive days. Construction should not occur during this period.
1. Obtain Owner’s concurrence that construction is complete enough before beginning flush-out.
2. If additional construction involving materials that produce particulates or any of the specified contaminants is conducted during flush-out, start 14-day period over.

E. Install new HVAC filtration media after completion of flush-out and before occupancy or further testing.

END OF SECTION 015720
SECTION 015730- NOISE CONTROL

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:
   1. Conduct work, use appropriate construction methods and equipment, and furnish and install acoustical barriers as necessary, so that no noise emanating from the process or any related tool or equipment will exceed noise levels as indicated.

B. Related Sections:
   1. Section 015700 - Temporary Controls
   2. Section 015719 - Environmental Controls

1.02 INTENT

A. The purpose of this specification is to keep the level of construction noise inside adjacent buildings from exceeding a dBA 55 curve (with windows closed) during normal working hours. Night time activities, if any, should be quiet.

1.03 SUBMITTALS

A. Mitigation of Construction Noise Impact: Submit to the Owner proposed plans to mitigate the construction noise impacts and to comply with the noise criteria specified herein, including the method of construction, the equipment to be used, and acoustical treatments if necessary.

1.04 QUALITY ASSURANCE

A. Regulatory Requirements: Noise control regulations as currently amended.

1.05 SEQUENCING/SCHEDULING

A. Restrict construction noise to hours and magnitudes indicated by the Lakewood Municipal Code.

B. Construction activities occurring during other hours shall be quiet. "Quiet" is defined as sound not exceeding existing ambient noise or 45 dBA, whichever is lowest.
   1. Request permission by Owner to exceed "quiet" during any of these hours. Submit written request not less than one week in advance to allow Owner time to coordinate and notify neighbors. State reason for request.
   2. Notify and obtain prior approval from the City of Lakewood prior to beginning unusually noisy procedures.

PART 2 - PRODUCTS

Not Used.
PART 3 - EXECUTION

3.01 NOISE CONTROL

A. Conform to noise control regulations. Be familiar with applicable laws and ordinances.
   1. General: Equipment that can be electrically driven instead of gas or diesel is preferred. If noise levels on any gear cannot reasonably be brought down to criteria, do not use that gear. Conformance to this specification shall be included in the Contract price and no compensation will be allowed for special equipment, overtime, and the like that may be required.
   2. Outdoor Vehicle and Internal Combustion Engine Noise: Noise level of each piece of equipment shall not be greater than 86 dBA at a distance of 50 feet as measured under noisiest operating conditions. Rubber-tired equipment will be used whenever possible instead of equipment with metal tracks. Mufflers for stationary engines shall be hospital area quality of silencing.
   3. Air compressors: Equip with silencing packages. Electric driven are required.
   4. Jack Hammers and Roto Hammers: May be used if permitted by the Owner. Use core-drilling or saw cutting equipment. Time of use subject to approval by Owner.

END OF SECTION 015730
SECTION 016100 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Products, materials, and equipment incorporated into the work:
      a. Products, materials, and equipment shall be new unless specified or shown otherwise.
      b. Conform to applicable specifications and standards.
      c. Comply with size, make, type, and quality specified, or as specifically accepted in writing by Architect.
      d. Manufactured and Fabricated Products:
         1) Design, fabricate, and assemble in accordance with "First Class Workmanship" as defined in Section 011150.
         2) Manufacture like parts of duplicate units to standard sizes and gauges, to be interchangeable.
         3) Two or more items of the same kind to be identical and by same manufacturer (whether furnished under one Section or more).
         4) Provide products suitable for service conditions.
         5) Adhere to indicated equipment capacities, sizes, and dimensions unless variations are specifically accepted in writing.
      e. Do not use materials and equipment for other than designed or specified purposes and uses.
   2. Long-Lead-Time Items: Provide copies of purchase orders to Architect with reasonable promptness after receipt of Notice to Proceed for such items. Forward copies of acknowledgment, production, and shipping schedules to Architect as they are received for all required items. Order items far enough in advance to assure timely delivery. No schedule adjustments will be granted for failure to do so.
   3. Material transportation, storage, and protection

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract: Paragraph 3.5, Warranty
   2. Section 011150 - Intent and Definitions of Language Used in this Manual
   3. Section 013310 - Submittal Procedures
   4. Section 016200 - Substitutions and Product Options

1.02 DEFINITION

A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying, and erection of the Work.

1.03 MANUFACTURER'S INSTRUCTIONS

A. When Contract Documents require installation of work to comply with Manufacturer's printed instructions, obtain and distribute instructions to concerned entities. Include for Owner, Architect, and field office. Submit in accordance with Section 013310 before starting the work.
1. Until project is complete, maintain at job site one set of complete installation and 
   maintenance instructions for materials and equipment.

B. Handle, store, install, connect, clean, condition and adjust products in accordance with 
   Manufacturer's recommendations, directions, and specified requirements. See Section 011150 
   for paragraphs pertaining to manufacturers' recommendations and directions.
   1. Should job conditions or specified requirements conflict with manufacturer's instructions, 
      consult with Architect for further instructions.
   2. Do not proceed with work without clear instructions.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

3.01 TRANSPORTATION, STORAGE, AND PROTECTION

A. Transport, store, and handle products in accordance with manufacturer's instructions; seals and 
   labels intact and legible.
   1. Store products subject to damage by the elements in weathertight enclosures.
   2. Maintain temperature and humidity within the ranges required by manufacturer's 
      instructions.
   3. Do not allow any storage of combustible materials in any mechanical or electrical equipment 
      room.
   4. Note requirements on Materials Safety Data Sheets (MSDSs).

B. Exterior Storage:
   1. Store fabricated products above ground. Position on blocking or skids; prevent soiling or 
      staining. Cover products subject to deterioration with impervious sheet coverings. Provide 
      adequate ventilation to avoid condensation.
   2. Store loose granular materials in well-drained areas on solid surfaces. Prevent mixing with 
      foreign matter.
   3. Coordinate on-site storage with Architect and Owner.

C. Arrange storage to provide easy access for periodic inspection. Assure that products are:
   1. Maintained under specified conditions;
   2. and kept free from damage or deterioration.

D. Protect products after installation (see more detailed requirements in individual Specification 
   Sections):
   1. Protect all parts of the buildings from damage (from all causes) until Owner's acceptance.
   2. Provide substantial coverings such as boarding, building paper, polyethylene sheeting, and 
      the like as necessary to protect installed products. Protect against:
      a. traffic damage;
      b. subsequent construction operations; and the like.
   3. Remove coverings when no longer needed.
   4. Repair or replace damages to Architect's satisfaction and as required for acceptance.
END OF SECTION 016100
SECTION 016200-SUBSTITUTIONS AND PRODUCT OPTIONS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Furnish and install Products specified, under options and conditions for substitutions stated in this Section.
   2. Substitutions will not be considered during construction if:
      a. They are indicated or implied on Shop Drawings or other Project data submittals, without proper notice shown on attached form;
      b. They are requested directly by a subcontractor or supplier;
      c. Acceptance will require substantial revisions of Contract Documents.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 013323 - Shop Drawings, Product Data and Samples
   3. Section 016100 - Product Requirements

1.02 PRODUCTS

A. Where specified only by reference standards, select any product meeting standards by any manufacturer.

B. Where specified by naming several products or manufacturers, select any product and manufacturer named. Other products and manufacturers will not be considered.

C. Where specified by naming one or more products, but indicating "or accepted" or similar terminology after specified listing, submit any request for another product substitution on attached form in conformance with Article 1.03, Substitutions, below.

D. Where specified by naming only one product and manufacturer, followed by words indicating that no substitution is permitted, there is no option, and no substitution will be allowed.

1.03 SUBSTITUTIONS

A. General: Contractor will evaluate all substitution requests and make recommendations before submitting to Owner and Architect.

B. Substitution Requests Prior to Bid Opening: As required, submit written substitution requests (on form provided) to Architect.
   1. Electronic submission to michele@buildingwork.design
   2. Time/submitted in order to be received in Architect's office: Not later than 10 days prior to bid opening. Request received after this date will not be considered.
   3. Submittals received with less than required days for review or with incorrect form may be rejected.
C. After Contract date, Owner and Architect may, at their option, consider certain other substitutions submitted in accordance with requirements of this Section.
   1. Substitution requests must be made within the first 20 days after Notice to Proceed.
   2. Allow not less than 10 days for Architect’s consideration of product substitution in addition to time required for submittal review in accordance with Section 013323.
   3. As required, submit written substitution requests (on form provided) to Architect: 3 copies/each of product submission.

D. Indicate one or more of following reasons for request:
   1. Substitution is required for compliance with final Code interpretation requirements, or insurance regulations.
   2. Specified product is unavailable through no fault of Contractor or subcontractor.
   3. Subsequent information discloses specified product unable to perform properly or fit designated space.
   4. Manufacturer or fabricator refuses to certify or guarantee performance of specified product, as required.
   5. Substitution provides significant benefit to the Owner by saving substantial cost, time or other considerations. (Show accurate cost data on proposed substitution in comparison with product or method specified.)

E. In making request for Substitution, manufacturer/ Contractor represents:
   1. Contractor has personally investigated proposed product, and in his/her opinion, it is equal or superior in all respects to that specified.
   2. Contractor will coordinate installation of accepted substitution and guarantees to complete it in all respects.
      a. Contractor has outlined any changes required in accordance with form.
   3. Contractor will provide the same guarantee for Substitution as for specified product.
   4. Contractor waives all claims for additional costs related to Substitution which consequently become apparent.
   5. Cost data is complete and includes related costs under his/her Contract, but excludes:
      a. Cost under separate Contracts. (Show impact on attached form.)
   6. Where substitution(s) affect(s) the system design (as determined by the Architect) the Contractor has included in his/her cost data a credit to the Owner of the amount necessary for the Architect to revise the contract documents and/or record drawings.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

NOTE: SUBSTITUTION REQUEST FORM FOLLOWS.
SUBSTITUTION REQUEST FORM

TO: BuildingWork
159 Western Ave West
Suite 486
Seattle, WA 98119
Attn: Michele Hill
michele@buildingwork.design

PROJECT NAME: PCLS Lakewood Interim Library Prefabricated Building
Lakewood, Washington

CONTRACTOR: ________________________________

We hereby submit for consideration, the following product instead of specified item for above project:

SECTION PARAGRAPH SPECIFIED ITEM

_____________ _____________  ____________________________________________

Proposed substitution: ________________________________________________________________

Attach complete dimensional information and technical data in conformance with Sections 013310 and 013323, including laboratory tests, if applicable.

Include complete information on changes to Drawings and Specifications which proposed substitution will require for its proper installation.

Submit with request all necessary samples and substantiating data to prove equal quality, performance, and appearance to that specified. Clearly mark manufacturer's literature to indicate equality in performance. Indicate differences in quality of materials and construction.

Fill in Blanks Below:

A. Does the substitution affect dimensions shown on Drawings?
   Yes _____ No _______  If yes, clearly indicate changes. _________________________________

B. The Undersigned agrees to pay for changes to the building design and Architect's review time, including engineering and detailing costs caused by the requested substitution.

C. What affect does substitution have on other trades, other Contracts, and Contract completion date?
   ______________________________________________________________________________
   ______________________________________________________________________________

D. What affect does substitution have on applicable code requirements?
   ______________________________________________________________________________
   ______________________________________________________________________________
E. Difference between proposed substitution and specified item?

__________________________________________________________________________________

F. Manufacturer's guarantees of the proposed and specified items are:

_____Same _____Different (explain)__________________________________________________

G. List of names and addresses of 3 similar projects on which product was used, date of installation, and Architect's name and address:

1. _____________________________________________________________________________

2. _____________________________________________________________________________

3. _____________________________________________________________________________

Cost impact: ______________________________________________________________________

CERTIFICATION OF EQUAL PERFORMANCE AND ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE

The Undersigned attests function and quality equal or superior to specified items.

Signature must be by person having authority to legally bind his/her firm to the above terms. Failure to provide legally binding signature will result in retraction of acceptance.

Submitted By:

_____________________________________ _____________________________________________
Signature     Address

_____________________________________ _____________________________________________
PRINTED NAME AND TITLE

_____________________________________ _____________________________________________
Firm      Telephone

_____________________________________
Date

For Use by Architect:

______________Accepted   _________________Accepted as Noted
______________Not Accepted   _________________Received Too Late

By________________________________________________ Date ____________________________
Remarks______________________________________________________________________________

END OF FORM
END OF SECTION 016200
SECTION 017129 - CUTTING AND PATCHING

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Provide cutting, fitting, and patching including attendant excavation and backfill, required to complete the Work, and to:
      a. make its several parts fit together properly;
      b. uncover portions of the Work to provide for installation of any ill-timed work;
      c. remove and replace defective work;
      d. remove and replace work not conforming to requirements of Contract Documents;
      e. remove samples of installed work as specified for testing;
      f. provide routine penetrations of non-structural surfaces for installation of piping, duct work and electrical conduit;
   2. For additional requirements for cutting and patching, see respective Specifications Sections.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract:
   2. Section 016100 - Product Requirements
   3. Mechanical and Electrical Work: Coordinate cutting and patching with mechanical and electrical subcontractors.
   4. Individual Specification Sections: Cutting and patching, incidental to work of those Sections.

PART 2 - PRODUCTS

2.01 MATERIALS

A. Comply with Specifications and standards for each applicable product.

B. Product Substitution: For any proposed change in materials, submit request for substitution under provisions of Sections 016100 and 016200.

PART 3 - EXECUTION

3.01 INSPECTION

A. Inspect elements subject to damage or movement during cutting and patching.

B. After uncovering work, inspect conditions affecting product installations and work performance.

C. Submit written reports to Owner and Architect of unsatisfactory work or questionable conditions. Do not proceed with work until Owner issues further instructions.

3.02 PREPARATION

A. Provide adequate temporary support as necessary to assure structural integrity of affected work
portion.

B. Provide devices and methods protecting other portions of project from damage.

C. Provide protection from elements for work exposed by cutting and patching.

3.03 CUTTING

A. Execute cutting and removals by methods preventing damage to other work. Use core drilling equipment and diamond saws for cutting required openings in concrete and masonry. Do not overcut corners. (Do not use hammering and chopping tools.) Provide proper surfaces to receive repairs.

B. Execute any required excavating and backfilling by methods preventing settlement or damage to other work.

C. Uncover work to install improperly sequenced work.

D. Remove and replace defective or non-conforming work.

E. Remove samples of installed work for testing when requested.

F. Provide openings in the work for penetration of mechanical and electrical work.

G. Employ a "Specialist" as defined in Section 011150 to perform cutting and patching for:
   1. sight-exposed finished surfaces; and
   2. weather-exposed and moisture-resistant elements.
   3. Employ original installer to perform cutting and patching of newly installed materials.

H. Execute fitting and adjustment of products to provide finished installations complying with specified products, functions, tolerances, and finishes.

I. Restore work cut or removed. Install new products as required to complete work in accordance with Contract Documents.

J. Cutting shall be done wet whenever possible. Take precautions to protect workers and public from dust.

3.04 PATCHING

A. Execute patching to complement adjacent work.

B. Fit products together to integrate with other work.

C. Execute work by methods to avoid damage to other work, and which will provide appropriate surfaces to receive patching and finishing.

D. Employ a "Specialist" as defined in Section 011150, experienced in restoration projects to
perform patching for:
1. sight-exposed finished surfaces;
2. weather-exposed and moisture-resistant elements;
3. at penetrations of waterproof membranes, such as test areas.
4. Employ original installer to perform cutting and patching of newly installed materials.

E. Restore work with new products in accordance with requirements of Contract Documents.

F. Fit work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

G. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 078400, to full thickness of the penetrated element.

H. Refinish entire surfaces as necessary to provide even finish matching adjacent finishes.
   1. For continuous surfaces, refinish to nearest intersection.
   2. For an assembly, refinish the entire unit.

END OF SECTION 017129
SECTION 017419 - CONSTRUCTION WASTE MANAGEMENT

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Control waste generation and reuse, salvage or recycle materials as much as economically feasible and consistent with the intent of RCW 39.04.135.
   2. Develop a Waste Management Plan for this project.

B. Related Sections:
   1. Section 017423 - Cleaning

1.02 DEFINITIONS

A. Chemical Waste: Includes petroleum products, bituminous materials, salts, acids, alkalis, herbicides, pesticides, organic chemicals and inorganic wastes.

B. Class Ill Landfill: A landfill that accepts non-hazardous waste such as household, commercial and industrial waste, including construction, remodeling, repair and demolition operations.

C. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.

D. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.

E. Environmental Pollution and Damage: The presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare; unfavorably alter ecological balances of importance to human life; affect other species of importance to humanity; or degrade the utility of the environment for aesthetic, cultural or historical purposes.

F. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.

G. Inert Fill: A permitted facility that accepts inert waste such as asphalt and concrete exclusively.
   1. Inert Solids/ Inert Waste: Non-liquid solid waste including, but not limited to, soil and concrete, that does not contain hazardous waste or soluble pollutants at concentrations in excess of water-quality objectives established by a regional water board pursuant to local regulations and does not contain significant quantities of decomposable solid waste.

H. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.

I. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
J. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.

K. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.

L. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.

M. Return: To give back reusable items or unused products to vendors for credit.

N. Reuse: To reuse a construction waste material in some manner on the project site.

O. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.

P. Sanitary Wastes:
   1. Garbage: Refuse and scraps resulting from preparation, cooking, distribution or consumption of food.
   2. Sewage: Domestic sanitary sewage.

Q. Sediment: Soil and other debris that has been eroded and transported by storm or well production runoff water.

R. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.

S. Toxic: Poisonous to humans either immediately or after a long period of exposure.

T. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.

U. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

1.03 SYSTEM DESCRIPTION

A. Landfill Alternatives:
   1. An analysis of trash/waste to be generated and landfill options as specified for Waste Management Plan described below.
   2. Describe as many alternatives to landfiling as possible.
      a. List each material proposed to be salvaged, reused, or recycled during the course of the Project.
      b. Estimate quantities for each waste stream.
      c. State the proposed recycle or disposal method for each waste stream.
      d. State on-site storage method for each waste stream.
      e. State transportation method for each waste stream.
      f. State the estimated net cost resulting from each alternative, after subtracting revenue...
from sale of recycled or salvaged materials and landfill tipping fees saved due to
diversion of materials from the landfill.

3. Provide alternatives to landfilling for at least the following materials:
   a. Aluminum and plastic beverage containers.
   b. Corrugated cardboard.
   c. Wood pallets.
   d. Clean dimensional wood: May be used as blocking or furring.
   e. Metals, including packaging banding, metal studs and trim, ductwork, piping, sheet
      metal, structural steel, reinforcing bars, door frames, and other items made of steel,
      iron, galvanized steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze.
   f. Glass.
   g. Gypsum drywall and plaster.
   h. Carpet, carpet cushion, carpet tile, and carpet remnants, both new and removed:
      DuPont (http://flooring.dupont.com) and Interface (www.interfaceinc.com) conduct
      reclamation programs.
   i. Paint.
   j. Plastic sheeting.
   k. Rigid foam insulation.
   l. Plumbing fixtures.
   m. Mechanical and electrical equipment.
   n. Fluorescent lamps (light bulbs).
   o. Acoustical ceiling tile and panels.

4. Include the names for each subcontractor who will transport solid or hazardous waste from
   the site and the name of the receiving facility that will accept waste for disposal.

B. Waste Management Plan:
   1. Analysis of the trash and waste projected to be generated during the entire project
      construction cycle, including types and quantities.
   2. Landfill Options: The name, address, and telephone number of the landfill(s) where
      trash/waste will be disposed of, the applicable landfill tipping fee(s), and the projected cost
      of disposing of project trash/waste in the landfill(s).
   3. Landfill Alternatives: List waste materials that will be diverted from landfills by reuse,
      salvage, or recycling.
      a. List each material proposed to be salvaged, reused, or recycled.
      b. List the local market for each material.
      c. State the estimated net cost, versus landfill disposal.
   4. Meetings: Describe regular meetings to be held to address waste prevention, reduction,
      recycling, salvage, reuse, and disposal.
   5. Materials Handling Procedures: Describe the means by which materials to be diverted from
      landfills will be protected from contamination and prepared for acceptance by designated
      facilities; include separation procedures for recyclables, storage, and packaging.
   6. Transportation: Identify the destination and means of transportation of materials to be
      recycled; i.e. whether materials will be site-separated and self-hauled to designated centers,
      or whether mixed materials will be collected by a waste hauler.

C. Implementation:
   1. For each material recycled, reused, or salvaged from the project, the amount (in tons or
      cubic yards), the date removed from the job site, the receiving party, the transportation
cost, the amount of any money paid or received for the recycled or salvaged material, the net total cost or savings of salvage or recycling the material. Include manifests, weight ticket receipts or invoices.

2. The amount (in tons or cubic yards) of material landfilled from the project, the location of the receiving facility, the total amount of tip fees paid at the landfill, and the total disposal cost. Include manifests, weight tickets, receipts and invoices.

1.04 SUBMITTALS

A. Submit in accordance with Section 013310, Submittal Procedures:
   1. Landfill Alternatives Proposal/Draft Waste Management Plan: Within 14 working days after receipt of Notice to Proceed, or prior to any trash or waste removal, whichever occurs first, submit to the Architect and Owner for review and approval 3 copies of a Draft Waste Management Plan projecting trash/waste that will require disposal and alternatives to landfilling, with net costs. The plan is described in Paragraph 1.03 A. above.
   2. Waste Management Plan: Include information as described in Paragraph 1.03 B. above.
   3. Implementation: Submit a monthly progress report summary of waste generated at the project. Submit the summary on a form acceptable to the Owner containing information indicated in Paragraph 1.03 C. above.

1.05 RESOURCES

A. Contractor must meet any City of Lakewood disposal requirements.

B. Recycling Centers and Waste Haulers: For information, contact the Department of Ecology Recycling (1-800-RECYCLE) or the Solid Waste Department of nearby Counties.

1.06 ADDITIONAL RECYCLING REQUIREMENTS

A. Handling:
   1. Materials shall be free of dirt, adhesives, solvents, petroleum contamination and other substances deleterious to recycling process. Clean materials which are contaminated prior to placing in collection containers.
   2. Arrange for collection by or delivery to the appropriate recycling center or transfer station that accepts construction and demolition waste for purpose of recycling.

PART 2 - PRODUCTS

2.01 PRODUCT SUBSTITUTIONS

A. Notify Architect when Contractor is aware of materials, equipment or products that meet the aesthetic and programmatic intent of Contract Documents, but which are more environmentally-sensitive than materials, equipment or products specified or indicated in the Contract Documents.

B. For each proposed product substitution, submit the following information in addition to requirements specified in Section 016200, Substitutions:
   1. Relative amount of waste produced, compared to specified product.
2. Cost savings on waste disposal, compared to specified product, to be deducted from the Contract Sum.

PART 3 - EXECUTION

3.01 WASTE MANAGEMENT PLAN IMPLEMENTATION

A. Manager: Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.

B. Communication: Distribute copies of the Waste Management Plan to job site foreman, each subcontractor, Owner, and Architect.

C. Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.

D. Meetings: Discuss trash/waste management goals and issues at project meetings.
   1. Pre-construction meeting.
   2. Regular job-site meetings.

E. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.
   1. As a minimum, provide:
      a. Separate area for storage of materials to be reused on-site, such as wood cut-offs for blocking.
      b. Separate dumpsters for each category of recyclable materials.
      c. Recycling bins at worker lunch area.
   2. Provide containers as required.
   3. Provide temporary enclosures around piles of separated materials to be recycled or salvaged.
   4. Provide materials for barriers and enclosures that are nonhazardous, recyclable, or reusable to the maximum extent possible; reuse project construction waste materials if possible.
   5. Locate enclosures out of the way of construction traffic.
   6. Provide adequate space for pick-up and delivery and convenience to subcontractors.
   7. If an enclosed area is not provided, clearly lay out and label a specific area on-site.
   8. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.

F. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.

G. Recycling: Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.
H. Disposal Operations:
   1. Promptly and legally transport and dispose of removed and demolished items and waste materials that are not identified to be recycled or reused.
   2. Do not burn, bury or otherwise dispose of rubbish and waste materials on project site.

   END OF SECTION 017419
SECTION 017423 - CLEANING

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Cleaning During Fabrication and Site Construction
      a. Maintain Interior and exterior areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition. Protect work in progress and adjoining work on the basis of continuous maintenance.
      b. Remove waste materials, debris, and rubbish from site weekly and dispose off-site.
   2. Final Cleaning
      a. Employing skilled Cleaning Contractor for final cleaning.
         1) Ductwork shall be vacuumed by company specializing in this service.
      b. Conducting cleaning and disposal operations.
   3. Complying with governing codes, ordinances, regulations, anti-pollution laws, and the like during cleaning.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 015719 - Environmental Controls
   3. Section 015720 - Indoor Air Quality
   4. Specifications: For cleaning of specific product or work, see Specification Section for that work.

1.02 SUBMITTALS

A. Submit in accordance with Sections 013310, Submittal Procedures, and 013323, Shop Drawings, Product Data and Samples:

1.03 QUALITY ASSURANCE

A. Requirements of Regulatory Agencies: See Sections 014100 and 015719 for referenced codes, ordinances and the like.

PART 2 - PRODUCTS

2.01 MATERIALS

A. Do not use cleaning materials damaging to surfaces.

B. Do not use cleaning materials creating hazards to health or property.

C. Use only cleaning materials and methods recommended by manufacturer of surface material to be cleaned.
PART 3 - EXECUTION

3.01 CLEANING DURING FABRICATION AND SITE INSTALLATION/COMPLETION

A. Material Control
   1. Execute periodic cleaning. Keep work areas free from accumulation of construction waste
      materials, rubbish, and windblown debris.
      a. Protect new materials from damage by construction debris.
      b. Dispose daily of flammable, hazardous, and toxic waste materials. Storage of these
         materials will not be permitted on the interior of the building.
         1) Disposal and storage must be in accordance with 40 CFR; WAC 173-303; 49 CFR;
            state and local fire codes and regulations.
   2. Provide on-site containers for collection of waste materials, debris, and rubbish.
      a. Periodically remove from site.
      b. Dispose of legally at disposal areas away from site.
   3. Store volatile wastes in covered metal containers and remove from premises daily. Prevent
      accumulation of wastes which create hazardous conditions. Provide adequate ventilation
      during use of volatile or noxious substances.

B. Dust Control
   1. Clean interior spaces and surfaces prior to start of finish painting. Continue cleaning on an
      "as-needed" basis until painting is finished.
   2. Schedule operations so that dust and other contaminants resulting from cleaning process
      will not fall on wet or newly coated surfaces.

C. Debris Control
   1. In accordance with Section 015719, Environmental Protection Procedures, and following:
      a. Maintain all areas free of extraneous debris.
      b. Initiate and maintain a specific program to prevent accumulation of debris at
         construction site, storage and parking areas, and along access roads and haul routes.
         1) Provide containers for deposit of debris as specified.
         2) Prohibit overloading of trucks to prevent spillages on access and haul routes.
            a) Provide periodic inspection of traffic areas to enforce requirements.
      c. Schedule periodic collection and disposal of debris as specified.
      1) Provide additional collection and disposal of debris whenever the periodic schedule
         is inadequate to prevent accumulation.
      d. Keep storm sewers free of debris or extraneous materials

3.02 FINAL CLEANING

A. Cleaning includes but is not limited to following procedures:
   1. Clean in accordance with excellent housekeeping practices. Remove dust and dirt in corners.
   2. Remove grease, mastic, adhesives, dust, dirt, stains, fingerprints, non-permanent labels, and
      other foreign materials from sight-exposed interior and exterior surfaces.
      a. Clean hard-surfaced finishes, to dirt-free condition, free of dust, stains, films and similar
         noticeable detracting substances.
      b. Except as otherwise indicated, avoid disturbance of natural weathering of exterior
         surfaces.
c. Restore reflective surfaces to original reflective conditions.
3. Remove debris from limited-access spaces including trenches, equipment vaults, manholes, and similar spaces.
4. Clean light fixtures and lamps so as to function with full efficiency.
5. Ventilating System:
   a. Clean permanent filters and replace disposable filters, if units were operated during construction.
   b. Clean ducts, blowers, and coils, if units were operated without filters during construction. Clean inside ducts.
7. Clean plumbing fixtures to sanitary condition.
8. Vacuum or mop as required concrete floors.
9. Vacuum carpet and remove stains as required.
10. Provide special cleaning for all trades at completion of work as follows:
    a. Clean the top surfaces of removable ceiling panels and ducts, light fixtures, piping, conduit, and horizontal collecting surfaces above removable ceilings.
    b. Remove stains from glass; wash, polish same, inside and outside.
    c. Exercise care not to-scratch glass.
    d. Replace broken glass.
    e. Remove marks, stains, fingerprints, dust, dirt from painted and decorated work.
    f. Clean, polish hardware for all trades; this shall include removal of stains, dust, dirt, paint and the like.
    g. Remove spots, soil, paint from tile work and mirrors; wash same.
    h. Clean fixtures, shelves, casework, furnishings, equipment; remove stains, paint, dirt, dust.
    i. Remove temporary floor protections; clean finish floors and floor coverings.
    j. Clean exterior, interior metal surfaces, including doors and windows of oil, stains, dust, dirt, paint and the like. Polish, leave without fingermarks, other blemishes.
    k. Remove from site crates, packing materials, and the like.
    l. Clean lighting fixtures including both lenses and exposed surfaces.
11. Clean project site (yard and grounds), and areas affected by these construction activities, including landscape development areas, of litter and foreign substances. Sweep paved areas to a broom-clean condition. Remove stains, petro-chemical spills and other foreign deposits. Rake grounds which are neither planted nor paved to a smooth, even-textured surface.
    a. Include parking and other staging areas.
12. Building Exterior:
    a. Remove debris from roof areas. Clean dirt from membrane in preparation of final inspection.
    b. Wipe metal siding, flashing and trim with soft cloth in preparation for final inspection.
    c. Prior to installation of topsoil and final planting, drag the construction site with a magnet rake to pick up hidden metal.
    d. Clean drain line of all debris and material.

B. Removal of Protection: Except as otherwise indicated or requested by Architect, remove temporary protection devices and facilities installed during course of the Work to protect previously completed work during remainder of construction period.
C. Extra Materials: Where excess materials of value remaining after completion of associated work have become Owner's property, dispose of these to Owner's best advantage as directed.

3.03 PROGRESS INSPECTIONS

A. Continually, and not less than every third day, inspect performed cleaning in conformance with cleaning standards. Close off cleaned areas or fully protect finished/cleaned work.

3.04 FINAL INSPECTIONS

A. Prior to final completion, or Owner occupancy, inspect exposed surfaces. Verify that the entire Work is clean.

END OF SECTION 017423
SECTION 017516 - STARTING SYSTEMS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. General startup procedures.
   2. General testing, adjusting, and balancing procedures.

B. Related Sections:
   1. Section 017823 - Operation and Maintenance Data
   2. Mechanical and Electrical Divisions
   3. See individual specification sections for additional requirements.

1.02 PRE-JOB MEETING

A. A pre-job meeting in conformance with requirements of Section 013119 for pre-installation conferences is required between all parties including contractor, mechanical and electrical subcontractors, testing and balancing subcontractors, Architect, and subconsultants as appropriate; Owner and Owner's Maintenance staff.

1.03 STARTING SYSTEMS

A. Provide 7 days' notification prior to start-up of each item.

B. Ensure that each piece of equipment or system is ready for operation.

C. Execute start-up under supervision of responsible persons in accordance with Manufacturer's instructions.

D. Submit a written report that equipment or system has been properly installed and is functioning correctly.

1.04 TESTING, ADJUSTING, AND BALANCING

A. Air and Water Balancing: Balancing must be finished prior to project reaching Substantial Completion. As a part of close-out the Contractor shall provide the following:
   1. Removal and replacement of ceiling tile as necessary. The extent of tile removal for access and the scheduled time for removal shall be as required by the balancing subcontractor. Coordinate and arrange the required support work by other subcontractors so the balancing subcontractor's work will not be delayed.
   2. Provide ladders, scaffolds, staging and accessories as required, to provide the Balancing Contractor complete access to all areas and equipment to perform balancing activities. (Note: this access equipment can be provided by the Mechanical Subcontractor if that is preferred.)

B. Reports will be submitted by the independent firm to the Owner's Representative indicating
observations and results of tests and indicating compliance or non-compliance with specified requirements and with the requirements of the Contract Documents.

C. Cooperate with independent firm; furnish assistance as requested.

D. Re-testing required because of non-conformance to specified requirements will be charged to the Contractor.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 017516
SECTION 017700 - CONTRACT CLOSEOUT

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Comply with requirements stated in Conditions of the Contract and in Specifications for administrative procedures in closing out the Work.

B. Related Sections:
   1. Section 001000 - Instructions to Bidders
   2. Section 007000 - The General Conditions of the Contract;
   3. Section 017423 - Cleaning
   4. Section 017835 - Warranties and Bonds
   5. Section 017839 - Project Record Documents
   6. Closeout Submittals Required of Trades/respective Specifications Sections

1.02 REINSPECTION FEES

A. Should Architect perform reinspection due to failure of the Work to comply with completion status claimed:
   1. Owner will compensate Architect for each additional service at Architect's standard hourly billing rate; and
   2. Deduct Architect's compensation from Contractor's final payment.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 017700
SECTION 017823 - OPERATIONS AND MAINTENANCE DATA

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Compile product data and related information appropriate for Owner's maintenance and operation.
      a. Modify data as required to accurately represent completed installations.
   2. Provide spare parts and maintenance materials.
   3. Prior to Owner's acceptance of any portion or stage of the Work, instruct Owner's personnel in maintenance, equipment, and systems operations.
      a. Owner's personnel include users and maintenance personnel.
   4. For additional data requirements see respective Specification Sections. See Mechanical and Electrical Specifications and any additional lists and details required.
   5. Provide Operation and Maintenance data in electronic form in accepted software.

B. Related Sections:
   1. Section 013310 - Submittal Procedures
   2. Section 013323 - Shop Drawings, Product Data and Samples
   3. Section 014300 - Quality Requirements: Manufacturer's instructions
   4. Section 017516 - Starting Systems
   5. Section 017700 - Contract Closeout
   6. Section 017835 - Warranties and Bonds
   7. Section 017839 - Project Record Documents
   8. Mechanical and Electrical Divisions

PART 2 - PRODUCTS

2.01 FORM OF SUBMITTALS

A. Prepare data in instructional manual form for use by Owner's personnel.

B. Format:
   1. Size: 8-1/2"x11".
   3. Text: Manufacturer's printed data, or neatly typewritten information.
   4. Drawings:
      a. provide reinforced punched binder tab, bound in with text;
      b. fold oversized drawings and place in "pocket" glued to inside of back cover.
   5. Provide fly-leaf for each separate product and major component parts of equipment followed by typed descriptions. Provide indexed tabs.
   6. Cover: Identify each volume with typed or printed title: "OPERATION AND MAINTENANCE INSTRUCTIONS." Show:
      a. Title of project, names of Owner, Architect, Engineer, Contractor, appropriate mechanical, electrical or other subcontractor, and completion date of Project.
      b. Identity of general subject matter covered in the Manual(s).
C. Binders:
   2. Maximum ring size: As suitable to content, 3” maximum.
   3. When multiple binders are used, correlate data into related groupings.

D. Drawings:
   1. Supplement Product Data with Drawings where necessary to clearly illustrate:
      a. Relations of component Parts;
      b. Control and Flow Diagrams;
   2. Do not use Project Record Documents as Maintenance Drawings.

E. Written Text:
   1. Provide where necessary to supplement Product Data and Drawings.
   2. Write text in English.
   3. Organize in consistent format under separate headings for different procedures.
   4. Provide logical sequence of instructions for each procedure.

F. Submit 2 copies of each completed manual in final form and one two copies in electronic form.

2.02 GENERAL OPERATION AND MAINTENANCE MANUALS

A. Operation and Maintenance Manual: Description of the operation of systems and system components including manufacturer’s technical data; maintenance, operation, start up, shut down and troubleshooting information.
   1. The system division will be organized into sections by system and major subsystem. For example, each major fan system will be completely documented in its own section. For each section include the following sub-sections as appropriate:
      a. Descriptive Information:
         1) Function or service area served
         2) Classification
         3) Design capacity
         4) Performance characteristics
         5) Principal components
         6) Distribution arrangement
         7) Schematic diagram
         8) Control diagram
         9) Results from system functional performance test
         10) Equipment list referenced to Equipment Division
      b. Operation Instructions:
         1) Starting and stopping procedures
         2) Adjustment and regulation
         3) Seasonal changeover
         4) Seasonal start-up
         5) Seasonal shutdown
         6) Logs and records
         7) Part load performance
         8) Emergency instructions
9) Special operation instructions
c. Panelboard Circuit directories indicating:
   1) Electrical service;
   2) Controls;
   3) Communications, if any.
d. As installed wiring Color-Code Legend, if any.
e. Inspection and Maintenance:
   1) Inspection schedule and checklist 
   2) Schedules and procedures for lubrication, replacements, adjustment, calibration, 
      cleaning, painting, protection, and testing
   3) Inspection and maintenance records
   4) Disassembly, repair, and reassembly

2. Reference documents should include the following:
a. Construction drawings list
b. Construction specifications
c. As-built record drawings
d. Test and balance records
e. Commissioning Reports
f. Copies of certificates and reports, for example:
   1) Plumbing sanitation;
   2) boiler start up, include stack gas test, accumulation test, safety valve test;
   3) hydronic system water analysis, steam boiler water analysis, electric inspection, fire 
      marshal inspection, elevator inspection.
g. List of Architects, subconsultants, contractors, sub-contractors with addresses and 
   telephone numbers

3. The equipment division is composed of manufacturers' and fabricators' data on equipment 
   and materials organized into sections by generic classifications of equipment. Within each 
   section organize sub-sections of specific types of equipment. Each section includes the 
   following information for each equipment item as appropriate:
a. Descriptive Literature:
   1) Catalog cuts, brochures, or shop drawings
   2) Dimensional drawings
   3) Materials of construction
   4) Parts designations
b. Operation Characteristics:
   1) Performance tables and charts
   2) Performance curves
   3) Pressure, temperature, and speed limitations
   4) Safety devices
c. Operation Instructions:
   1) Pre-start checklist
   2) Start-up procedures
   3) Inspection during operation
   4) Adjusting and regulation
   5) Testing
   6) Detection of malfunction
   7) Precautions
d. Inspection Instructions and Procedures:
1) Normal and abnormal operation temperature, pressure, and speed limits
2) Schedule and manner of operation
3) Detection signals
e. Maintenance Instructions and Procedures:
   1) Schedule of routing maintenance, schedule of preventive maintenance
   2) Procedures
   3) Troubleshooting
   4) Overhaul specifications for major equipment
f. Parts List
g. Spare Parts:
   1) Essential inventory
   2) Distributor directory
h. Color-Code Legend, if any
i. Valve Tag Number Chart, with location and function of each Valve
j. Service and Dealer Directory
k. Warranty
l. Service Contracts

2.03 MANUAL FOR MATERIALS AND FINISHES

A. Include for architectural products, applied materials, and finishes:
   1. Manufacturer's data, giving full information on products.
      a. Catalog number, size, and composition.
      b. Color and texture designations.
      c. Information required for re-ordering special manufactured products.
   2. Instructions for care and maintenance.
      a. Manufacturer's recommendation for types of cleaning agents and methods.
      b. Cautions against cleaning agents and methods detrimental to products.
      c. Recommended schedule for cleaning and maintenance.
C. For additional maintenance data requirements, see respective Specification Sections.

2.04 ADJUSTMENT AND CHECKING SUBMITTALS/SHOP DRAWINGS

A. One complete set of reviewed submittals/shop drawings. Organized per specification divisions and delivered in labeled cartons with index log.

2.05 SPARE REPLACEMENT MATERIALS

A. Furnish copies of spare replacement material signed by Owner.
   1. Special Mechanical Subcontractor requirements: Comply with Division 16 requirements.
   2. Special Electrical Subcontractor requirements: Comply with Division 15 requirements.
   3. Comply with other special requirements in respective Specification Sections.
   4. Deliver spare parts and materials specified in individual sections of this specification.
5. Deliver to Owner’s storage facilities as directed.
6. Each item delivered shall be identified with permanent label indicating project name, Contractor’s name, date, and location of material in the project.

PART 3- EXECUTION

3.01 SUBMITTAL SCHEDULE

A. Submit operation and maintenance manuals for each phase of the work to be incorporated into final master manual at the end of the project.

B. Submit 2 copies of preliminary drafts of proposed formats and outlines of contents.
   1. Architect and Owner will review and return with comments.

C. Submit 1 copy of completed data in final form 15 days prior to Final Inspection or Acceptance.
   1. After Final Inspection or Acceptance, copy will be returned with accompanying comments.

D. Submit specified number of copies of accepted data in final 10 days after final inspection or acceptance. Deliver prior to final payment.

END OF SECTION 017823
SECTION 017835 - WARRANTIES AND BONDS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Compiling specified certificates, warranties, any bonds, and the like.
   2. Compiling any specified services and maintenance contracts.
   3. Co-execute submittals when so specified.
   4. Review submittals to verify compliance with Contract Documents.
      a. Submit to Owner on Contractor's letterhead prior to final payment.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 017700 - Contract Closeout
   3. Section 017823 - Operation and Maintenance Data
   4. Other – Each respective Section as required.

1.02 SUBMITTALS

A. Submit in accordance with Sections 013310, Submittal Procedures, and 013323, Shop Drawings, Product Data and Samples:
   1. Assemble executed certificates, warranties, bonds, and any required service and maintenance contracts from the respective Manufacturers, suppliers and subcontractors.
   2. Number of original signed and notarized copies required: 2 each.
   3. Contents: Neatly type Table of Contents in orderly sequence. Then provide complete information for each item following (as applicable):
      a. product or work item;
      b. firm, with name of principal, address, and telephone number;
      c. description of Warranty and Bond (as applicable);
      d. date of beginning of warranty or service and maintenance contract; duration of warranty or service and maintenance contract;
      e. information for Owner's personnel, including proper procedure in case of failure;
      f. instances which might affect validity of warranty or bond; and
   4. Contractor, name of responsible principal, address, and telephone number.

1.04 FORM OF SUBMITTALS

A. Prepare in duplicate packets conforming to following requirements:
   1. Size: 8-1/2" x 11" punched sheets for 3-ring binder. Fold larger sheets to fit into binders.
   2. Binders: Same as specified in Section 017825.
   3. Covers: Identify each packet with typed or printed title "WARRANTIES AND BONDS" and showing:
      a. Title of Project: and
      b. name of Contractor.

B. Format of Warranties and Guarantees:
1. In addition to guarantees required by "General Conditions of Contract", furnish written guarantees warranting certain portions of work for longer periods.
2. Address them to Owner.
3. Submit to Owner on Contractor’s letterhead before final payment and acceptance of work by Owner.
4. Where more than one subcontractor is involved, submit guarantee for each.
   a. Form of Guarantee:
      1) I (We), (insert the name of contractor), certify (insert name of trade or portion of work being guaranteed) installed by (insert name of appropriate subcontractor) on (insert name of job) located at (street address or location), is performed in strict accordance with Contract Documents. Further, I (we) guarantee this work to be (watertight, and without leaks) (other) caused by defects in materials and workmanship, for (fill in specific required guarantee period) years from (date of Substantial Completion), and will repair, or replace, without delay, any defects in materials and workmanship discovered within guaranty period.

   Sincerely,

   (Name of Contractor/responsible principal/address/telephone number) Signed by Owner, Partner, or other person authorized to commit firm.

1.04 TIME OF SUBMITTALS

A. For equipment or component parts of equipment put into service during progress of construction:
   1. Submit documents within 10 days after Final Inspection and Acceptance; or:
      a. Otherwise make submittals within 10 days after Date of Substantial Completion, prior to final request for payment.
      b. See Article 1.05 below for start of warranties.

B. For items of work, where acceptance is delayed materially beyond the date of Substantial Completion, provide updated submittal within 10 days after Acceptance. List the date of Acceptance as the start of the warranty period.

1.05 SUBMITTALS REQUIRED

A. Submit certificates, warranties and any bonds, and service and maintenance contracts specified in respective Specification Section. If a subcontractor is an out-of-the-area Contractor, indicate name of local firm responsible for any work required during 1 year Guarantee Period.

B. Special Guarantees: These special guarantees are an extension of the guarantee of work called for in the General Conditions. During the guarantee period, any repairs or replacements required because of the defective materials or workmanship and the repairing of damage to the other work caused by defective material/workmanship shall be performed by the Contractor at no cost to the Owner.

1.06 WARRANTY
A. Comply with provisions of Section 017835, Warranties and Bonds:
   1. Warranty periods start and are of duration as described in General Conditions, Paragraph 12.2.2.
   2. Warranty for entire project is 2 years, except where extended for portions of the work as indicated in Contract Documents.
      a. No portion of the work will be guaranteed for less than this 2-year period.

1.07 CORRECTIVE MEASURES, REMOVALS, REPLACEMENT INSTALLATIONS, AND THE LIKE

A. Take whatever necessary measures (as required of Contractor by Owner) to bring Work into accordance with requirements. Coordinate work to be performed at Owner’s convenience and least interruption and disruption of his business.

PART 2 - PRODUCTS

   Not Used.

PART 3 - EXECUTION

   Not Used.

END OF SECTION 017835
SECTION 017839- PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Maintain for Owner and Architect, one Record Copy of Contract Documents. Include:
      a. Drawings, annotated as work progresses;
      b. Specifications, annotated as work progresses;
      c. Addenda;
      d. Change Orders and other Contract Modifications;
      e. Field Orders or other written instructions;
      f. Reviewed Shop Drawings and Product Data;
      g. Field Test Records; and
      h. Construction photographs.
   i. Current Progress Schedule.

B. Related Sections:
   1. Section 007000 - General Conditions of the Contract
   2. Section 01291O - Applications for Payment
   3. Section 013310 - Submittal Procedures
   4. Section 013323 - Shop Drawings, Product Data and Samples
   5. Mechanical and Electrical Divisions

1.02 MAINTENANCE OF RECORD DOCUMENTS AND SAMPLES

A. Maintain and store apart from documents used for construction.
   2. Specifications.
   3. Addenda.
   4. Change orders and other modifications to the Contract.
   5. Accepted shop drawings and other submittals.
   6. Field test records.

B. Provide files and racks for storage of documents in field office.
   1. Sample Storage: Provide locked cabinet or other secured storage.
   2. File documents in accordance with Project Manual Table of Contents.

C. Maintain documents in orderly, clean, and legible conditions. Do not use record documents for construction purposes.

D. Make documents and samples available at all times for inspection by Owner and Architect.

1.03 MARKING DEVICES

A. Provide felt tip marking pens or non-smearing dark pencils for recording information.
1.04 RECORDING

A. Label each document "PROJECT RECORD. "Record information concurrently with construction progress. Do not conceal any work until required information is recorded.

B. Drawings: Legibly mark construction prints to record actual construction. Indicate the following, as applicable to work in this contract:
   1. Keep accurate measurements of underground services and utilities, referenced to the building or other permanent construction.
   2. Note changes of directions and locations, by dimension and elevations, as utilities are actually installed. Show mechanical dampers, valves, reheat boxes, clean out, and other items that require maintenance. Show fire alarm system.
   3. Show location of construction-concealed internal utilities and appurtenances referenced to visible and accessible features of the structure.
   4. Record accurate locations of piping, valves, traps, dampers, duct work, equipment, and the like.
   5. Show details and locations not on original Contract Drawings.
   6. Indicate field changes of dimension and detail.
   7. Show changes made by Field Order or by Change Order.
   8. Erase conditions not constructed or "X-out" and appropriately annotate "not constructed," whichever condition most clearly conveys the actual "as constructed" condition.
   9. Indicate revisions to drawings with a "cloud" drawn around the revision and note date revision was made.

C. Pay costs, including cost of reproduction.

D. Specifications and Addenda: Legibly mark each Section to record:
   1. Manufacturer, trade name, catalog number, and supplier of each equipment item actually installed; and
   2. changes made by Field Order or by Change Order.

E. Shop Drawings: Maintain as record documents; legibly annotate to record changes made after review.

1.05 SUBMITTALS

A. Submit in accordance with Sections 013310, Submittal Procedures, and 013323, Shop Drawings, Product Data and Samples:
   1. With each submittal/Application for Payment, make drawing print and specification mark-up (as of Application date) of pertinent Project Record Documents available for Architect's and Owner's observation of progress.
   2. At Contract Closeout and before final payment, deliver record Documents to Owner.
      a. Legibly marked construction drawings to record actual construction, and two copies;
      b. Original legibly marked original project manual and all addenda, and two copies.
   3. Pay printing costs.
   4. Accompany submittal with duplicate transmittal letters indicating:
      a. Date;
      b. Project title and number;
c. Contractor's name and address;
d. Title and number of each Record Document; and:
e. Signature of Contractor or Contractor's authorized representative.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 017839
SECTION 017900-DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Work includes but is not limited to following:
      a. General requirements and procedures for demonstration of the products and systems of the facility and training of the Owner's operating and maintenance personnel.

B. Related Sections:
   1. Section 017516 - Starting Systems
   2. Section 017700 - Contract Closeout
   3. Section 017823 - Operating and Maintenance Data
   4. Section 017835 - Warranties and Bonds
   5. Mechanical and Electrical Divisions

1.02 INSTRUCTION OF OWNER'S PERSONNEL

A. Prior to substantial completion, or acceptance, fully instruct Owner's designated operating and maintenance personnel in the operation, adjustment, and systems. Instructors are required to be qualified, authoritative representatives for the trade involved. The time and place of the instruction period shall be as mutually agreeable.
   1. Schedule instruction period not less than 1 week in advance at Owner's convenience, so that the appropriate maintenance staff can be involved.
   2. For equipment or systems requiring seasonal operation, perform demonstration for other season within 6 months.

B. Use operating and maintenance manuals as the basis for instruction.
   1. Review the manuals in detail. Explain all aspects of operations and maintenance.

C. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment, at equipment location.

D. For additional requirements for operating instructions, see respective Specification Sections.

1.03 PREVENTATIVE MAINTENANCE INSTRUCTIONS

A. Prepare preventative maintenance instructions. Include for each piece of equipment or system furnished requiring periodic inspections, lubrication, adjustment, and the like, to ensure optimum and continued performance as originally specified. Include these instructions in manuals prepared in Section 017823.

PART 2 - PRODUCTS

Not Used.
PART 3 - EXECUTION

Not Used.

END OF SECTION 017900
Design intent documents include the size, look, fit, finish, and feel of a new, 10,000 square foot prefabricated building to be used as an interim space for the Pierce County Library System Lakewood Library.

This outline specification, along with architectural drawings and mechanical/electrical/plumbing design intent standards describe the requirements that are to be met by the prefabricated building bidder. Selection, design, and function of noted building systems, building structure, envelope detailing, means, and methods, and warranties are the responsibility of the bidder. All sitework, hardscape, landscape, plaza, concrete stem walls and footings, as well as utility stub-ups to specific locations within the building footprint will be completed by the owner prior to delivery of prefabricated building elements onsite. It is expected that the selected bidder will provide all information, loads, and dimensions required to the owner's design team for coordination of site, utility, and building footing design.

This project is currently under design review with the City of Lakewood. Parapet heights, window openings, patterns, exterior materials, and general building footprint have been shown to comply with City of Lakewood development standards. Variations from how these items are described in the Design Intent documents will not be accepted by the owner or design team. The means and methods of construction, transport to site, and assembly once on site are the responsibility of the prefabricated building bidder.

The design team is excited to engage with the selected bidder throughout the documentation and construction process; please make note of specific submittal items below that require owner/design team review and acknowledgement prior to construction.

Digital Product Submittals are required for the following:
- Doors, Frames, Hardware
- Glazing
- Mirrors
- Louvers
- Plumbing Fixtures
- Floor Boxes
- Wall Base
- Resilient Sheet Flooring
- Tile Carpeting
- Paint
- Markerboards, Tackboards
- Wall & Corner Protection
- Toilet Accessories
- Tile

Digital Product Submittals with Shop Drawings specific to this project are required for the following:
- Casework
- Metal Siding Panels
- Steel Canopy
- Sheet Metal Copings, Flashing, and Trim
- Fiber Cement Siding
- Storefronts
- Windows
- Skylights
- Acoustic Panels
- Acoustic Ceilings
- Interior & Exterior Signage and associated supports
- Window Shades
- Lighting Fixtures
- Mechanical System
- Plumbing System
- Electrical System
- Fire Alarm System
- Fire Sprinkler System

Physical submittal samples are required for the following:
- Casework (materials)
- Metal Siding Panels (materials and colors)
- Fiber Cement Siding
- Tile
- Wall Base
- Resilient Sheet Flooring
- Tile Carpeting
- Paint
- Wall & Corner Protection
- Window Shades

Comply with City of Lakewood noise restrictions.
<table>
<thead>
<tr>
<th>Division</th>
<th>Product / System</th>
<th>Description</th>
<th>Manuf.</th>
<th>Finish</th>
<th>Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Existing Conditions</td>
<td>Coordinate delivery, staging, and placement with Sitework Contractor.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Metal</td>
<td>Geotech report</td>
<td>Geotech report will be available after geotech site work is completed, anticipated early 2023.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>051200</td>
<td>Structural Steel</td>
<td>Preparing and prime per 099100 “Painting”</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>055000</td>
<td>Metal Fabrications</td>
<td>Entry canopy, exterior signs and sign supports, steel framing and supports, bearing and leveling plates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Wood / Plastics</td>
<td>All wood structure and framing.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>061000</td>
<td>Rough Carpentry</td>
<td>Underlay flatness</td>
<td>Floor sheathing shall be level within ±1/4” in any 10 feet and ±1/2” in any 20 feet.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>062023</td>
<td>Interior Finish Carpentry</td>
<td>Standing and running trim, wood chair rail, wood base</td>
<td>See 064113 for architectural plastic laminate cabinets, 102600 for wainscot wall panels, 123600 for countertops</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>064100</td>
<td>Architectural Casework</td>
<td>Non-exposed substrate per casework manufacturer. All casework to meet AWI Custom grade standards. Plastic laminate surfaces to be Formica. Adjustable shelving to have white melamine finish, all surfaces</td>
<td>Casework at Circulation Area, Reading Room, Meeting Rooms, Staff Work Area, Break Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>064120</td>
<td>Architectural Casework</td>
<td>Plastic Laminate</td>
<td>Commercial Laminate, thru-color, matte finish</td>
<td>Formica</td>
<td>Color to be selected by Architect from manufacturer’s full line</td>
<td>Casework and countertops per plans</td>
</tr>
<tr>
<td>064121</td>
<td>Architectural Casework</td>
<td>Casework Hardware</td>
<td>4” door pulls, concealed European style soft close hinges, full-extension drawer slides. Provide keyed storage lock at casework cabinets per plans.</td>
<td>Assa Abloy Rockwood RM 720 4”</td>
<td>Stainless Steel</td>
<td>Basis of design: Assa Abloy Rockwood RM 720 4”</td>
</tr>
<tr>
<td>Division</td>
<td>Product / System</td>
<td>Description</td>
<td>Manuf.</td>
<td>Finish</td>
<td>Location</td>
<td>Remarks</td>
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</tr>
<tr>
<td>07</td>
<td>Thermal / Moisture Protection</td>
<td>Sheet metal cladding with hidden fasteners.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>074213.1</td>
<td>Formed Wall Panels</td>
<td>AEP Span Flex Series 1.2FX10-12C-20, clip attached with 1/2&quot; standoff, 20 ga. Galvalume ASTM A792, 70% fluoropolymer coating finish</td>
<td>AEP Span</td>
<td>Regal Blue</td>
<td>Exterior walls where indicated</td>
<td>Rainscreen cladding system</td>
</tr>
<tr>
<td>072000</td>
<td>Modified Bituminous Membrane Roofing</td>
<td>SBS modified bituminous roofing system with 10-year warranty. System and compatibility of accessories to be selected by prefabricated building manufacturer to achieve warranty. Include 1/2&quot; min high density cover board, vapor retarder, polyiso insulation, walk pads. Roof membrane shall upturn 8&quot; min at equipment curbs, skylights, penetrations, and inside parapets.</td>
<td></td>
<td></td>
<td></td>
<td>10 year warranty required on materials and installation</td>
</tr>
<tr>
<td>076200</td>
<td>Sheet Metal Flashings and Trim</td>
<td>SST A240/A240M or ASTM A656 Type 304, annealed. Mill finish.</td>
<td></td>
<td></td>
<td></td>
<td>Includes roof flashings, through wall flashings, sill pans and other flashings at openings</td>
</tr>
<tr>
<td>072000</td>
<td>Roof Accessories</td>
<td>Delegated design required for WA licensed structural engineer and shall include design of curbs and supports together with attachment of roof equipment to the curb and of curb to the building structure.</td>
<td></td>
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</tr>
<tr>
<td>074223</td>
<td>Fiber Reinforced Cementitious Cladding</td>
<td>Bidder designed system including furring and supports. Design to comply with mfr's ICC-ES Evaluation Report</td>
<td></td>
<td></td>
<td></td>
<td>Rainscreen cladding system</td>
</tr>
<tr>
<td>Division</td>
<td>Product / System</td>
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<tr>
<td>081113</td>
<td>Hollow Metal Doors and Frames</td>
<td>Interior frames</td>
<td>HMMA 861 Double-rabbet frames min 0.053 thick at windows and doors 48” wide or less; 0.067 for doors wider than 48”</td>
<td>Factory prime</td>
<td>Commercial grade laminated core (insulated) steel doors</td>
<td></td>
</tr>
<tr>
<td>081113</td>
<td>Hollow Metal Doors and Frames</td>
<td>Exterior doors</td>
<td>HMMA 867 1 3/4” thick w/ metallic-coated steel face 0.053” thick G60 or A60 coating and polystyrene or polyurethane core. Min R=5 (ASTM C1363)</td>
<td>Factory prime</td>
<td>Air leakage not exceed 1 cfm/sf tested at 1.57 lb/sf ASTM E283</td>
<td></td>
</tr>
<tr>
<td>081416</td>
<td>Flush Wood Doors</td>
<td>Paint grade interior</td>
<td>1 3/4” 5-ply, hardboard or MDF face, smooth finish factory prime. HD hardboard crossbands. Core=LD2 particleboard (mineral core at fire rated). WDMA I.S. 1-A, Heavy Duty</td>
<td>VT Industries, Legrand, Lynden</td>
<td>Factory prime, field paint</td>
<td></td>
</tr>
<tr>
<td>083113</td>
<td>Access Doors and Frames</td>
<td>Access panels</td>
<td>Flush metal access doors, trimless frame at gwb and plaster walls and ceilings</td>
<td>Karp Assoc, Acudor, J.L. Industries, Micor</td>
<td>Factory prime, field paint</td>
<td></td>
</tr>
<tr>
<td>084113</td>
<td>Aluminum-framed Entrances and Storefronts</td>
<td>Entrances and storefronts shall comply w/ U and SHGC values listed in opening schedule. Field-assembled fenestration shall comply with NFRC rating and and labeling criteria and with fenestration mfr's NFRC simulation report. An NFRC label certificate is required for the installed assembly.</td>
<td>Design by WA licensed structural engineer required</td>
<td></td>
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</tr>
</tbody>
</table>

Max air leakage at fixed glazing and framing 0.04 cfm/sf at 1.57 lb/sf (NFRC400, AAMA/AAMA/WDMA/CSA101/AS 2A440, or ASTM E283)

Delegated design: For wind and seismic loads in accordance w/ criteria listed in IBC with City of Lakewood amendments

Deflection compensation: Provide compensation channels and clearances to accommodate vertical travel of ±1/2”

Thermally broken center mount, inside glazed, screw spline 2” x 4 1/2” storefront Glazing per 088000

Doors: 2” thick, medium stile, thermally-broken, continuous gear hinges. Door hardware per 087100 Acceptance test: Installed storefront must pass water penetration and air leakage field tests (ASTM E1105 & E783)

Sliding storefront | Aluminum sliding storefront | Basis of design: Kawneer 1010 Sliding Mall Front
<table>
<thead>
<tr>
<th>Division</th>
<th>Product / System</th>
<th>Description</th>
<th>Manuf.</th>
<th>Finish</th>
<th>Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>085413</td>
<td>Fiberglass Windows</td>
<td>Fixed and operable windows</td>
<td>Milgard Ultra Series C650 Windows</td>
<td>Basis of design:</td>
<td>See window schedule on the drawings for max whole-window U factors (NFRC 100).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fiberglass windows shall comply with U and SHGC values listed in opening schedule and shall bear an NFRC CPD number. Simulation report is NOT acceptable. Fixed and operable window air infiltration not exceed 0.2 cfm/sf at 1.57 psf or 0.3 cfm/sf at 6.24psf per NFRC400, AAMA/WDMA/CSA101/IS2 A440 or ASTM E283.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>SHGC</td>
<td></td>
<td>SHGC: max per window schedule (NFRC 200 certified overall product or center of glass per NFRC 300).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass</td>
<td></td>
<td>7/8&quot; insulating units, low-e coating ASTM C1036 Type 1, Class 1, q2, argon filled. Full tempered safety glass at locations required by IBC Sec 2408.4</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Performance</td>
<td>AAMA/WDMA/CSA 1011/1S-2/A440</td>
<td>Min perform class CW. Min perform grade 30.</td>
<td></td>
<td></td>
<td>Regardless of grade and class windows shall comply with AAMA/WDMA101/1S-2/NFPS wind design per ASCE7, Sec 6.5 based on windload criteria per WA licensed structural engineer (delegated design).</td>
<td></td>
</tr>
<tr>
<td>Color</td>
<td></td>
<td>Selected from window mfr's full line.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>086300</td>
<td>Skylights</td>
<td>Thermally-broken skylights, prefabricated units</td>
<td>Bidder's choice</td>
<td>Comply w IBC Section 2405. &quot;Sloped glazing and skylights&quot;.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glazing</td>
<td></td>
<td>Insulated glass units, safety glazing, argon filled, laminated with white interlayer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegated design</td>
<td>Structural design per requirements of IBC for wind, snow, seismic, and deflection requirements</td>
<td></td>
<td></td>
<td>Includes design of skylight, curb and attachment of skylight to curb and curb to building structure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance</td>
<td>AAMA 1600</td>
<td>10 year warranty required on products and installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Energy</td>
<td>Performance:</td>
<td>Certified and labeled according to NFRC: U-Factor per plans (NFRC 100). SHGC: per plans (NFRC 200).</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>087100</td>
<td>Door Hardware</td>
<td>All door hardware to be ANSI/BHMA A156.1 certified, Grade 1</td>
<td>To be selected by Architect from manufacturer's full range</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior door hardware</td>
<td>Schlage levers and cylinder keyed locks.</td>
<td>Schlage standard longitude lever</td>
<td>Throughout</td>
<td>see Door Schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door hardware for restroom doors: schlage lever, lock with privacy indicator at exterior. Master key lock from exterior to unlock in case of emergency</td>
<td>Schlage standard longitude lever</td>
<td>All restrooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous geared door hinges</td>
<td>Heavy duty hinges, extruded tempered aluminum, full mortise</td>
<td>Penko</td>
<td>At doors with push-button door operators. Butt hinges at all other doors.</td>
<td>Door operators installed on 1 leaf of pair of doors; continuous hinges shall be installed on both leaves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric door wire harnesses</td>
<td>Electric/data transfer wiring harness with standardized plug connectors to accommodate up to (12) wires</td>
<td>Hager Companies, McKinney, or Stanley Hardware</td>
<td>At doors with electrified hardware</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door pulls</td>
<td>Min 1.5” clearance from face of door, offset of 90 degrees</td>
<td>Rockwood RM20</td>
<td></td>
<td>Provide Securiton power supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric strikes</td>
<td>Grade 1, stainless steel construction, in-line power controller and surge suppressor by same manufacturer as strike</td>
<td>HES Folger Adam</td>
<td>At doors with electrified hardware</td>
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<td></td>
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</tr>
<tr>
<td>Division</td>
<td>Product / System Description</td>
<td>Manuf.</td>
<td>Finish</td>
<td>Location</td>
<td>Remarks</td>
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</tr>
<tr>
<td>Exit devices</td>
<td>Heavy duty</td>
<td>Corbin Russwin Hardware or Sargent Manufacturing</td>
<td></td>
<td>At all doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door stops</td>
<td>Wall bumpers</td>
<td>Hawatha, Rockwood, or Trimco</td>
<td></td>
<td>At all doors swinging against walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead stops</td>
<td></td>
<td>Norton Rixon, Rockwood, or Sargent Manufacturing</td>
<td></td>
<td>At all doors without wall bumpers</td>
<td>Stops may be integrated into closers</td>
<td></td>
</tr>
<tr>
<td>087113 Automatic Door Operators</td>
<td>Automatic swing door operators</td>
<td></td>
<td>Basis of design: Record-USA series 8100 electromechanical automatic operator</td>
<td>To be selected by Architect from manufacturer's full range</td>
<td>At public entry Provide push-button operators where indicated on plans</td>
<td></td>
</tr>
<tr>
<td>088000 Glazing</td>
<td>Glass for field-assembled storefront systems and for doors and relites.</td>
<td></td>
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<tr>
<td>Thermal performance</td>
<td>Glazing materials for field-assembled fenestration shall comply with NFRC rating and and labeling criteria and with fenestration mfr's NFRC simulation report. An NFRC label certificate is required for the installed assembly.</td>
<td></td>
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<tr>
<td>Delegated Design</td>
<td>For exterior glazing: Per ASTM E1300 and IBC section 2404 by a qualified WA licensed engineer based on windload criteria</td>
<td></td>
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</tr>
<tr>
<td>Safety Glass</td>
<td>Laminated or tempered safety glass at locations required by IBC Sec 2406.4</td>
<td></td>
<td>Insulated units to comply with safety glass requirement.</td>
<td></td>
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<tr>
<td>Insulated Units</td>
<td>Double glazed, argon filled, low e coated, color TBD min 1/2&quot; cavity or thicker if req. for U value. UFactor, VT, and SHGC as indicated in opening schedule on the drawings.</td>
<td></td>
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<tr>
<td>088300 Mirrors</td>
<td>Wall hung glass mirrors</td>
<td>ASTM C 1503 manufactured using copper-free, low-lead mirror coating process. Provide laminated or tempered safety-glass at locations required by IBC. Clear glass, &quot;glazing&quot; quality. Edge Sealer compatible with glass coating and approved by mirror manufacturer at mirrored glass edges. Use only mastics and adhesives approved by mirror manufacturer. Frameless glass mirrors with pencil edges, J channel at top and bottom</td>
<td></td>
<td></td>
<td>For safety glass mirrors comply with 16 CFR 1201 for Category II. Restrooms Size per interior elevations</td>
<td></td>
</tr>
<tr>
<td>089119 Fixed Louvers</td>
<td>Extruded or formed metal architectural louvers. Structural performance: Louver capable of withstanding wind, seismic, and gravity loads based on criteria developed by structural engineer (delegated design). Water infiltration performance per AMCA 500-L 4&quot; deep fixed blade 53% free area, extruded aluminum. Max airflow w/o water pen per ACMA test 1150 fpm</td>
<td>Basis of design: Aonlrite KE744. Other mfr subject to compliance: Airline Products, Greenheck, Construction Specialties (CS)</td>
<td></td>
<td>Kynar Bird screen at concealed (inside) face of louver. Concealed insulated blank off panels at unused portions, coordinate w/ connected ductwork.</td>
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<tr>
<td>Division</td>
<td>Product / System</td>
<td>Description</td>
<td>Manuf.</td>
<td>Finish</td>
<td>Location</td>
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<tr>
<td>09</td>
<td>092116 Non-structural metal framing</td>
<td>Non-load-bearing steel framing at interior partitions and suspended ceilings finished with plaster, veneer plaster, or gypsum board and grid suspension systems that support ceilings finished with veneer plaster or gypsum board. STC-Rated Assemblies: materials and construction identical to those tested according to ASTM E 90 and classified according to ASTM E 413</td>
<td></td>
<td></td>
<td></td>
<td>Does NOT include exterior and interior load-bearing and exterior non-load-bearing lightgage framing which is specified in Section 054000 “Cold-Formed Metal Framing.”</td>
</tr>
<tr>
<td>09</td>
<td>092900 Gypsum Board</td>
<td>Interior gypsum board. Exterior gypsum board for ceilings and soffits. Tile backing panels. STC-Rated Assemblies: materials and construction identical to those tested according to ASTM E 90 and classified according to ASTM E 413</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>09</td>
<td>Regular GWB 5/8” Gypsum Board, Type X: ASTM C 1396/C 1396M. Paper face at dry locations.</td>
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<tr>
<td>09</td>
<td>Glass mat 5/8” Glass Mat gyp bd for bathrooms and similar humidity-exposed locations. Type X ASTM C 1658/C 1658M. Mold Resistance: ASTM D 3273, score of 10 as rated according to ASTM D 3274.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Glass-mat tile backer</td>
<td>Tile Backer board, Type X: Glass-Mat, Water-Resistant Backing Board: ASTM C 1178/C 1178M. Mold Resistance: ASTM D 3273, score of 10 as rated according to ASTM D 3274. For locations NOT subject to immersion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Exterior Soffits</td>
<td>Exterior Gypsum Soffit Board: ASTM C 1396/C 1396M, with manufacturer’s standard edges. Install w/ setting-type joint compound</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Finish: Smooth finish (No spray texture) Finish level as follows (GA-214): Level 1 (Fire tape): Concealed Locations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
<td>Level 2: Surface concealed by tile or surfaces in utility rooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
<td>Level 4: Critical locations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>093000 Tiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>09</td>
<td>Floor Tiles 12 x 24 ceramic tiles at floor</td>
<td>DalTile - New York</td>
<td>All restrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Base Tile 4 x 12 Flat Top Cove Base</td>
<td>DalTile Color Wheel</td>
<td>All restrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Wall Tiles 4 x 12 ceramic tiles at wall</td>
<td>DalTile Color Wheel</td>
<td>All restrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Tile Grout Prism surecolor grout by Custom Building Products</td>
<td>Custom Building Products</td>
<td>All restrooms</td>
<td>3/16” grout lines max</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Non Ceramic Trim Aluminum Trim on open edges of wall tile, inside corners, and thresholds at door openings</td>
<td>Schluter</td>
<td>All restrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Crack Isolation Fluid applied fabric reinforced bonded crack isolation membrane</td>
<td>Laticrete “9035”, Merkrete “Hydro-Guard 2000”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Thin set mortar</td>
<td>Latex portland cement ANSI A118.4 Latitecrete “254 Platinum”, Merkrete “polymer modified thin set”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Grout</td>
<td>Polymer modified Grout ANSI A118.7</td>
<td>Laticrete “Permacolor”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Floors over wood sheathing</td>
<td>Thinset over crack isolation membrane over plywood underlayment over 3/8” EG/LWP plywood sub-floor. TCNA F160</td>
<td></td>
<td></td>
<td></td>
<td>Min sub floor = 23/32 tongue and groove exit glue 1/8” gap between sheets, Max joist space 24” oc. Floor design for 1/360 or better.</td>
</tr>
<tr>
<td>Division</td>
<td>Product / System</td>
<td>Description</td>
<td>Manuf.</td>
<td>Finish</td>
<td>Location</td>
<td>Remarks</td>
</tr>
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<td>----------</td>
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</tr>
<tr>
<td>Walls at dry area</td>
<td>Walls at dry areas (outside of tub or shower enclosures): Thinset over MR glass-mat gyp. backer board. TCNA W248 and ANSI A108.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>095100</td>
<td>Acoustical Ceilings</td>
<td>Suspended acoustic ceiling tile system</td>
<td>Armstrong Ceilings</td>
<td></td>
<td></td>
<td>Per plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suspended metal grid ceiling system with 24&quot;x24&quot; fiberglass acoustical units, ASTM E1264, Class A, with seismic edge clips and manufactured edge trim at changes in plane.</td>
<td>Basis of design:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seismic requirements</td>
<td>Conform to ASTM C235/C235M, Heavy Duty classification. Conform to IBC and ASCE 7 including requirement for independent support from structural above for light fixture and mechanical services installed into acoustic lay-in panel ceiling systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>090500</td>
<td>Resilient Flooring</td>
<td>Rubber sheet flooring</td>
<td>Mohawk Group True Medi-flex Sheet. Color to be selected by Architect from manufacturer's full range</td>
<td></td>
<td></td>
<td>Per plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homogenous sheet good, Red List free, chemically bonded, with 4&quot; min integral cove base</td>
<td>Basis of design:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub floor</td>
<td>Plywood underlay</td>
<td>See 061600 for plywood underlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thickness</td>
<td>0.079&quot; min</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adhesive</td>
<td>As recommended by flooring mfr for each type of sub floor.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resilient base</td>
<td>Thermoset rubber base, 4&quot; height, cove base, 1/8&quot; thick</td>
<td>Basis of design:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>090813</td>
<td>Tile Carpeting</td>
<td>Modular carpet tile</td>
<td>Armstrong InvisAcoustics Painted, 4 colors to be determined by Architect</td>
<td></td>
<td></td>
<td>Per plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1m x 1m carpet tiles w/ integral rubber underlayment pad. Solution / yarn dyed nylon, Pile thickness 0.11&quot;, nominal total thickness 0.35&quot;, tufted wt 20 oz / sq.</td>
<td>Basis of design:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Smoke developed 450 or less (ASTM E662), Critical Radiant Flux 0.45 W/cm2 (Class I) or better (ASTM E648), Static discharge max 3.5 kV at 70 deg x 20 % RH (ASATCC 134)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Walk-off mat tile</td>
<td>Milliken Obex CutX</td>
<td></td>
<td></td>
<td>Main entry vestibule and 6&quot; min at staff entry door.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>50cm x 50cm carpet tiles</td>
<td>Color to be selected by Architect from manufacturer's full range</td>
<td></td>
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<tr>
<td>098311</td>
<td>Acoustical Components</td>
<td>Architectural fiber panels</td>
<td>Armstrong InvisAcoustics</td>
<td></td>
<td></td>
<td>Per plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dimensional wet-formed mineral fiber panels for application on ceilings and walls, field paintable, direct attach with manufacturer's all-in-one self-stop fastener to 7/8&quot; hat.</td>
<td>Basis of design:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>099000</td>
<td>Painting</td>
<td>MPI systems</td>
<td>As listed for each scheduled MPI paint system</td>
<td></td>
<td></td>
<td>Final specification will include paint system schedule identifying specific MPI system and number of coats for each substrate material.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide products which comply with MPI standards indicated and that are listed in the &quot;MPI Approved Products List&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coats</td>
<td>Primer + 2 coats</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shop primer</td>
<td>For items scheduled to receive finish paint apply primer specified in the scheduled MPI paint system.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior systems</td>
<td>Interior paints, latex or high performance architectural latex.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>Product / System</td>
<td>Description</td>
<td>Manuf.</td>
<td>Finish</td>
<td>Location</td>
<td>Remarks</td>
</tr>
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<td>----------</td>
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<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>Interior Colors</td>
<td>PT-01: typical wall and trim color</td>
<td>Benjamin Moore</td>
<td>Satin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT-02: typical ceiling color</td>
<td>Benjamin Moore</td>
<td>Flat</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT-03: accent color</td>
<td>Benjamin Moore</td>
<td>Satin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT-04: accent color</td>
<td>Benjamin Moore</td>
<td>Satin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT-05: accent color</td>
<td>Benjamin Moore</td>
<td>Satin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT-06: accent color</td>
<td>Benjamin Moore</td>
<td>Satin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exterior colors</td>
<td>PT-07: fiber cement color</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT-08: metal canopy color</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Specialties</td>
<td>101116</td>
<td>Fixed Markerboards</td>
<td>Magnetic Glass Whiteboard</td>
<td>Claridge Magnetic Glass Whiteboard</td>
<td>TnemeZinc series 90-97 primer with Tnemec Polyurethane top coat</td>
</tr>
<tr>
<td></td>
<td></td>
<td>101123</td>
<td>Tackboards</td>
<td>Bulletin Board</td>
<td>Fordo, 4'12 minimum height soil</td>
<td>Architect to select from full line of product standard colors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>101400</td>
<td>Signage</td>
<td>Interior code-required</td>
<td>1/4&quot; acrylic panel with acrylic backer, custom color and font</td>
<td>See detail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>102600</td>
<td>Wall and Corner Protection</td>
<td>High impact wainscot wall panel</td>
<td>Acrovyn Solid Colors with aluminum inside corner and top trim. Standard gap at panel seams, location of seams per elevations. Paint wall color behind seam locations</td>
<td>From manufacturer's full range.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>102800</td>
<td>Toilet Accessories</td>
<td>Grab bars</td>
<td>Surface-mounted straight grab bars</td>
<td>Bobrick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>104400</td>
<td>Fire Protection Specialties</td>
<td>Portable fire extinguishers</td>
<td>Multipurpose dry chemical extinguisher in accordance with NFPA 10 and IBC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>105100</td>
<td>Lockers</td>
<td>Metal lockers, 2-high with legs, user-provided padlock</td>
<td>Basis of design: Tenneco</td>
<td></td>
</tr>
</tbody>
</table>

**Exterior systems**
- Exterior paints: Latex at fiber cement siding. Zinc-rich coating with primer at painted steel.
  - Zinc-rich coating basis of design: TnemeZinc series 90-97 primer with Tnemec Polyurethane top coat

**Exterior Colors**
- PT-10: fiber cement color
- PT-11: metal canopy color
<table>
<thead>
<tr>
<th>Division</th>
<th>Product / System</th>
<th>Description</th>
<th>Manuf.</th>
<th>Finish</th>
<th>Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>108013 Miscellaneous</td>
<td>Book drop</td>
<td>Through-wall book drop, 1-piece, preassembled</td>
<td>Kingsley Library</td>
<td>Stainless steel</td>
<td>Per plans</td>
<td>Typical for interior and exterior book drops</td>
</tr>
<tr>
<td></td>
<td>Exterior key</td>
<td>Knox Box in compliance with City of Lakewood and West Pierce Fire &amp; Rescue requirements</td>
<td>Knox Box</td>
<td></td>
<td>To be determined by Architect</td>
<td></td>
</tr>
<tr>
<td>12 Furnishings</td>
<td>Manual roller shades</td>
<td>Blackout in meeting rooms. 3% open in all other areas. Provide manufacturer's pre-finished aluminum valence. Continuous-loop bead chain and clutch, permanently installed.</td>
<td>Basis of design: Mecho Shade Ecoverl</td>
<td></td>
<td>All windows</td>
<td></td>
</tr>
<tr>
<td>21 Fire Suppression</td>
<td>Automatic Sprinkler System</td>
<td>An NFPA13 automatic sprinkler system compliant with IBC, IFC, and City of Lakewood amendments is required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delegated Design</td>
<td>Delegated design item. Calcs by WA licensed engineer required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Plumbing</td>
<td>Water Fountain / Bottle Filler</td>
<td>Provide ADA water fountain with bottle filler</td>
<td>Elkay ezH2O bottle filling station w/ bi-level integral swifflite fountain, non-filtered non-refrigerated EZWS-EDFPBM117K</td>
<td>stainless steel</td>
<td>corridor outside restrooms, see floor plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mounting height to conform with ANSI 308.2.1 and 308.2.2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Closet</td>
<td>Wall-mount, top spud, ADA compliant, elongated bowl</td>
<td>Kohler Kingston K-4325-0</td>
<td>white</td>
<td>Restrooms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pushometer</td>
<td>Dual flush, touchless automatic</td>
<td>Sloan ECOS 8111</td>
<td>polished chrome</td>
<td>Restrooms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Porcelain lavatory, wall mounted, 20”x18”, single hole</td>
<td>Kohler Soho K-2084</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Faucet</td>
<td>Push-button faucet, 0.5 gpm max, single hole, single supply for tempered water, deck mounted.</td>
<td>Chicago Faucets 3500-E2805ABCP</td>
<td>polished chrome</td>
<td>Restrooms</td>
<td></td>
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<tr>
<td></td>
<td>Undermount 18 ga, single bowl, ADA compliant</td>
<td>Elkay LRADQ221955</td>
<td>stainless steel</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Faucet</td>
<td>Single hole, single handle deck mount, 1.5 gpm max</td>
<td>Delta Trinsic 1995LF</td>
<td>polished chrome</td>
<td>Break Room</td>
<td></td>
</tr>
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<tr>
<td></td>
<td>Mop Sink</td>
<td>Floor mounted, 10’x1’1, 1-piece molded construction, thermoplastic</td>
<td>Mustee 63M or eq</td>
<td>white</td>
<td>Mech / Custodial Room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Faucet</td>
<td>Wall mounted with vacuum breaker and bucket hook</td>
<td></td>
<td></td>
<td>Mech / Custodial Room</td>
<td></td>
</tr>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>Hose Bibb</td>
<td>Wall hydrant with automatic draining and non-freeze type integral backflow preventer</td>
<td>Woodford B65 or eq</td>
<td></td>
<td>Exteror, per plans, install in recessed box with lockable door</td>
<td></td>
</tr>
</tbody>
</table>

23 Heating, Ventilation, and Air Conditioning

System design and coordination is the responsibility of the bidder.

Additional requirements forthcoming

26 Electrical

See included light fixture cut sheets and quantities described on Reflected Ceiling Plans

System design and coordination is the responsibility of the bidder.

Additional requirements forthcoming

27 Communications

System design and coordination is the responsibility of the bidder.

Additional requirements forthcoming

28 Electronic Safety and Security

System design and coordination is the responsibility of the bidder.

Additional requirements forthcoming