Pierce County Library System
PCLS PAC Training Room

PROJECT MANUAL

BID DOCUMENTS
Date: June 21, 2017
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NAME OF PROJECT: PCLS PAC TRAINING ROOM REMODEL

DATE OF BID OPENING: August 9, 2017

PROJECT DESCRIPTION:

The Scope of Work includes tenant improvement including non-load bearing interior partitions, ceilings, doors, casework and related mechanical, plumbing, and electrical.

The Pierce County Library System (Owner) will receive sealed bids from qualified general contractors ONLY until 10 a.m. August 9, 2017 in the PCLS Processing & Administrative Center, 3005 112th Street East Tacoma, WA 98446. Bids hand delivered will be logged in starting at 9:30 a.m., August 9, 2017. Bids delivered before 9:30 a.m. shall go to Lorie Erickson at the PCLS Processing & Administrative Center, 3005 112th Street East Tacoma, WA 98446. BIDS RECEIVED AFTER 10 A.M. WILL NOT BE ACCEPTED.

A public reading of the sealed bids, including Additives, Alternates, Deductives and Unit Prices, will be conducted at 10:05 a.m., August 9, 2011 in the PCLS Processing & Administrative Center, 3005 112th Street East Tacoma, WA 98446, Meeting Room A&B.

TIMELINE OF EVENTS FOR BID OPENING

10:00 a.m. Sealed Base Bid, Additives, Alternates, Deductives, Unit Prices due
10:05 a.m. 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 PAC Training Room Remodel Bid.”

Bid documents will be available on Wednesday, July 26, 2017. 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 Summit Restroom Improvements. 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: SHKS Architects, 1050 North 38th Street, Seattle, WA 98103, attn: Pia Westen, (206) 224-3316.

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.

Pierce County Library System is an Equal Opportunity Employer.
SECTION 00 10 00 – 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 contract, 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 Owner 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 Owner 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 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, 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.
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 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
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 ground;
- 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 surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the Project Site as well as from 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 **5 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.

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 Owner in writing. If the Owner 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 mailed or faxed to persons or organizations to whom the Bid Documents were issued. The Bidder shall acknowledge receipt of each Addendum by filling in the appropriate spaces on the Bid Form.

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

BID GUARANTY/BOND
Not required for this project.

NONCOLLUSION REQUIREMENT
The Bidder, by signing the Bid Form, 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 such other documentation as is required, shall be enclosed in a sealed envelope marked with the Project name and the Bidder’s name and address, and be addressed to:

Pierce County Library System
Processing and Administration Center
Attention: Lorie Erickson
3005 112th St. E.
Tacoma, WA 98446-2215
253-536-6500

If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope, with a notation “BID ENCLOSED” on the face of the envelope. The Bidder shall assume full responsibility for the timely delivery at the location designated in the documents 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.
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.

OPENING OF BIDS
Bids will be opened 10 minutes after bid deadline. All bids will be treated with confidentiality prior to award. After award of the bid, the bid will fall under the requirement by Washington State law (Chapter 42.17 RCW) that obligates the Library to make the document available for public inspection, if requested.

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

  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.

  The Bid does not constitute a definite and unqualified offer to meet the material terms of the Bid invitation.

  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.

**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.

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. 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
Attention: Lorie Erickson
3005 112th St. E.
Tacoma, WA 98446-2215
Telephone 253-536-6500

The Owner 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. 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 10 days after the Bid Opening Date. If a Contract is not awarded within that 10-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 10-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 10-day period for Award.

A Notice of Award will be emailed 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 Pierce County, the Contractor and Subcontractors performing work within Pierce County must acquire a Pierce County Business License.

At the Owner’s request, the Contractor shall submit legible copies of the Contractor’s State of Washington Contractor’s Registration and 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
Attention: Lorie Erickson
3005 112th St. E.
Tacoma, WA 98446-2215
Telephone: 253-548-3454

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 5 calendar days of the Notice of Intent to Award:

the original of the Agreement Form (See Section 005000 Standard Form of Agreement);

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
The Owner will purchase a Payment and Performance Bond.
RETAINAGE BOND
In accordance with RCW 60.28.011(6) a contractor may submit a bond for all or any portion of the contract retainage in a form acceptable to the public body and from a bonding company meeting standards established by the public body. The public body shall accept a bond meeting these requirements unless the public body can demonstrate good cause for refusing to accept it. This bond and any proceeds therefrom are subject to all claims and liens and in the same manner and priority as set forth for retained percentages in RCW 60.28.011. The public body shall release the bonded portion of the retained funds to the contractor within thirty (30) days of accepting the bond from the contractor. Whenever a public body accepts a bond in lieu of retained funds from a contractor, the contractor shall accept like bonds from any subcontractors or suppliers from which the contractor has retained funds. The contractor shall then release the funds retained from the subcontractor or supplier to the subcontractor or supplier within thirty days of accepting the bond from the subcontractor or supplier.

See Section 006200, Retainage Agreement for approved retainage bond form. An electronic version of the form is available upon request.

RECORDS RETENTION
The contractor shall, within five 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
If the selected Bidder fails to do any of the following:

- 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 10 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 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.
**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 P.M. 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
Attention: Lorie Erickson
3005 112th St. E.
Tacoma, WA  98446-2215
Telephone: 253-548-3454

END OF SECTION 00 10 00
Section 00 11 00 - PREAWARD BIDDER INFORMATION

REQUIRED INFORMATION
The following worksheets are to be completed only by Bidder whose Bid is under consideration for Award and only upon request of the Owner and within 7 calendar days of the request.

Pre-Award Bidder Information
Questions regarding this worksheet should be directed to:

Lorie Erickson
Pierce County Library System
Phone: (253) 548-3454

Submit all items within 5 business days of the request to:

Lorie Erickson
Pierce County Library System
3005 112th Street E
Tacoma, WA 98446-2215
1. PREAWARD 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.

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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 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 00 20 10 – BIDDER’S CHECKLIST

1. REQUIRED FORMS

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

2. AGREEMENT FORMS

The following forms (a., b.) are to be executed and the following Certificates of Insurance (c., d.) are to be provided after the Contract is awarded and prior to Notice to Proceed.

   a. Contract
   b. Retainage Agreement
   c. Certificate of Insurance
   d. Certificate of Builders Risk
      i. “All Risk” Insurance

END OF SECTION 00 20 10
SECTION 00 30 00 – FORM OF PROPOSAL

The undersigned, having carefully examined the Contract Documents entitled
PIERCE COUNTY LIBRARY SYSTEM – PCLS PAC TRAINING ROOM

including Volumes 1 of the Project Manual and the Drawings similarly entitled, as well as the site 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.

BASE BID -
The undersigned agrees to perform all work related to the Pierce County Library System – PCLS PAC Training Room project as required by the contract documents and all addenda

Base Bid – All work

(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.

ALTERNATE BIDS
The undersigned proposes to perform the work called for in the following alternates as described in the Contract Documents, for the sums which are to be added to or deducted from the Base Bid as follows:

ALTERNATE No. 1

ADD DEDUCT

$____________ $____________

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 TEN (10) 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. A105, 2007 edition, issued by the American Institute of Architects and to give bonds as required by the Contract Documents (see Section 005213 Construction Contract).
TIME OF COMPLETION

PCLS PAC Training Room:
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 45 business days after the date of “Notice to Proceed.” Final Completion shall be 50 business days after the date of “Notice to Proceed.”

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 (For Reference Only. Exact dates may vary):

- Bid Announcement: July 26, 2017
- Mandatory Pre Bid Walk-through: July 28, 2017 @ 8:00 AM
- Final Date for Questions: August 4, 2017
- Bid Due @ Pierce County Library System: August 9, 2017 @ 10:00 AM
- Bid Opening: August 9, 2017 @ 10:05 AM
- Notice of Intent to Award: August 10, 2017
- Conditional Notice to Proceed: August 10, 2017
- Notice to Proceed: August 28, 2017
- Substantial Completion: October 27, 2017
- Punchlist: October 30 – November 2, 2017
- Final Completion: November 3, 2017

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 TEN (10) calendar days after the signing of the Contract.
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

__________________________________________________________
Pierce County Business License No.
(if required by Pierce County)
ACKNOWLEDGEMENT OF PRINCIPAL OF BIDDER, IF A CORPORATION

State of __________________________________ )
County of ________________________________ ) ss:

On this __________ day of ______________, 200____ before me personally came and appeared _________________________ to me known, who being by me duly sworn, did depose and say that he resides at ______________________________________________________________________________________________

that he is the ____________________________________________ of ____________________________________________________ __________________________________________

the corporation described in and which executed the foregoing instrument; that he knows 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 he signed his name thereto by like order.

______________________________________________
(SEAL)

My Commission Expires _________________________
ACKNOWLEDGEMENT OF PRINCIPAL OF BIDDER, IF A PARTNERSHIP

State of ___________________________ )
County of ___________________________ ) ss:

On this _______ day of _____________, 200___ 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 he acknowledged to me that he 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 _____________________________ )
County of _____________________________ ) ss:

On this _______ day of _____________, 200____ 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 he acknowledged to me that the executed the same as and for the act and deed of said firm.

____________________________________________
(SEAL)
My Commission Expires ________________________
BID DOCUMENTS

PAYMENT AND PERFORMANCE BOND
PIERCE COUNTY LIBRARY SYSTEM

We, ___________________________________________________________________ ("Principal"), and

[Insert full legal name of Vendor / Contractor]

___________________________________________________ ________________________________,
an___________________ 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, Attention: Lorie Erickson, 3005 112th St. E., Tacoma, WA 98446-2215.

(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’S 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; manager of a limited liability company (“LLC”) or, if no manager has been designated, a member of such 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.
FOR THE SURETY:
By ______________________________
(Signature of Attorney-in-Fact)
(Type or print name of Attorney-in-Fact)
(Type or print telephone number for Attorney-in-Fact)

FOR THE PRINCIPAL:
By: ______________________________
(Signature of authorized signer for Principal)
(Type or print name of signer for Principal)

STATE OF ________________________
) ss: ______________________________
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 the 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 ________________, ________.
(Signature of Notary Public)     (Print or type name of Notary Public)
Notary Public in and for the state of ________ residing at _____________________________
My commission expires ________________.

STATE OF ________________________
) ss: ______________________________
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 ________________, ________.
(Signature of Notary Public)     (Print or type name of Notary Public)
Notary Public in and for the state of ________ residing at _____________________________
My commission expires ________________.
CONTRACTOR’S RETAINAGE AGREEMENT

IDENTIFICATION AND DESCRIPTION

Project Title ________________________________

Contractor ______________________ Representative ______________________

Bid No. ________ Date ________ Administering Department ______________

PCL Representative ______________________ Funding Source ______________

Project Authority ________________________________

RETAILAGE FORMULA

In accordance with applicable State Statutes, the following provisions will be made for the disposition of the retainage held for investment:

1. All investments selected below are subject to the Pierce County Library System approval.

2. Retainage under this agreement will be held in escrow by the (referred to herein as the Bank), the terms of which are specified by separate escrow agreement. The cost of the investment program and the risk thereof is to be borne entirely by the contractor.

3. The final disposition of the contract retainage will be made in accordance with applicable statutes.

CONTRACTOR’S INSTRUCTIONS

Pursuant to R.C.W. 60.28.010 I hereby notify the Pierce County Library System of my instructions to ____ invest _____ not to invest the retainage withheld under the terms of this contract. If the investment option is selected, please provide the following information:

Name of Bank, Mutual Fund, or Savings & Loan Association: ______________________________

Address:  _____________________________________________________________

Account #: __________________________ Contact Person: ______________________

Contractor __________________________ Date: __________________________

By: __________________________ Title: __________________________

Address:  __________________________________ Phone: ______________________

Fed ID# __________________________ Est. Completion Date ____________

Library System Approval: ______________________

Approval of Investment Program and Retainage Agreement

__________________________________________

Finance Director                      Date

RETAILAGE AGREEMENT 004100 - 1
CERTIFICATION FOR RELEASE OF CONTRACT RETAINAGE

Contract No. ___________________________ Project Title: ________________________________________
I hereby certify, as Contract Administrator for this Contract representing the Pierce County Library System, that all work required by the above cited contract was completed on and final acceptance by the Library System was granted on _____________________________.

I also certify that no liens have been received within 30 days from the above date from any person, persons, mechanics, subcontractors or materialman who has performed any work or provided any material of subject contract.

__________________________________________________________________________
Contract Administrator

__________________________________________________________________________
Director of Administering Department

Also, please find attached certifications by the applicable state agencies of the receipt of: 1) Washington State Business Taxes (Washington State Dept. of Revenue); 2) Industrial Insurance Premiums (State Dept. of Labor & Industries); and 3) Employment Security, Unemployment Insurance Premiums (State of Washington Employment Security Dept.).
SECTION 00 72 00 - GENERAL CONDITIONS

As stipulated by AIA Document A105—2007

END OF SECTION 00 72 00
SECTION 00 73 00 - 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:

- City and/or County building permit and plan checking fees.

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

PERMITS REQUIRED
The following permits will be required to be purchased and obtained by the contractor including, but not limited to:

A. Electrical if/as needed
B. Fire alarm if/as needed
C. Plumbing if/as needed
D. HVAC if/as needed
E. Other permits, as required.

END OF SECTION 00 73 00
SECTION 00 78 00 – PREVAILING WAGE RATES

STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES

At a minimum, employees must be paid Washington State Prevailing Wage. Current versions of Washington State Prevailing Wage Rates for Public Works Contracts, Pierce County. Refer to websites listed below for Benefit Code Key and Apprentice wage Rates.

Check website for updates:
www.lni.wa.gov

or


END OF SECTION 00 78 00
SECTION 00 80 00 - 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 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.

They include but are not limited to the following:

- **Agreement Between Owner and Contractor (AIA-Doc A105-2007)**
  Sample Agreement form attached.

- **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)**

- **Owner’s Supplemental Instructions (OSI):**
  Sample of Owner’s form attached.

**END OF SECTION 00 80 00**
AGREEMENT made as of the «Twentysixth» day of «July» in the year «Two Thousand Seventeen»
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)
«Pierce County Library System»
«3005 112th Street E.
Tacoma, WA 98446-2215»
«Telephone Number: (253) 548-3300»
«Fax Number: (253) 537-4600»

and the Contractor:
(Name, legal status, address and other information)
«Contractor»
«Address»
«Telephone Number: »
«Fax Number »

for the following Project:
(Name, location and detailed description)
«PCLS PAC Training Room Remodel»
« 3005 112th St E
Tacoma, WA 98446»
«Renovate the PAC Training Room»

The Owner and Contractor agree as follows.
### TABLE OF ARTICLES

1. **THE CONTRACT DOCUMENTS**
2. **DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE**
3. **CONTRACT SUM**
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12. **PAYMENTS AND COMPLETION**
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14. **CORRECTION OF WORK**
15. **MISCELLANEOUS PROVISIONS**
16. **TERMINATION OF THE CONTRACT**
17. **OTHER TERMS AND CONDITIONS**

### ARTICLE 1 THE CONTRACT DOCUMENTS

§ 1.1 The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of:

1. this Agreement signed by the Owner and Contractor;
2. the specifications prepared by the Owner, dated «July 26, 2017», and enumerated as follows:

   **Specifications:**
   - **Section:** Bid Documents
     - **Title:** PCLS PAC Training Room Remodel Project Manual
     - **Pages:** N/A
   - **Section:** Drawings
     - **Title:** PCLS Summit Library Restroom Improvements
     - **Pages:** 18
3. addenda prepared by the Owner as follows:
   - **Number:** N/A
   - **Date:** N/A
   - **Pages:** N/A
4. written orders for changes in the Work issued after execution of this Agreement; and
5. other documents, if any, identified as follows:
   - «N/A»
ARTICLE 2   DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
The number of calendar days available to the Contractor to substantially complete the Work is the Contract Time. The date of commencement of the Work shall be the date of this Agreement unless otherwise indicated below. The Contractor shall substantially complete the Work, no later than «Fifty» («50») calendar days from the date of commencement, subject to adjustment as provided in Article 10 and Article 11.
(Insert the date of commencement, if it differs from the date of this Agreement.) «August 10, 2017»

ARTICLE 3   CONTRACT SUM
§ 3.1 Subject to additions and deductions in accordance with Article 10, the Contract Sum is:
«Including xx.x sales tax, xx Dollars and xx Cents» ($ «xx,xxx.xx»)

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work: (Itemize the Contract Sum among the major portions of the Work.)

<table>
<thead>
<tr>
<th>Portion of Work</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

§ 3.3 Unit prices, if any, are as follows: (Identify and state the unit price; state the quantity limitations, if any, to which the unit price will be applicable.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Units and Limitations</th>
<th>Price per Unit ($0.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

§ 3.4 Allowances included in the Contract Sum, if any, are as follows: (Identify allowance and state exclusions, if any, from the allowance price.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

§ 3.5 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner: (State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.) «N/A»

§ 3.6 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work.

ARTICLE 4   PAYMENT
§ 4.1 Based on Contractor’s Applications for Payment certified by the Owner, the Owner shall pay the Contractor, in accordance with Article 12, as follows: (Insert below timing for payments and provisions for withholding retainage, if any.)

«Application for payment may be submitted upon Owner’s acceptance of Final Completion of Work and upon signed release of all claims by Contractor, subcontractors, and suppliers. Form of Application for Payment shall be by Contractor invoice. Owner shall pay Contractor within thirty (30) days of invoice. No partial or progress payments will be made, unless mutually agreed by Owner and Contractor»

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.
«1.00% % monthly»
ARTICLE 5 INSURANCE
§ 5.1 The Contractor shall provide Contractor’s general liability and other insurance as follows:
(Insert specific insurance requirements and limits.)

<table>
<thead>
<tr>
<th>Type of insurance</th>
<th>Limit of liability ($0.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td>General Liability</td>
<td>$2,000,000 per aggregate</td>
</tr>
<tr>
<td>Automotive</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>“Additional Insured”</td>
<td>Pierce County Library System shall be named as “Additional Insured”</td>
</tr>
</tbody>
</table>

§ 5.2 The Owner shall provide property insurance to cover the value of the Owner’s property, including any Work provided under this Agreement. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner’s property insurance.

§ 5.3 The Contractor shall obtain an endorsement to its general liability insurance policy to cover the Contractor’s obligations under Section 8.12.

§ 5.4 Each party shall provide certificates of insurance showing their respective coverages prior to commencement of the Work.

§ 5.5 Unless specifically precluded by the Owner’s property insurance policy, the Owner and Contractor waive all rights against (1) each other and any of their subcontractors, suppliers, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance or other insurance applicable to the Work.

ARTICLE 6 GENERAL PROVISIONS
§ 6.1 THE CONTRACT
The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

§ 6.2 THE WORK
The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment and services provided, or to be provided, by the Contractor to fulfill the Contractor’s obligations.

§ 6.3 INTENT
The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

§ 6.4 OWNERSHIP AND USE OF OWNER’S SPECIFICATIONS AND OTHER DOCUMENTS
Documents prepared by the Owner are instruments of the Owner’s service for use solely with respect to this Project. The Owner shall retain all common law, statutory and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and material or equipment suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner.

ARTICLE 7 OWNER
§ 7.1 INFORMATION AND SERVICES REQUIRED OF THE OWNER
§ 7.1.1 If requested by the Contractor, the Owner shall furnish all necessary surveys and a legal description of the site.

§ 7.1.2 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, the Owner shall obtain and pay for other necessary approvals, easements, assessments and charges.

[Copyright and disclaimer information]
§ 7.2 OWNER’S RIGHT TO STOP THE WORK
If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

§ 7.3 OWNER’S RIGHT TO CARRY OUT THE WORK
If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Contract Sum shall be adjusted to deduct the cost of correction from payments due the Contractor.

§ 7.4 OWNER’S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS
§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner’s own forces, and to award separate contracts in connection with other portions of the Project.

§ 7.4.2 The Contractor shall coordinate and cooperate with the Owner’s own forces and separate contractors employed by the Owner.

§ 7.4.3 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the party responsible therefor.

ARTICLE 8 CONTRACTOR
§ 8.1 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR
§ 8.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies or omissions discovered to the Owner.

§ 8.2 CONTRACTOR’S CONSTRUCTION SCHEDULE
The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner’s information a Contractor’s construction schedule for the Work.

§ 8.3 SUPERVISION AND CONSTRUCTION PROCEDURES
§ 8.3.1 The Contractor shall supervise and direct the Work, using the Contractor’s best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work.

§ 8.3.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Owner have made a timely and reasonable objection.

§ 8.4 LABOR AND MATERIALS
§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

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

§ 8.5 WARRANTY
The Contractor warrants to the Owner that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free
from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents.

§ 8.6 TAXES
The Contractor shall pay sales, consumer, use and similar taxes that are legally required when the Contract is executed.

§ 8.7 PERMITS, FEES AND NOTICES
§ 8.7.1 The Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work.

§ 8.7.1 is hereby modified and incorporated herein: Owner will pay for the general building permit and plan check fee and Contractor will pay for all other permit fees as applicable. Notwithstanding this modification, all other provisions of § 8.7.1 remain.

§ 8.7.2 The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the Owner in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules and regulations.

§ 8.8 SUBMITTALS
The Contractor shall promptly review, approve in writing and submit to the Owner Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents.

§ 8.9 USE OF SITE
The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents and the Owner.

§ 8.10 CUTTING AND PATCHING
The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 CLEANING UP
The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.

§ 8.12 INDEMNIFICATION
To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ARTICLE 9 OWNER AS ARCHITECT
§ 9.1 The Owner will provide administration of the Contract as described in the Contract Documents.

§ 9.2 The Owner will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work.

§ 9.3 The Owner will not have control over or charge of, and will not be responsible for, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor’s responsibility. The Owner will not be responsible for the Contractor’s failure to carry out the Work in accordance with the Contract Documents.
§ 9.4 Based on the Owner’s observations and evaluations of the Contractor’s Applications for Payment, the Owner will review and certify the amounts due the Contractor.

§ 9.5 The Owner has authority to reject Work that does not conform to the Contract Documents.

§ 9.6 The Owner will promptly review and approve or take appropriate action upon Contractor’s submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 9.7 The Owner will promptly interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request from either the Owner or Contractor.

§ 9.8 Interpretations and decisions of the Owner will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Owner will endeavor to secure faithful performance and will not be liable for results of interpretations or decisions rendered in good faith.

§ 9.9 The Owner’s duties, responsibilities and limits of authority as described in the Contract Documents shall not be changed without written consent of the Contractor. Consent shall not be unreasonably withheld.

ARTICLE 10 CHANGES IN THE WORK
§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly in writing. If the Owner and Contractor cannot agree to a change in the Contract Sum, the Owner shall pay the Contractor its actual cost plus reasonable overhead and profit.

§ 10.2 The Owner will have authority to order minor changes in the Work not involving changes in the Contract Sum or the Contract Time and not inconsistent with the intent of the Contract Documents. Such orders shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall carry out such orders promptly.

§ 10.3 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

ARTICLE 11 TIME
§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor’s control, the Contract Time shall be subject to equitable adjustment.

ARTICLE 12 PAYMENTS AND COMPLETION
§ 12.1 CONTRACT SUM
The Contract Sum stated in the Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 APPLICATIONS FOR PAYMENT
§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Owner an itemized Application for Payment for Work completed in accordance with the values stated in the Agreement. Such Application shall be supported by data substantiating the Contractor’s right to payment as the Owner may reasonably require. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for
Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor’s knowledge, information and belief, be free and clear of liens, claims, security interests or other encumbrances adverse to the Owner’s interests.

§ 12.3 CERTIFICATES FOR PAYMENT
The Owner will, within seven days after receipt of the Contractor’s Application for Payment, either issue a Certificate for Payment to the Contractor, for such amount as the Owner determines is properly due, or notify the Contractor in writing of the Owner’s reasons for withholding certification in whole or in part.

§ 12.4 PROGRESS PAYMENTS
§ 12.4.1 After the Owner has issued a Certificate for Payment, the Owner shall make payment in the manner provided in the Contract Documents.

§ 12.4.2 The Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 12.4.3 Owner shall not have responsibility for payments to a subcontractor or supplier.

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

§ 12.5 SUBSTANTIAL COMPLETION
§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 12.5.2 When the Work or designated portion thereof is substantially complete, the Owner will make an inspection to determine whether the Work is substantially complete. When the Owner determines that the Work is substantially complete the Owner shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish the responsibilities of the Owner and Contractor, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 12.6 FINAL COMPLETION AND FINAL PAYMENT
§ 12.6.1 Upon receipt of a final Application for Payment, the Owner will inspect the Work. When the Owner finds the Work acceptable and the Contract fully performed, the Owner will promptly issue a final Certificate for Payment.

§ 12.6.2 Final payment shall not become due until the Contractor submits to the Owner releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests or encumbrances arising out of the Contract.

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

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY
The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury or loss to employees on the Work, the Work and materials and equipment to be incorporated therein, and other property at the site or adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.
ARTICLE 14   CORRECTION OF WORK
§ 14.1 The Contractor shall promptly correct Work rejected by the Owner as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement and additional testing.

§ 14.2 In addition to the Contractor’s other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

ARTICLE 15   MISCELLANEOUS PROVISIONS
§ 15.1 ASSIGNMENT OF CONTRACT
Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 TESTS AND INSPECTIONS
§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Owner requires additional testing, the Contractor shall perform those tests.

§ 15.2.3 The Owner shall bear cost of tests, inspections or approvals that do not become requirements until after the Contract is executed.

§ 15.3 GOVERNING LAW
The Contract shall be governed by the law of the place where the Project is located.

ARTICLE 16   TERMINATION OF THE CONTRACT
§ 16.1 TERMINATION BY THE CONTRACTOR
If the Owner fails to certify payment as provided in Section 12.3 for a period of 30 days through no fault of the Contractor, or if the Owner fails to make payment as provided in Section 12.4.1 for a period of 30 days, the Contractor may, upon seven additional days’ written notice to the Owner, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

§ 16.2 TERMINATION BY THE OWNER FOR CAUSE
§ 16.2.1 The Owner may terminate the Contract if the Contractor
.1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
.2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;
.3 persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or
.4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor’s surety, if any, seven days’ written notice, terminate employment of the Contractor and may
.1 take possession of the site and of all materials thereon owned by the Contractor, and
.2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.
§ 16.3 TERMINATION BY THE OWNER FOR CONVENIENCE
The Owner may, at any time, terminate the Contract for the Owner’s convenience and without cause. The Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

ARTICLE 17 OTHER TERMS AND CONDITIONS
(Insert any other terms or conditions below.)

«Indemnification and Hold Harmless: The Contractor shall protect, defend, indemnify, and hold the Library, its agents, employees, officials harmless from, and shall process and defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter “claims”) brought against the Library arising out of or incident to the execution of, performance of, or failure to perform this contract; PROVIDED, however, that if such claims are caused by or as a result of the concurrent negligence of the Contractor, its agents, employees, and/or officers and the Library, its agents, employees, and/or officers, this paragraph shall be valid and enforceable only to the extent of negligence of the Contractor, its agents, employees, and/or officers; and PROVIDED/FURTHER that nothing in this paragraph shall require the Contractor to indemnify, hold harmless, or defend the Library, its agents, employees, and/or other persons from any claims caused by or resulting from the sole negligence of the Library, its agents, employees, and/or officers. The Contractor’s obligation under this paragraph shall include indemnification for made by the Contractor’s own employees or agents. For this purpose, the Contractor, by mutual negotiation, hereby waives, with respect to the Library only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Chapter 51 of the RCW. In the event the Library incurs any judgment, award, and or cost arising there from including attorney’s fees to enforce the provisions of this paragraph, and such fees, expenses, and costs shall be recoverable from the Contractor.

Supervision: The Contractor shall supervise and direct the work in relation to this contract, using the Contractor’s best skill and attention. The Contractor shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures, and for coordinating portions applicable to this contract. The Contractor shall enforce strict discipline and good order among the Contractor’s employees and other persons carrying out work in accordance to this contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them, according to the specifications contained herein.

Non-Discrimination and Workplace Safety: The Contractor agrees to abide by all federal, state, and local laws, rules and regulations prohibiting discrimination in employment and the controlling of workplace safety. The Contractor shall provide personal protective equipment as required by law. Any violations of applicable laws, rules or regulations may result in termination of this Contract.

Retainage: All laws related to retainage shall apply. RCW 60.28.11 requires public entities to retain a portion of payments on a maintenance contract. This contract requires retainage in the amount of 5.00% of all payments. The Contractor may choose to have it:

Retained in a fund managed by the Library; or
Deposited by the Library into an interest bearing account in a bank, mutual savings bank, or savings and loan association. Interest on moneys reserved by the Library under the provision of this contract shall be paid to the Contractor; or
Placed in escrow with a bank or trust company by the Library. When the moneys reserved are placed in escrow, the Library shall issue a check representing the sum of the moneys reserved payable to the bank or trust company and the Contractor jointly. This check shall be converted into bonds and securities chosen by the Contractor and approved by the Library and the bonds and securities shall be held in escrow. Interest on the bonds and securities shall be paid to the Contractor as the interest accrues.

In lieu of retainage, the Contractor may submit a retainage bond. If elected, retainage bond must be submitted within 30 days of contract signing; any retainage withheld shall then be paid immediately to Contractor.»
This Agreement entered into as of the day and year first written above.
(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)

«N/A»

OWNER (Signature)
«Clifford Jo», Finance & Business Director
«3005 112th Street E.
Tacoma, WA 98446-2215»
(Printed name, title and address)

CONTRACTOR (Signature)
«Contractor», Title
«Address»
(Printed name, title and address)
LICENSE NO.: JURISDICTION:
**Owner Supplemental Instructions**

<table>
<thead>
<tr>
<th>Project</th>
<th>ASI No.</th>
<th>01</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>Name</td>
<td>Date of Issuance</td>
</tr>
<tr>
<td>General Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State Zip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract time. Proceeding with Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract Time.

### Description

- Description

<table>
<thead>
<tr>
<th>Date</th>
<th>Issued By</th>
</tr>
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</table>

<table>
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<tr>
<th>Attachments</th>
<th></th>
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</table>
SECTION 01 11 00 – SUMMARY OF WORK

PART 1 - GENERAL

1.01 SUMMARY

A. Description of Work:
   1. Project Description - Work includes renovation of existing open office, including but not limited to: demolition of existing wall and floor finishes; salvaged doors and frames, and acoustic ceiling tile; and installation of interior partitions, casework, plumbing fixtures, and patching and painting of GWB.

B. Project Information:
   1. Project Identification; PCLS PAC Training Room.
   2. Project Location: 3005 112th St E, Tacoma, WA 98446.

C. Hazardous Materials Discovery: See Section 01 35 43.

1.02 WORK SEQUENCE

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

B. Cooperate with Owner’s vendors and subcontractors, and schedule 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, Paragraph 3.10.

1.03 COOPERATION AND COORDINATION

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

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

1.04 CONTRACTOR’S USE OF PREMISES

A. Contractor will have use of the premises for execution of the work as outlined within project limit lines. Refer to General Conditions, Paragraph 3.13, Use of Site.
   1. Building will be occupied during construction.
   2. Pierce County ordinances apply.

B. Coordinate use of premises under direction of Owner’s Representative.
   1. In particular, note restrictions and requirements by PCLS for noisy operations.
   2. Coordinate with Owner for work in adjacent tenant spaces.

C. Assume full responsibility for the protection and safekeeping of Products under this Contract, stored 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 during construction activities.
E. Assume full responsibility for the building in the area of construction prior to completion.

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

1.05 CONSTRUCTION STAGING AREA

A. Coordinate use of site with the Owner prior to utilization of area. Providing barriers is Contractor’s responsibility.

1.06 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 and submit to Owner 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 prior to start of work. Start of work constitutes acceptance of products and procedures specified.

1.07 OWNER-FURNISHED PRODUCTS

A. General: Certain items, designated on the Drawings by the abbreviations “FOIC,” “FOIO” and “NIC” often require blocking, backing and accessory items necessary to complete the installations. This blocking, backing and accessory items for complete installations are requirements of this project as further defined below.

B. Items designated by the Drawings by the abbreviations "FOIC" meaning "Furnished by Owner and Installed by Contractor," will be furnished by the Owner and installed by the Contractor.
   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. FOIC items include but are not necessarily limited to:
      a. Paper towel dispenser
      b. Soap dispenser

C. Items designated by the Drawings by the abbreviations "FOIO" meaning "Furnished by Owner and Installed by Owner," will be furnished by the Owner and installed by the Owner.
   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. Televisions
      b. Whiteboards
      c. Tack boards
      d. Refrigerator

1.08 MISCELLANEOUS

A. Items include, but are not limited to:
   1. Obtain and pay for use of additional storage or work areas needed for operations.
   2. Examination and Inspections: Follow requirements of General Conditions, subparagraphs 3.3.3 and 3.3.4.

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 11 00
SECTION 01 11 50 – 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 00 10 00 Instructions to Bidders

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 identification code usually appears at top left corner of each page.
   6. Section number and title appear at top right corner 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 Owner.”
   1. Where “or accepted” is used, Owner is sole judge of quality and suitability of proposed substitution or installation.

B. “For Owner’s acceptance” or “for Owner’s approval” means “for Owner’s review of intent of contract documents.”

C. "For approval" means “for Owner’s Project Manager’s approval.” In no case will "approval" by Owner be interpreted as a release of Contractor from responsibilities to fulfill requirements of the Contract Documents. Where the term “approval” is used, the Owner 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 Owner.

D. “Selected” means “as selected by Owner.” 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 Owner/Owner’s Project Manager.” However, no such implied meaning will be interpreted to extend Owner’s responsibility into Contractor’s area of construction supervision.

F. “As required” means:
   1. “as required to suitably complete the work to the Owner’s acceptance;”
   2. “as required by code;” and
   3. “at the direction of the Owner.”

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 Owner.”

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 SHKS Architects, 1050 North 38th Street, Seattle, WA 98103.

M. “Owner:” The term “Owner” may be used interchangeably with the terms “Owner’s Representative” and “Owner’s Project Manager.”

N. “Consultant:” Where the term “Consultant” is used, it means consultant to the Owner as listed in the Project Manual.

O. “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 Owner as listed in the Project Manual.
2. Consultant to the Contractor, retained by Contractor to perform services required by construction activities.

P. “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.

Q. “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.

R. “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.

S. Cutting and Patching: See Section 017129.

T. “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 Owner. 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 Owner for resolution and instruction.
The term “install” means entered permanently into project for intended use.

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

The term “remove” means completely and permanently removed from the Work.

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

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

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

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.

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

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

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.

“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.

“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.

“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.

“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.

“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. 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.

B. 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.

C. 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.

D. 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.”

E. 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.

F. 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.

G. 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.

H. Presence of Owner: Do not misconstrue presence of this person or any of 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 Owner 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. 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 3 - EXECUTION

Not Used.

END OF SECTION 01 11 50
SECTION 01 23 00 – BID ALTERNATES

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Administrative and procedural requirements governing Alternates.

B. Related Sections:
   1. Section 00 10 00 Instructions to Bidders
   2. Section 00 30 00 Form of Proposal
   3. Section 08 14 16 Flush Wood Doors & Hardware
   4. Section 08 34 74 Sound Control Door Assemblies

1.02 GENERAL

A. Each bidder shall state in their bid, in the spaces provided in the Form of Proposal:
   1. Their proposal for performing the work of the Base Bid.
   2. Alternate proposals, stating the sums to be added to or deducted from the Base Bid for items of work listed in this Section.

B. All bid prices shall include adjustments in the work of all trades as may be necessary.

C. Identification of Work listed below is general in nature. Provide materials an dissociated work necessary to complete the Work of each respective described Alternate.

D. The cost or credit for each Alternate is the net addition to or deduction from the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.

1.03 DEFINITIONS

A. The Base Bid includes all work indicated in the Contract Documents and any Addenda for building and site construction work, as designated and shown in the Contract Documents, EXCEPTING only the work included in the following Alternate Bids described in this Section which may result in changes to the costs.

B. An Additive Alternate is an amount proposed by bidders and stated on the Bid Form for certain work defined in the Contract Documents that may be added to the Base Bid amount if the Owner decides to accept a corresponding change in either the amount of construction to be completed, or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.

1.04 PROCEDURES

A. Modify or adjust affected adjacent work as necessary to completely and fully integrate the Alternate work into the Project.
   1. Include as part of each Alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.

B. Prior to the award of the Contract, notify each party involved, in writing, of the status of each Alternate. Indicate whether Alternates have been accepted, rejected, or deferred for later consideration.
C. Execute accepted Alternates under the same conditions as other work of this Contract.

D. A “Schedule of Alternates” is included at the end of this Section. Specification Sections referenced in the Schedule contain requirements for materials necessary to achieve work described under each alternate.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

3.01 SCHEDULE OF ALTERNATE BIDS

A. State the Amount to be added to or deducted from the Base Bid for the following Alternates:

1. Alternate #1, ADDITIVE ALTERNATE: Sound control door assembly.
   a. **Base Bid** includes:
      1) Salvage existing door and frame and reinstall, providing new acoustic gasket.
   b. **Additive Alternate Bid #1** includes:
      1) Removal of existing door and hollow metal frames and installation of sound control door assemblies as specified in Section 08 34 74 Sound Control Door Assemblies and as outlined in the drawings per A2.0.
      2) Remove portion of existing gypsum wall board at Recording Studio 123B, install acoustic batt insulation per 07 21 00, install gypsum wall board and paint as outlined in the drawings per AD1.0 and A2.0

END OF SECTION 01 29 10
SECTION 01 26 00 – 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 shall be confirmed with a no-cost change order except as noted in General Conditions/007000.

C. Related Sections:
1. Section 012910 - Applications for Payment
2. Section 013114 - Communications, Correspondence, and Request for Information

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 Owner for review and acceptance.

PART 3 - EXECUTION

3.01 OWNER’S SUPPLEMENTAL INSTRUCTIONS (OSI)

A. The Owner may issue written authorizations that interpret the Contract Documents, or order minor changes in the work without change in the Contract Sum or Contract Time, if agreed to by the Contractor.
1. Form: Owner’s standard form. See attachment to Section 008000
2. Contractor will assign a number for each Supplemental Instruction.
3. Changes/clarification by other consultants will be issued through the Owner.

3.02 PRELIMINARY INITIATIONS/CHANGES

A. Supplemental instructions or Construction Memos authorizing minor changes in the work, issued by the Owner.

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, Paragraph 3.10.
   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 to Contractor.
   2. Construction Change Authorization:
      a. Distribution of copies:
         1) One to Owner.
         2) One to Contractor.

END OF SECTION 01 26 00
SECTION 01 29 10 – 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

B. Related Sections:
   1. Section 012600 - Contract Modification Procedures
   2. Section 017700 - Closeout Procedures

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.

B. Continuation Sheets: Totally fill in scheduled component work items.

1.04 SUBMITTAL PROCEDURE

A. Submit Application for Payment in accordance with Contract and General Conditions.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 29 10
SECTION 01 29 73 – 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 Specification Divisions 2 through 14 and Electrical Divisions of the Project Manual, follow the Table of Contents for minimum listing of schedule of values. Identify each line item by number and title of each Specification Section. Complex line items may be required to be listed in component parts of the line item.

C. For Specification Divisions 0, as a minimum, include one (1) line item for each of the following: mobilization, General Conditions, bonds and insurance, ‘record’ drawings, demobilization, and project closeout.

1.02 REQUIREMENTS

A. One (1) week prior to submission of first Application and Certificate for Payment, submit schedule of values to Owner for review.

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

C. For each major subcontract, list products and operations of that subcontract as separate line items.

D. Coordinate listings with Progress Schedule.

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

1.03 SUBMITTAL

A. Submit two (2) copies of Schedule.

1.04 SUBSTANTIATING DATA

A. When Owner 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, Section 9.2.

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. Certificates of Insurance
2. Building and other Permit Copies
3. Schedule of Values
4. Progress Schedule
5. List of Sub-Contractor and Suppliers

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 29 73
SECTION 01 31 13 – PROJECT COORDINATION

PART 1 - GENERAL

1.01 SUMMARY

A. Coordination of Work of the Contract.

B. Related Sections:
   1. Section 011100 Summary of Work
   2. Section 013114 Communication, Correspondence, and Request for Information
   3. Section 013119 Project Meetings
   4. Section 013516 Alteration Project Procedures of Existing Building Conditions
   5. Section 016200 Substitutions and Product Options
   6. Section 017129 Cutting and Patching
   7. Section 017700 Closeout Procedures
   8. Section 024119 Selective Structure Demolition

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.
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.

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 whatever 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 Owner for instructions.

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.
a. 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:

1.04 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 electrical work which is indicated diagrammatically on Drawings. Follow routings shown for 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; furring, chases, and soffits are specifically not allowed.

1.07 CONSTRUCTION MOBILIZATION

A. Cooperate with the Owner in allocation of mobilization areas of site and for access, traffic, and parking facilities.

B. During construction, coordinate use of site and facilities through the Owner.

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

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, 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 01 31 13
SECTION 01 31 14 - 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 012600 Contract Modification Procedures
2. Section 013310 Submittal Procedures

1.03 GENERAL COMMUNICATION

A. Transmit all correspondence through the Owner’s Representative.

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 Owner.

1.04 CORRESPONDENCE

A. Address correspondence to the Owner’s Representative.

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

1.05 REQUEST FOR INFORMATION (RFI)

A. When field conditions or contract document contents require clarification or verification by the Owner’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 on site;
      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 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: Owner will endeavor to respond to RFI’s by due date requested by Contractor on form, but not later than within 5 working days.

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

1.06 BULLETINS, MEMOS, AND OSI

A. Owner may issue a “Bulletin”, “Memo”, or Supplemental Instructions describing a document clarification or field condition.

1. See Section 012600 for further description of Owner’s Supplemental Instructions.

1.07 FORMS

A. RFI:

1. Contractor’s standard RFI. Submit sample form to Owner for review and acceptance.

B. OSI: Owner’s standard form. See Section 008000

C. Other:

1. See Section 008000 for list of construction forms.

2. Or submit sample of Contractor’s standard form to Owner for review and acceptance.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 31 14
SECTION 01 31 19 – PROJECT MEETINGS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Preconstruction conference meetings
   2. Progress meetings

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 Owner may call for additional preconstruction conferences as applicable to the work being started.
   1. Meeting shall take place at PCLS Summit Library on or proximate to the site of construction.
   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; and
      c. Others, as appropriate.

B. Agenda:
   1. Owner’s Representative will discuss pertinent detail information paralleling Project Manual requirements such as:
      a. The Work.
         1) Discussion includes responsibilities and authority of Owner and/or Owner’s Representative; Contractor and Contractor’s designated personnel; and Inspection Agencies.
      b. Work sequence, phasing, and occupancy.
      c. Contractor’s use of the premises.
         1) Site mobilization issues.
         2) Noise and other interferences with neighboring properties.
         3) Environmental controls/daily clean-up.
      d. Survey and layout.
      e. Procedures and processing.
         1) Field decisions
         2) Proposal requests
         3) Submittals
         4) Change Orders
         5) Application for payment
         6) Other
      f. Special project procedures.
      g. Construction facilities, controls, and construction aids.
      h. Security procedures.
      i. Safety and first-aid procedures.
      j. Housekeeping Procedures.
      k. Other.
      l. Project Closeout:
1) Final cleaning.
2) Record documents and warranties.

m. Punchlist Completion:
   1) Owner has responsibility for accepting Work.
   2) Punchlist work shall be completed within the time stipulated by the Owner, but not more than 10 days beyond date of inspection.
   3) Partial retainage may be released for subcontractor completion of their punchlist work.
   4) Retainage for Contractor shall not be released until final completion of the punchlist.

n. Contractor will present and distribute information indicating:
   1) List of major subcontractors and suppliers.
   2) Tentative construction schedule.

C. Owner’s Representative 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 operations in adjacent buildings, noise, 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.
      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. Owner’s Representative 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: On site, unless otherwise notified.

D. Attendance:
   1. Contractor: Superintendent and Project Manager.
   2. Owner’s Representative 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 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, conflicts.
   4. Discuss problems impeding Construction Schedule.
   5. Review delivery schedules.
   6. Present corrective measures and procedures to regain projected schedule, as applicable.
   7. Revise Construction Schedule, as required.
   8. Review plans for progress for succeeding work period.
   9. Coordinate work.
  10. Review submittal schedules.
  12. Review proposed changes for:
      a. effect on Progress Schedule and on completion date;
      b. effect on any other Contracts on the Project.
  13. Review required revisions to Project Record Documents.
  14. Review project safety.
  15. Status of Payments; Upcoming Application for Payment.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 31 19
SECTION 01 32 15 – CONSTRUCTION SCHEDULE

PART 1 - GENERAL

1.01 SUMMARY

A. Prepare Preliminary Schedule, the Construction Schedule, Short Interval Schedules, monthly updates and changes according to General Conditions/007000.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 32 15
SECTION 01 33 10 – 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 Section 013215.
      b. Shop drawings, Product data, and Samples
   2. Miscellaneous submittals, including but not limited to:
      a. Submittals prior to start of construction.
      b. Proposed products list.
      c. Manufacturers’ installation instructions.
      d. Project closeout submittals other than those described in Sections 017700 and 017835.
   3. Designate in Construction Schedule the dates for submission and submittal review.
      a. For Owner’s review, allow 4 working days.
      b. In addition, allow Owner an additional 2 normal working days for handling and forwarding.
      c. Allow an additional 3 days for submittals which deviate from Contract Documents.

B. Related Sections:
   1. Section 012600 - Contract Modification Procedures: Submit data in required form
   2. Section 012910 - Application for Payment: Submit data in required forms
   3. Section 013113 - Project Coordination: Coordination of Submittals;
   4. Section 013119 - Project meetings: Minutes
   5. Section 013114 - Communication, Correspondence, and Request for Information
   6. Section 016100 - Basic Product Requirements: Purchase orders and documentation for long lead time items, as applicable
   7. Section 016200 - Substitutions and Product Options: Substitution Request form
   8. Section 017129 - Cutting and Patching: Requirements as specified
   9. Section 017835 - Warranties and Bonds
   10. Various Sections, Division 2 through 33: As required and specified

1.02 GENERAL

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

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 CONSTRUCTION

A. Submit to Owner
   1. List of subcontractors and material suppliers.
   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 Documents.

2.03 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:
   1. Certificate of Approval from appropriate Fire Marshal.
   2. Certificate of Code Compliance from appropriate Electrical Inspector.

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 construction or erection procedures require design 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 Owner 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 variations.
5. The review of drawings by the Owner or Owner’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, and deliver to Owner at business address. 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 Owner 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 Owner 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 Owner’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 Owner’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 OWNER’S REVIEW

A. 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 Owner.

1. Show and describe variations from the contract requirements in writing, and submit for approval in conformance with requirements of Section 016200.

END OF SECTION 01 33 10
SECTION 01 35 16 - ALTERATION PROJECT PROCEDURES OF EXISTING BUILDING CONDITIONS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Coordinate work of trades and schedule elements of repair and alteration work by procedures and methods to expedite completion of the work.
      a. See Drawings for existing items to be altered.
   2. In addition to demolition specified in Section 024119, Selective Structure Demolition, and that specifically shown on the Drawings, cut, move, or remove items necessary to provide access or to allow alterations and new work to proceed. Include such items as:
      a. Removal of abandoned items and items serving no useful purpose, such as abandoned piping, conduit and wiring, and miscellaneous brackets, hardware and the like.
      b. Removal of unsuitable or extraneous materials such as abandoned furnishings and equipment, and debris such as rotted wood, rusted metals and deteriorated concrete.
      c. Cleaning of surfaces, and removal of surface finishes as needed to install new work and finishes.
      d. Repair or removal of hazardous or unsanitary conditions.
   3. Do not cut existing structural elements without Owner’s review.

B. Related Sections:
   1. Section 015700 - Temporary Controls
   2. Section 017129 - Cutting and Patching
   3. Section 017423 - Cleaning
   4. Section 024119 - Selective Structure Demolition

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:

   FMG       FM Global Property Loss Prevention Data Sheet 1-0, Safeguards During Construction, Alteration and Demolition

1.03 DEFINITIONS

A. The following definitions and requirements apply to work of this Section:
   1. Remove: Remove and legally dispose of items except those indicated to be reinstalled, salvaged, or to remain the Owner’s property.
   2. Remove and Salvage: Items indicated to be removed and salvaged remain the Owner’s property. Remove, clean, and pack or crate items to protect against damage. Identify contents of containers and deliver to Owner’s designated storage area.
   3. Remove and Reinstall: Remove items indicated; clean, service, and otherwise prepare them for reuse; store and protect against damage. Reinstall items in the same locations or in locations indicated.
4. Existing to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by the Owner, items may be removed to a suitable, protected storage location during selective demolition and then cleaned and reinstalled in their original locations.

1.04 SEQUENCE AND SCHEDULES

A. Schedule Work in sequence and within times specified. Show:
   1. Each stage of work, and dates of occupancy of areas.
   2. Date of Substantial Completion for each area of alterations work, as appropriate.
   3. Trades and subcontractors employed in each stage.

1.05 ALTERATIONS, CUTTING, AND PROTECTION

A. Trade Qualifications:
   1. To be “Specialist” as defined in Section 011150 and following:
   2. Moving, removing, cutting and patching is required to be performed by those who are:
      a. qualified to perform the work in a manner to cause least damage to each type of work, and:
      b. qualified to provide means of returning surfaces to appearance of new work.

B. Perform cutting and removals to remove minimum work necessary. Perform in manner to avoid damaging adjacent work.
   1. Cut finish surfaces such as tile and metals by methods to terminate surfaces in a straight line at a natural point of division. Do not overcut corners.

C. Perform cutting and patching in accordance with Section 017129.

D. Protect and prevent damage to existing finishes, equipment, and adjacent work indicated to remain.
   1. Protect existing and new work from weather and extremes of temperature.
      a. Maintain existing interior work above 60°F.
      b. Provide weather protection, waterproofing, heat and humidity control as needed to prevent damage to remaining existing work and to new work.
   2. Provide temporary shoring and supports.

E. Provide temporary enclosures, as required, to provide weather protection and to separate work areas from the areas of existing buildings occupied by Owner. Do not allow debris and dust or fumes to be drawn into operating HVAC systems.

PART 2 - PRODUCTS

2.01 SALVAGED MATERIALS

A. Salvage only items that are noted in Contract Documents and/or tagged by the Owner. All other existing construction in demolition areas to be removed by Contractor and recycled or legally disposed of at Contractor’s expense.
   1. Store salvaged items in a dry, secure place on site, or deliver to Owner as directed.
   2. Do not incorporate salvaged or used material in new construction except with prior permission of Owner or as specifically noted.
   3. Salvaged items to be re-used shall be cleaned and refinished as appropriate before reinstallation.
2.02 PRODUCTS FOR PATCHING, EXTENDING, AND MATCHING

A. General:
   1. Provide same products or types of construction as that in existing structure, as needed to patch, extend or match existing work, unless other materials are specified or accepted.
      a. Generally Contract Documents will not define products or standards of workmanship present in existing construction. Determine products and workmanship by inspection and any necessary testing. Use existing as a sample of comparison.
   2. Perform patching, extending, or matching as necessary to make Work complete and consistent with identical standards of quality.

PART 3 - EXECUTION

3.01 PERFORMANCE

A. Conform to requirements in FMG Property Loss Prevention Data Sheet 1-0.

B. Provide cutting per Section 017129.

C. Patch and extend existing work using skilled mechanics capable of matching existing quality of workmanship. Quality of patched or extended work is required to be not less than that specified for new work.

D. Where installation of mechanical, electrical, and structural systems requires opening of some existing walls, ceilings, or floor cavities, repair these openings to match existing, except where noted otherwise. Fill holes and voids in floors, walls and ceilings which result from installation of work, and removal of existing materials and equipment required by this contract. If required by code, use UL-approved fire-stopping materials to seal openings in fire-rated construction. Maintain required level of separation at all times. Patched areas shall match the materials, finishes, and levels adjacent; or shall be put in the proper condition to receive the finish indicated.

E. Unscheduled openings for new work that penetrate existing structure shall be coordinated with Owner prior to commencing the work.
   1. See Drawings.
   2. Maintain continuity and integrity of fire separation at all times.
   3. Any opening over 2” in diameter shall be reviewed and accepted by Owner.
   4. Through concrete slabs or walls, or masonry walls, round holes shall be core drilled with a diamond drill, and rectangular openings shall be cut with a diamond saw. In no case shall any structural member be cut. Keep overcutting to a minimum. Maintain continuity and integrity of fire separation at all times. Grout around conduits passing through concrete walls and floors and masonry walls. Make patches to match adjacent, existing work. Install patches in neat workmanlike manner and in accordance with Article 3.04 below.

F. Also see Section 017129 for requirements for cutting and patching.
3.02 ADJUSTMENTS

A. Where partitions are removed, patch floors, walls, and ceilings with finish materials matching existing.
   1. Where extreme change in plane of 2” or more occurs, request Owner’s instructions for transition method required.

3.03 DAMAGED SURFACES

A. Patch and replace with matching material portions of existing finished surfaces found to be damaged, lifted, discolored, or showing other imperfections.
   1. Provide adequate support of substrate prior to patching the finish.
   2. Refinish patched portions of painted or coated surfaces; produce uniform color and texture over entire surface.
   3. When existing surface finish cannot be matched, refinish entire surface to nearest intersections.

3.04 TRANSITION FROM EXISTING TO NEW WORK

A. When new work abuts or finishes flush with existing work, make smooth and workmanlike transitions. Patched work is required to match existing adjacent work in texture and appearance. Patch or transition is required to be invisible at 10’.
   1. When finished surfaces are cut in such a way that a smooth transition with new work is not possible, terminate existing surfaces neatly along straight lines at natural division lines, and provide trim appropriate to finished surface as accepted by Owner.

3.05 CLEANING

A. Perform periodic cleaning. Provide final cleaning as specified in Section 017423.

B. At completion of work of each trade, clean area and make surfaces ready for work of successive trades.

C. At completion of alterations work in each area, provide final cleaning and return space to a condition suitable for use by Owner.

END OF SECTION 01 35 16
SECTION 01 35 43 – HAZARDOUS MATERIALS DISCOVERY

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes but is not limited to following:
   1. Procedure in the event unknown hazardous materials are encountered:
      a. Immediately stop work and seal off the area.
      b. Immediately report discovery to Owner.

B. Related Sections:
   1. Section 017129 Cutting and Patching
   2. Section 024119 Selective Structure Demolition

1.02 OWNER RESPONSIBILITY

A. The Owner will remove from the construction area containers of toxic or hazardous chemicals or materials prior to construction activities commencing. Should there be any known hazardous materials left in the construction area, the Contractor will be informed by the Owner.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

3.01 PROCEDURE

A. If materials suspected of being hazardous are encountered at the project site, suspend work and notify the Owner’s Representative.
   1. Upon notification from the Contractor, the Owner will engage the services of an independent hazardous materials abatement contractor to identify and remove hazardous materials.
   2. Upon notice of completion of the hazardous materials abatement work, the Contractor shall resume work.

END OF SECTION 01 35 43
SECTION 01 41 00 – 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 007300 Supplemental Conditions.
   2. 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
   Owner written notice of observed contract document variations from legal requirements.

B. Compliance requirements include, but are not limited to following:
   2. 2015 International Fire Code.
   3. 2015 Washington State Energy Code (WSEC)
   4. Accessibility:
         Alternate.
      b. US Department of Justice, Americans with Disabilities Architectural Guidelines
         (ADAAGs), 2002 edition.
      c. SBC.
   5. National Fire Protection Association (NFPA) Codes including, but not limited to the
      following:
   6. State of Washington, WAC Chapter 296-24, General Safety and Health Standards,
      Washington Industrial Safety and Health Act (WISHA).
   7. State of Washington, WAC Chapter 296-305-06501, Safety Standards for Fire
      Fighters.
   8. Rules and Regulations of the State Board of Health.
   9. Department of Labor and Industries (L&I) Regulations: Hazard Communication
   10. State of Washington, WAC Chapter 51-13, Ventilation and Indoor Air Quality,
   11. Mechanical Work:
a. 2009 International Mechanical Code, 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).


12. Electrical Work:
   a. Underwriters’ Laboratories (UL).
   b. National Electrical Manufacturers’ Association (NEMA).
   c. 2005 NFPA 70, National Electrical Code (NEC)
   e. State Electrical Construction Code (from L&I).

13. 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).

14. Pierce County Code

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

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**PART 2 - PRODUCTS**

Not Used.

**PART 3 - EXECUTION**

Not Used.

**END OF SECTION 01 41 00**
SECTION 01 43 00 – QUALITY REQUIREMENTS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Quality Assurance - Control of Installation.
   2. Tolerances.
   3. Manufacturer’s Certificates.

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 Owner before proceeding.

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

1.04 MANUFACTURERS’ INSTRUCTIONS

A. Refer to Sections 013310 and 016100.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 43 00
SECTION 01 51 00 – TEMPORARY UTILITIES AND FACILITIES

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Coordinate utility shutdowns with Owner.
   2. Parking.
   3. Staging and laydown area.
   4. Deliveries.

B. Related Sections:
   1. Section 015400 - Construction Aids
   2. Section 015700 - Temporary Controls
   3. 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(R1998) Requirements for Demolition Safety
   ANSI A10.8-01  Safety Requirements for Scaffolding
   ANSI A10.10-90(R1998) Safety Requirements for Temporary and Portable Space Heating Devices and Equipment
   ANSI A10.11-89(R1998) Safety Requirements for Safety Nets
   ANSI A10.18-96  Safety Requirements for Temporary Floors, Hole, Wall Openings, Stairways and Other Unprotected Edges in Construction and Demolition Operations
   ANSI A10.22-90(R1998) Safety Requirements for Rope-Guided and Nonguided Worker’s Hoists
   NFPA 241-2000  Safeguarding Construction, Alteration, and Demolition Operations

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 power, ventilation and heat. 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. Continuity of equipment and utility services to and within a building shall be reasonably maintained at all times. Equipment or utility shutdowns required to facilitate construction work shall be accomplished in accordance with the following requirements:

1. Submit a schedule of equipment and utility shutdowns within four (4) days after the notice to proceed.

2. Confirm all requests for equipment and utility shutdowns to the Owner not less than twenty-four (24) hours prior to the proposed date or as mutually agreed upon with Owner. Include as a minimum the following information:
   a. Equipment or utility services affected.
   b. Reason shutdown is required.
   c. Work to be accomplished during the shutdown.
   d. Proposed date and time.
   e. Duration of the shutdown.

3. The actual time and date of all shutdowns will be subject to approval by the Owner. No shutdowns can proceed without an Owner’s written approval. Shutdowns normally will be scheduled for nights and weekends or other low intensity use periods.

4. The duration of all shutdowns shall be held to a reasonable minimum as determined by the Owner.

5. Materials and equipment required for the work to be accomplished during shutdown shall be complete and available on the job for review by the Owner three days prior to the shutdown, if requested. If the Contractor is not adequately prepared, the shutdown will be canceled and rescheduled.

6. Owner will inspect the installation prior to restarting and will not restart if an unsafe condition exists. In the event the Contractor’s work is not completed during the time scheduled for the shutdown, the Owner may elect to restart the equipment or utility service. In that event, an additional shutdown requirement shall be rescheduled in accordance with the preceding requirement. Restarting shall not be construed as acceptance of the work as complete.
D. Include in the bid all costs associated with equipment and utility shutdowns. Owner will make no extra payment for overtime work, schedule changes or failure to complete utility connections within authorized shutdown periods.

2.02 TEMPORARY ELECTRICITY AND LIGHTING

A. Provide adequate artificial lighting for:
1. Work areas where natural light is not adequate for work

B. Electrical Power: The owner will allow the Contractor to use the building power system for temporary construction power as reasonably available, at no cost to the Contractor.
   1. Electrical power shall not be used for heating or drying. Electrical power shall be limited to lighting, power tools and light duty equipment only.

C. Lighting: Provide general illumination of work area for all trades.

D. Water: For construction purposes will be furnished by the Owner.

E. Toilet Facilities: Owner’s toilet facility may be used, provided they are maintained in a clean condition, as approved by the Owner.

F. Telephone: The superintendent shall carry a cellular phone connected to a local service provider.

2.03 TEMPORARY HEAT AND VENTILATION

A. Provide temporary heat and ventilation as necessary 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 as necessary 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.

2.04 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.*

2.05 PARKING

A. Parking is available to the Contractor on site.

2.06 STAGING, LAYDOWN, DELIVERIES

A. Staging, laydown, and deliveries as indicated on Drawings. Contractor to provide temporary security fencing, as necessary. Contractor is not to block driveways serving site.

PART 3 - EXECUTION

3.01 GENERAL

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

3.02 REMOVAL

A. Completely remove temporary materials and equipment when no longer required.
   1. Remove temporary equipment, facilities, and materials prior to Final Application for Payment inspection.
   2. Clean and repair damages caused by temporary installations and use of temporary facilities.
   3. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.
   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.

END OF SECTION 01 51 00
SECTION 01 54 00 – CONSTRUCTION AIDS

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:
   1. Furnishing, installing, maintaining, and eventually removing required construction aids, unless otherwise specified.

B. Related Sections:
   1. Section 015700 - Temporary Controls

1.02 QUALITY ASSURANCE

A. Comply with requirements of federal, state, county, city, and other local codes and regulations.

PART 2 - PRODUCTS

2.01 MATERIALS

A. Materials may be new or used.
   1. Materials are to be suitable for intended purposes.
   2. Materials are to be in conformance with all governing codes, ordinances, and Standards.

2.02 CONSTRUCTION AIDS

A. Provide construction aids, equipment and operating personnel as required to facilitate execution of work.
   1. Include dust barriers, security fencing, scaffolds, staging, ladders, stairs, ramps, runways, platforms, railings, hoists, chutes, protective enclosures, and other such facilities and equipment.

B. Maintain facilities and equipment in a first-class condition.

C. No additional charges will be allowed for construction aids already on site on change orders.

2.03 TEMPORARY ENCLOSURES

A. Provide protective enclosures as required or indicated, to prevent migration of dust and debris into adjacent occupied work areas. Construct protective enclosures to be removable to facilitate work and handling of materials.

PART 3 - EXECUTION

3.01 PREPARATION

A. Consult with Owner. Review site conditions and factors affecting construction procedures and construction aids, including adjacent properties and public facilities affected by execution of work.
3.02 INSTALLATION

A. Install in accordance with “Quality Assurance” provisions, and manufacturer’s directions for conditions of installation.

B. Relocate construction aids as required by:
   1. construction progress;
   2. storage requirements;
   3. accommodation of Owner or any other contractors employed at site.

3.03 REMOVAL

A. Completely remove temporary materials, equipment, and services when construction needs can be met by use of permanent construction, or at Project completion (including but not limited to scaffolds, staging, ladders, stairs, ramps, runways, platforms, railings, hoists, chutes, protective enclosures and other such facilities and equipment).

B. Clean and repair damage caused by installations, or by use of temporary facilities.

C. Restore permanent facilities used for temporary purposes to specified, or to original condition.

END OF SECTION 01 54 00
SECTION 01 57 00 – 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 project site conditions and related areas under your management. Remove physical evidence of temporary control facilities at completion of Work.
3. Protect adjacent areas outside of project zone.
4. Coordinate with project phasing.
5. Include control provisions for:
   a. Dust
   b. Water
   c. Debris: Disposal management requirements are specified in Section 017419.
   d. Pollution
   e. Protection of work
   f. Noise
   g. Fumes (i.e., paints and coatings, exhausts)
   h. Others, as required
6. 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 015400 - Construction Aids
4. Section 015719 - Environmental Controls
5. Section 017129 - Cutting and Patching
6. Section 017423 - 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. Install and maintain dust proof enclosures to separate the work from occupied areas or equipment sensitive to dust, including but not limited to computer equipment. Protect unaltered areas of the existing building from dust and debris for duration of construction.
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 surface water and underground water. Prevent damage to Project, site, and adjoining areas.

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

C. 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 liquids.

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 systems.

1.06 PROTECTION OF INSTALLED WORK

A. Provide temporary protection measures for existing windows, and other items as required in adjacent existing facilities during demolition and new construction activities associated with project.

B. Provide temporary protection for installed products. Control traffic in immediate area to minimize damage.

1.07 REMOVAL

A. Remove temporary materials, equipment, services, and construction when Owner 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 01 57 19 – 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 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. Comply with local standards and regulations, as applicable.

1.04 NOISE POLLUTION

A. Maintain the level of construction noise inside buildings and/or rooms from exceeding a dB-A 55 rating (with windows closed) during all occupied hours. Contractor shall meet this criterion by erecting barriers between equipment or job and such interior areas or by providing equipment noise attenuators.

B. General: Electrically driven is preferred in place of gas or diesel powered machinery. If noise levels on any gear cannot reasonably be brought down to criteria, either that gear will not be allowed on the job or use times will have to be scheduled subject to approval of the Owner. Conformance to this specification shall be included in the contract price and no compensation will be allowed for special equipment, overtime, etc. that may be required.

C. Outdoor Vehicle and Internal Combustion Engine Noise: The noise level of each piece of equipment shall not be greater than 86 dB-A 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.

D. Air Compressors: Equip air compressors with silencing packages. Electric driven are
preferred.

E. Jack Hammers and Roto Hammers: May be used if permitted by the Owner. Use core
drilling or saw cutting equipment. Time of use is subject to approval by Owner.

F. Arc Welders: No arc welders are to be connected to PCLS PAC utilities, unless approved
by the Owner. Provide separate gas generators for arc welders.

G. Limited Hours of Use Within Buildings: Within occupied facilities noise producing
equipment used is subject to approval of the Owner and will be, in general, allowed only
before 7:00 a.m. and after 6:00 p.m. Specific scheduling is required, with advance notice
as specified by Owner.

H. 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.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 57 19
SECTION 01 61 00 – 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 Owner.
      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 Owner with reasonable promptness after receipt of Notice to Proceed for such items. Forward copies of acknowledgment, production, and shipping schedules to Owner 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 011150 - Intent and Definitions of Language Used in this Manual
   2. Section 013310 - Submittal Procedures
   3. 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 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 Owner 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. Coordinate on-site storage with 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 Owner’s satisfaction and as required for acceptance.

END OF SECTION 01 61 00
SECTION 01 62 00 – SUBSTITUTIONS AND PRODUCT OPTIONS

PART 1 - GENERAL

1.01 SUMMARYS

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 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.

B. Substitution Requests Prior to Bid Opening: As required, submit written substitution requests (on form provided) to Owner.
   1. 1 copy of Submittal and Form.
   2. Time/submitted in order to be received in Owner’s office: Not later than 4 calendar days prior to bid opening. Request received after this date will not be considered.
   3. Submittals received with incorrect form or incomplete information may be rejected.

C. After Contract date, Owner 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 5 days after Notice to Proceed.
   2. Allow not less than 3 days for Owner’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 Owner: 1 copy/each form.
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 Owner) the Contractor has included in his/her cost data a credit to the Owner of the amount necessary for the Owner 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

PROJECT NAME: PIERCE COUNTY LIBRARY SYSTEM - SUMMIT LIBRARY RESTROOM IMPROVEMENTS
Summit, Washington

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. The Undersigned agrees to pay for changes to the building design and Owner’s review time, including engineering and detailing costs caused by the requested substitution.

B. What affect does substitution have on other trades, other Contracts, and Contract completion date?:

C. What affect does substitution have on applicable code requirements?:

D. Difference between proposed substitution and specified item?:

E. Manufacturer’s guarantees of the proposed and specified items are:

   ______ Same ___________________________ Different (explain)

F. List of names and addresses of 3 similar projects on which product was used, date of installation, and Owner’s name and address:

   1. 

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2. 

3. 

G. 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 Owner:

Accepted Accepted as Noted

Not Accepted Received Too Late

By Date

Remarks

END OF FORM

END OF SECTION 01 62 00
SECTION 01 71 29 – CUTTING AND PATCHING

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Provide cutting, fitting, and patching required to complete the Work, and to:
      a. make its several parts fit together properly;
      b. join new Work to existing work;
      c. uncover portions of the Work to provide for installation of any ill-timed work;
      d. remove and replace defective work;
      e. remove and replace work not conforming to requirements of Contract Documents;
      f. remove samples of installed work as specified for testing;
      g. 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 016100 - Product Requirements
   2. Section 024119 - Selective Structure Demolition
   3. Individual Specification Sections: Cutting and patching, incidental to work of those Sections.

1.02 SUBMITTALS

A. Submit in accordance with Sections 013310, Submittal Procedures:
   1. Submit written request to Owner at least 7 days in advance of executing any cutting and alteration affecting:
      a. the work of the Owner or any separate contractor;
      b. structural value or integrity of any element of Project;
      c. integrity or effectiveness of moisture-resistant elements or systems;
      d. efficiency, operational life, maintenance, or safety of operational elements; and
      e. visual qualities of sight-exposed elements.
   2. Include with Request:
      a. project identification;
      b. description of affected work and products to be used;
      c. necessity for cutting or excavating;
      d. effect on work of Owner or any separate contractor, or on structural or weatherproof integrity of Project; and:
      e. Description of proposed work designating extent of cutting, patching, or alteration. Include the following:
         1) name trades to be executing the Work;
         2) products proposed to be used;
         3) extent of refinishing to be done;
         4) alternatives to cutting and patching;
         5) cost proposal (when applicable); and
         6) written permission of any separate contractor whose work will be affected.
            7) List of utilities that will be disturbed or otherwise affected by Work. Indicate duration of disruption.
3. Should work conditions or schedule indicate change of products from original installation, submit substitution request as specified in Section 016200.
4. Submit written notice to Owner designating date and time work will be uncovered.

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 existing conditions of Project. 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 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.

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. Provide proper surfaces to receive repairs.

B. Uncover work to install improperly sequenced work.

C. Remove and replace defective or non-conforming work.

D. Remove samples of installed work for testing when requested.

E. Provide openings in the work for penetration of mechanical and electrical work.

F. Employ a “Specialist” as defined in Section 011150 to perform cutting and patching for:
   1. sight-exposed finished surfaces; and
   2. Employ original installer to perform cutting and patching of newly installed materials.

G. Execute fitting and adjustment of products to provide finished installations complying with specified products, functions, tolerances, and finishes.
H. Restore work cut or removed. Install new products as required to complete work in accordance with Contract Documents.

I. 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. 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 air tight 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 01 71 29
SECTION 01 74 23 - CLEANING

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Cleaning During Construction
      a. Maintain interior and contractor-controlled 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 011150 - Intent and Definitions of Language Used in this Manual: First-Class definition
   2. Section 015719 - Environmental Controls
   3. 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:
   2. List of 5 largest completed projects with names and phone numbers of contractors and owners.

1.03 QUALITY ASSURANCE

A. Requirements of Regulatory Agencies: See Sections 014100 and 015719 for referenced codes, ordinances and the like.

B. Pre-Cleaning Conference shall be held with the Contractor, Owner’s Representative, Cleaning Contractor’s Project Manager and Foreman, and others as applicable to discuss cleaning practices and standards applicable to this project.
   1. See Pre-Installation Conferences, Section 013119, for further details.

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 CONSTRUCTION - GENERAL REQUIREMENTS

1. Execute periodic cleaning. Keep work, site, and adjacent properties 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. Restore reflective surfaces to original reflective conditions.

3. Clean light fixtures and lamps so as to function with full efficiency.

4. 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.
5. Clean surfaces of mechanical and electrical equipment. Include vertical and horizontal surfaces, pipes, ducts, conduits, and the like.
6. Vacuum carpet and remove stains as required.
7. 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 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.
8. 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.

B. Removal of Protection: Except as otherwise indicated or requested by Owner, 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 01 74 23
SECTION 01 77 00 – 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 017423 - Cleaning
   3. Section 017835 - Warranties and Bonds
   4. Closeout Submittals Required of Trades/respective Specifications Sections

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01 77 00
SECTION 01 78 35 – WARRANTIES AND BONDS

PART 1 - GENERAL

1.01 SUMMARY

A. Section includes:
   1. Compiling specified certificates, warranties, any bonds, and the like.
   2. 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 017700 - Contract Closeout
   2. Other - Each respective Section as required.

1.02 SUBMITTALS

A. Submit in accordance with Sections 013310, Submittal Procedures:
   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.

1.03 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 017835.
   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. Address them to Owner.
   2. Submit to Owner on Contractor’s letterhead before final payment and acceptance of
      work by Owner.
   3. 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
   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.

1.06 WARRANTY
   A. Warranty for entire project is 1 year, except where extended for portions of the work as indicated in Contract Documents. No portion of the work will be guaranteed for less than this 1 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 01 78 35
SECTION 02 41 19 - SELECTIVE STRUCTURE DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Demolition and removal of interior finishes and fixtures, but not limited to:
      a. portions of existing carpet floor, and base
      b. portions of existing concrete slab on grade
      c. portions of existing gypsum wall board
      d. existing interior partitions
      e. existing ceiling grid
      f. existing mechanical diffusers and grilles
      g. associated components as required to perform work of this contract.
   2. Patching and repairs to match existing.
   3. Salvage interior accessories, electrical components, and hardware for reinstallation, including but not limited to:
      a. doors, frames, and hardware
      b. windows
      c. light fixtures
      d. acoustic ceiling tiles

B. Related Requirements:
   1. Section 01 35 16 Alteration Project Procedures
   2. Section 01 35 43 Hazardous Materials Discovery
   3. Section 01 41 00 Regulatory Requirements
   4. Section 01 51 00 Temporary Utilities and Facilities
   5. Section 01 57 00 Temporary Controls
   6. Section 01 71 29 Cutting and Patching
   7. Section 06 10 00 Rough Carpentry

1.2 DEFINITIONS

A. Remove: Detach items from existing construction and legally dispose of them off-site unless indicated to be removed and salvaged or removed and reinstalled.

B. Salvage: Carefully detach from existing construction, in a manner to prevent damage, and deliver to Owner.

C. Salvage and Reinstall: Detach items from existing construction, prepare for reuse, and reinstall where indicated.

D. Existing to Remain: Existing items of construction that are not to be permanently removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.
1.3 MATERIALS OWNERSHIP
   A. Unless otherwise indicated, demolition waste becomes property of Contractor.

1.4 FIELD CONDITIONS
   A. Areas immediately adjacent to work area will remained occupied throughout construction. Conduct selective demolition so other occupants' operations will not be disrupted.
   B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
   C. Notify Owner of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
   D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
      1. Hazardous materials will be removed by Owner before start of the Work.
      2. If suspected hazardous materials are encountered, do not disturb; immediately notify Owner. Hazardous materials will be removed by Owner under a separate contract.
   E. Storage or sale of removed items or materials on-site is not permitted.
   F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
      1. Maintain fire-protection facilities in service during selective demolition operations.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS
   A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
   B. Standards: Comply with ANSI/ASSE A10.6 and NFPA 241.

PART 3 - EXECUTION

3.1 EXAMINATION
   A. Verify that utilities have been disconnected and capped before starting selective demolition operations if/as necessary.
   B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
C. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to Owner.

3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.
   1. Comply with requirements for existing services/systems interruptions specified in Division 01 Section "Summary of Work."

B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off indicated utility services and mechanical/electrical systems serving areas to be selectively demolished.
   1. Contractor will provide 24-hour advance notice to Owner prior to shutting off services/systems.
   2. Arrange to shut off indicated utilities with utility companies.
   3. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
   4. Disconnect, demolish, and remove plumbing systems, equipment, and components indicated to be removed.
      a. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
      b. Piping to Be Abandoned in Place: Drain piping and cap or plug piping with same or compatible piping material.
      c. Equipment to Be Removed: Disconnect and cap services and remove equipment.
      d. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
      e. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.
      f. Ducts to Be Removed: Remove portion of ducts indicated to be removed and plug remaining ducts with same or compatible ductwork material.
      g. Ducts to Be Abandoned in Place: Cap or plug ducts with same or compatible ductwork material.

3.3 PREPARATION

A. Temporary Facilities: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent areas of the building.
   1. Provide protection to ensure safe passage of people around selective demolition area.
   2. Protect walls, ceilings, floors and other existing finish work that are to remain or that are exposed during selective demolition operations.
   3. Comply with requirements for temporary enclosures, dust control, heating, and cooling specified in Division 01 Section "Temporary Utilities and Facilities."
3.4 SELECTIVE DEMOLITION, GENERAL

A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:

1. Proceed with selective demolition systematically, from higher to lower level.
2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping, to minimize disturbance of adjacent surfaces. Temporarily cover openings to remain.
3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain fire watch and portable fire-suppression devices during flame-cutting operations.
5. Maintain adequate ventilation when using cutting torches.
6. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
7. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
8. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
9. Dispose of demolished items and materials promptly.

B. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition.

C. Existing Items to be Salvaged and Reinstalled: Remove items identified for reinstallation and store as directed. Carefully document existing installation methods to ensure that revised items will be reinstalled in proper fashion.

3.5 DISPOSAL OF DEMOLISHED MATERIALS

A. General: Except for items or materials indicated to be recycled, reused, salvaged, reinstalled, or otherwise indicated to remain Owner’s property, remove demolished materials from Project site and legally dispose of them in accordance with EPA and local jurisdictions.

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. Do not allow demolished materials to accumulate on-site.
3. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
B. Burning: Do not burn demolished materials.

C. Disposal: Transport demolished materials off Owner’s property and legally dispose of them.

3.6 CLEANING

A. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 02 41 190
SECTION 032000 – CONCRETE REINFORCING

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

A. Section includes reinforcing for concrete.
   1. Reinforcing steel.

B. Related Sections:
   1. Section 03 30 00 Cast-in-Place Concrete

1.03 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:

   ACI 301-02 Specification for Structural Concrete
   ACI 318-02 Building Code Requirements for Structural Concrete and Commentary
   ACI 318R-02
   ASTM A82/A82M-05a Standard Specification for Steel Wire, Plain, for Concrete Reinforcement
   ASTM A185/A185M-06 Standard Specification for Steel Welded Wire Reinforcement, Plain, for Concrete Reinforcement
   ASTM A615/A615M-06 Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement
   ASTM A706/A706M-06a Standard Specification for Low-Alloy Steel Deformed and Plain Bars for Concrete Reinforcement
   ASTM A767/A767M-05 Standard Specification for Zinc-Coated (Galvanized) Steel Bars for Concrete Reinforcement
   ASTM A775/A775M-06 Standard Specification for Epoxy-Coated Reinforcing Steel Bars
   AWS D1.4/D1.4M-05 Structural Welding Code - Reinforcing Steel
   CRSI Manual of Standard Practice

1.04 SUBMITTALS

A. Submit in accordance with Sections 013300, Submittal Procedures, and 013323, Shop Drawings, Product Data and Samples:
a. Reinforcing Shop Drawings: Detail, fabricate and place per ACI 301 and 318. Reinforcing shop drawing elevations shall show vertical and horizontal reinforcing layout as called out on the Structural Drawings.

2. Quality Control Submittals:
   a. Certificates: Manufacturer’s mill test reports in accordance with Section 014523 that materials meet structural and specification requirements.

1.05 QUALITY ASSURANCE

A. Requirements of IBC and ACI 318 if more stringent than those herein, govern.

1.06 DELIVERY, STORAGE, AND HANDLING

A. Comply with requirements of Section 016100, Product Requirements, and following: Deliver reinforcement to site bundled, tagged, and marked. Use metal tags indicating bar size, lengths, and other information corresponding to markings shown on placement diagrams. Store concrete reinforcement materials at site to prevent damage from dirt and rust.

PART 2 - PRODUCTS

2.01 REINFORCING STEEL

A. Material shall be unpainted, uncoated free from rust, dirt, and loose scale.

B. Deformed Billet Steel Bars:
   1. In accordance with referenced ASTM A615 (including Supplement S1) Grade 60, unless as otherwise indicated on Structural Drawings, or General Structural Notes.
   2. Grade 60 reinforcing bars indicated on drawings to be welded shall conform to ASTM A706.

2.02 STEEL FABRIC

A. Welded steel wire fabric in accordance with referenced ASTM A185.

B. Material shall be unpainted, uncoated free from rust, dirt, and loose scale.

2.03 TIE WIRE

A. No. 16 gauge or heavier double annealed iron wire.

2.04 ACCESSORIES

A. Detail supports in conformance with the requirements of reference standards ACI 301 and 318.
   1. Include necessary devices for proper placing, spacing, supporting and fastening reinforcement.
   2. Use standard steel chairs and bolsters where concrete bottom surface concealed.
   3. Where exposed, use “Class C, Plastic Covered” or “Class D, Stainless Steel” per CRSI Bar Support Classifications.
   4. In footings, and ground slabs, use well cured concrete blocks.
2.05 FABRICATION

A. Conform to referenced ACI 301 and 318. See General Notes on Structural Drawings.

PART 3 - EXECUTION

3.01 CONSTRUCTION

A. Conform to Structural Drawings and ACI 301, Section 3.2.2.
   1. Place accurately in accordance with Structural Drawings.
   2. Install spacer bars and tie intersections in accordance with the most stringent practices. Prevent displacement.
   3. Prevent water from softening soil at footings during steel placing.
   4. Stop reinforcement at control and construction joints as detailed.
   5. Typical clear distance between bars not less than nominal diameter of bars; not less than 1-1/3 times maximum size of coarse aggregate; and not less than 1”. Clear distance applies to clear distance between a contact splice and adjacent splices or bars.
   6. Where reinforcement placed in two or more parallel layers:
      a. Clear distance between layers not less than 1”.
      b. Bars placed in upper layers directly above those in bottom.
   7. Do not drive nails in forms for supporting steel.
   8. Place and secure stubs and other projecting bars before pouring.
   9. Consult with Architect for instructions where reinforcing conflicts with conduit, piping, inserts, sleeves, and the like.
   10. Bend no bars around openings or sleeves. Unless otherwise indicated on Structural Drawings, bend no bars partially embedded in hardened concrete. Bars initially bent shall not be rebent at same location.

3.02 SPLICES

A. Detailing of reinforcing steel.
   1. Lap all continuous reinforcement #5 and smaller 40 bar diameters or 2’ – 0” minimum. No bars partially embedded in hardened concrete shall be field bent unless specifically so detailed.

3.03 PROTECTIVE COVERING OF CONCRETE

A. Concrete protection (cover) for reinforcing steel shall be 1-1/2”.

3.04 WELDING

A. Performed by AWS-certified welders conforming to requirements of Section 050523.
   1. No welding at bend in bar.
   2. Welding of crossing bars not permitted.
   3. No welding of reinforcing permitted except as indicated in General Notes on Structural Drawings. Types of welding other than indicated on General Structural Notes and Drawings must receive written acceptance of Architect.

3.05 SUPPORTS FOR REINFORCEMENT

A. Detail and place supports in accordance with minimum standards, referenced ACI 301.
3.06 FIELD QUALITY WORK
   
   A. Inspection as required by local jurisdictions.

END OF SECTION 032000
SECTION 03 30 00 – CAST IN PLACE CONCRETE

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

B. Refer to General Structural Notes on Drawings.

1.02 SECTION INCLUDES

A. Work includes but is not limited to following:
   1. Cast-in-place concrete slab on grade infill

B. Related Sections:
   1. Section 03 20 00 Concrete Reinforcing
   2. Section 09 68 00 Carpet

1.03 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:

ACI 301-02      Specification for Structural Concrete
ACI 303.1-97       Standard Specification for Cast-in-Place Architectural Concrete
ACI 304R-00     Guide for Measuring, Mixing, Transporting, and Placing Concrete
ACI 305R-99   Guide for Measuring, Mixing, Transporting, and Placing Concrete
ACI 306.1-90 Standard Specification for Cold Weather Concreting
(Reap. 2002)
ACI 308.1-99 Standard Practice for Curing Concrete
ACI 309R-96   Recommended Practice for Consolidation of Concrete
ACI 318-02     Building Code Requirements for Structural Concrete
ACI 318R-02 Commentary
ACI 347R-02   Guide to Formwork for Concrete

ASTM C31/C31M-06 Standard Practice for Making and Curing Concrete Test Specimens in the Field
ASTM C33-03     Standard Specification for Concrete Aggregates
ASTM C39/C39M-05 Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens
ASTM C94/C94M-06 Standard Specification for Ready-Mixed Concrete
ASTM C143/C143M-05a Standard Test Method for Slump of Hydraulic Cement Concrete
ASTM C150-05 Standard Specification for Portland Cement
ASTM C260-06 Standard Specification for Air-Entraining Admixtures for Concrete
ASTM C309-06     Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete
ASTM C494/C494M-05 Standard Specification for Chemical Admixtures for Concrete
ASTM C618-05  Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use as a Mineral Admixture in Concrete
ASTM F710-05  Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring
ASTM F1869-04  Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride


1.04 SUBMITTALS

A. Submit in accordance with Sections 013300, Submittal Procedures, and 013323, Shop Drawings, Product Data and Samples:
   1. Product Data:
      a. Proposed concrete mix.
      b. Manufacturer’s product data, application and installation instructions for proprietary materials and items. Submit for admixtures, bonding agents, joint systems, chemical floor hardeners, curing compounds and the like.
   2. Performance Data:
      a. Submit performance mix to Owner as required by General Notes on Structural Drawings.
      b. Do not proceed until authorized by Owner.
   3. Curing Methods. Submit proposed curing methods for:
      a. Slabs

1.05 QUALITY ASSURANCE

A. ACI Publications and Standards: Comply with requirements of ACI 301, ACI 303.1, ACI 318 and 318R, and ACI 117, unless more stringent provisions are indicated.

B. Special Inspection and Testing as required by City of Fife, IBC and Owner.

PART 2 - PRODUCTS

2.01 MATERIALS

A. General: Conform to Drawings, “General Notes” on Structural Drawings, and Specifications. Where requirements may vary, follow the more stringent authority.


C. Aggregates: Conform to requirements of paragraph 3.3 of the ACI 318 and ASTM C33.

D. Water: Use clean, fresh, and potable.

E. Admixtures: In accordance with General Notes on Structural Drawings and following:
   1. Provide admixtures produced and serviced by established, reputable manufacturer, used in compliance with manufacturer’s recommendations. The Contractor shall verify that all of the admixtures used are from the same manufacturer and compatible with each other.
      a. Fly Ash and Pozzolans: ASTM C618 with a Loss-on-Ignition (LOI) of not greater than 1%.
F. Curing Compounds Clear type, conform with requirements of ASTM C309, when applied at the rate of 300 square feet per gallon. Produce a clear non-yellowing film, and do not effect the bond of subsequent finish materials. Curing compound and areas intended for application shall be accepted by the Owner prior to application.
   1. Interior concrete surfaces: “Kure-N-Seal W” by Sonneborn, or accepted.

G. Bonding Agent: ASTM C1059, Type II, non-redispersable, acrylic emulsion or styrene butadiene.

H. Epoxy-Bonding Adhesive: ASMT C881, two-component epoxy resin, capable of humid curing and bonding to damp surfaces, of class and grade to suit requirements, and as follows:
   1. Type II, non-loading, for bonding freshly mixed concrete to hardened concrete.
   2. Types I and II, non-load bearing, for bonding hardened or freshly mixed concrete to hardened concrete.
   3. Types IV and V, load bearing, for bonding hardened or freshly mixed concrete to hardened concrete.

I. Construction/Control Joints: See Architectural and Structural Drawings and Structural General Notes.

2.02 CONCRETE MIX

A. General:
   1. Using materials that will be used in the work, establish proportions of cement, coarse and fine aggregates, water, and admixtures to produce the properties specified for each concrete mix type based on methods described in ACI 301. Provide concrete that has 28-day compressive strengths that exceed the specified design strength (f’c) in accordance with ACI 301 and as per General Notes. The Contractor may use admixtures in accordance with manufacturer’s directions. The slumps specified are the slumps required at the point of placement into the structure. Do not add water to the mix after batching.
   2. Contractor is responsible for quality of concrete.
   3. Fully executed and signed trip tickets shall accompany each load and shall be logged in at the job site by the inspector with the time of entry. Do not retemper concrete that has taken its initial set, nor add water to the mix.

B. Proportioning and Mixing: Conform to requirements of IBC.

C. Water Content: To be established by the accepted mix design water/cement ratio as required by IBC.

D. Strength of Concrete:
   1. Interior Concrete Slabs: Minimum 4,000 psi, 28 day strength, except as otherwise specified or shown on Drawings.

2.03 MISCELLANEOUS MATERIALS

A. Protective Materials for Exposed Finished Slabs: Protective sheeting “Seekure” by Fortifiber, plywood sheets, and to suit conditions of installation.

B. Underslab vapor barrier sheeting:
   1. 8 mil polyethylene.
PART 3 - EXECUTION

3.01 PREPARATION

A. Protect surrounding areas to preclude damage from work of this Section.

B. Note locations of floor depressions, inserts, pedestals, and embedded items.

C. Verify that formwork, reinforcement, and embedded items are accurately and securely placed, clean, water and frost free, and ready to receive concrete.

3.02 CONVEYING AND PLACING CONCRETE

A. Ensure proper control of ingredients, concrete mixtures and consistency; uniform delivery schedules; uniform practices, rates and recommended methods of placement and consolidation of concrete to minimize variations in color and shading of “architectural” concrete.

B. Perform the work in accordance with “General Notes” on Structural Drawings, Specifications, and manufacturer’s directions. Where these may be in conflict, the more stringent requirements govern.
   1. Follow Section 1905 of IBC and ACI 304.
   2. Install contraction/construction/expansion joints where indicated or required and as accepted by Architect.
   3. Pour monolithically unless shown otherwise or accepted by the Architect prior to placements.
   4. Concrete shall be deposited as close as possible to its final position in the forms, and there shall be no vertical drop greater than 4 feet except where suitable equipment is provided to prevent segregation and where specifically authorized.
   5. Depositing of the concrete shall be so regulated that it will be effectively consolidated in horizontal layers not more than 12’ thick, except that slabs shall be placed in a single layer.
   6. Consolidate concrete, by mechanical, high-frequency vibrators per ACI 309. Work the concrete around and under reinforcing and into corners. Place no vibrator within 2-1/2” of the face of the form.
   7. Vibrate as necessary to obtain thorough consolidation, and complete filling of forms.
   8. Protect soil-bearing surfaces from softening during placing.
   9. Mix and apply products in accordance with manufacturer’s directions.
  10. Conveying equipment clean. Formwork, reinforcing, and embedded items in place, and reviewed before placing.
  11. Use conveying equipment of size to ensure continuous concrete flow without separation or loss of ingredients. Do not place any concrete pumping slurry in forms.
  12. Do not use aluminum pipe for pumping concrete.
  13. Rate of placement in accordance with referenced ACI 347.
  14. Verify that formwork, reinforcement, and embedded items are accurately and securely placed, clean, water and frost free, and ready to receive concrete.

C. Control of Mixing Water:
   1. No water from the truck system or elsewhere shall be added after the initial introduction of mixing water for the batch. The drum shall be turned an additional 30
revolutions, or more, if necessary, until the added water uniformly mixed into the concrete.
2. Water shall not be added to the batch at any later time.

D. Mixed Concrete:
1. Mixed concrete which is transported in truck mixers or agitators or concrete which is truck mixed, shall be discharged within 1-1/2 hours or before the drum has revolved 300 revolutions, whichever comes first after the introduction of the mixing water to the cement and aggregates or the introduction of the cement to the aggregates.
2. When the ambient temperature exceeds 85° F, the time shall be reduced to 45 minutes. Concrete temperature, when placed, shall be between 50° F and 70° F.
3. Concrete shall be placed within 15 minutes after it has been discharged from the truck.

E. Joints and Stoppages:
1. Keyed Control or Construction Joints:
   a. In accordance with IBC 1906.4, except as modified.
   b. Provide key at construction joints where indicated.

3.03 HOT WEATHER

A. See ACI 305.1 and following:
1. Maximum temperature of fresh concrete at time of placing 70° F.
2. Moist cure for 24 hours following placing whenever temperature exceeds 85° F. After 24 hours concrete may be cured by conventional method.
3. Use water fog spray, evaporation retarder, wet burlap or any means acceptable to the Architect to minimize/prevent plastic shrinkage.
4. Do not add water to concrete unless additional cement is added to maintain accepted water-cement ratio. Make no changes without prior acceptance by the Architect.
5. Wet placing equipment, forms, reinforcing and subgrade prior to placing concrete without leaving ponded water.
6. The temperature of forms, steel, and subgrade will not exceed the ambient temperature at time of placement.

3.04 SLAB AND WALK FINISHES

A. General:
1. Screed to true levels and slopes.
2. Tool projecting or protruding edges of exposed concrete.
3. Do not absorb water with neat cement.
4. Make sharp corner at wall to floor conditions.
5. Perform scoring indicated. Maintain control and expansion joints.

B. Edge forms: Set edge forms accurately to produce designed elevations and slopes in finished surfaces. Build sufficiently strong to support vibrating bridge screeds or roller pipe screeds if required for specified finish.

C. Slab Tolerance:
1. Finish accurately to flatness and levelness tolerance as defined in ASTM E1155.

D. Finishes:
2. Walks and Ramps: provide muriatic acid etched finish,
a. Provide tooled edges and control joints in horizontal surfaces as indicated. Verify locations of all control and expansion joints with Architect prior to pour.

b. Scoring and edge tool shoulder radius to be ¼” or less.

E. Defective Work: Remove and replace, when directed, slabs which show excessive shrinkage cracks, and any slabs which do not drain properly.

3.05 CURING

A. Cure concrete in accordance with ACI 308, accepted curing methods as per subparagraph 1.03 A. 3. above.

3.06 MISCELLANEOUS ITEMS

A. Include following and other work indicated:
   1. Penetrations through exterior walls exposed to drainage and/or weather exposures must be dampproofed and sealed to ensure against leakage into interior spaces.
   2. Refer to 22 05 00 Common Work Results for Plumbing for protection of piping.

3.07 CONCRETE SURFACE REPAIRS

A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect’s approval.

3.08 PROTECTION

A. Protect exposed finished walks and ramp surfaces by use of protection sheeting or plywood sheets to suit conditions of installation. Remove protective covers at Final Acceptance, unless requested earlier by Architect.

3.09 FIELD QUALITY WORK

A. Inspection as required by local jurisdictions and per Structural Notes.

END OF SECTION 03 30 00
SECTION 05 40 00 - COLD-FORMED METAL FRAMING

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:
   1. Interior non-bearing wall framing as indicated.

B. Related Sections include the following:
   1. Section 06 10 00 Rough Carpentry
   2. Section 09 29 00 Gypsum Board

1.2 SUBMITTALS

A. Product Data: For each type of cold-formed metal framing product and accessory indicated.

1.3 QUALITY ASSURANCE

A. Testing Agency Qualifications: An independent testing agency, acceptable to authorities having jurisdiction, qualified according to ASTM E 329 to conduct the testing indicated.

B. AISI Specifications and Standards: Comply with AISI's "North American Specification for the Design of Cold-Formed Steel Structural Members" and its "Standard for Cold-Formed Steel Framing - General Provisions."

1.4 DELIVERY, STORAGE, AND HANDLING

A. Protect cold-formed metal framing from corrosion, deformation, and other damage during delivery, storage, and handling.

B. Store cold-formed metal framing, protect with a waterproof covering, and ventilate to avoid condensation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering cold-formed metal framing that may be incorporated into the Work include, but are not limited to, the following:

B. Manufacturers: Subject to compliance with requirements, provide cold-formed metal framing by one of the following:
1. Allied Studco.
2. AllSteel Products, Inc.
4. Clark Steel Framing.
5. Consolidated Fabricators Corp.; Building Products Division.
6. Craco Metals Manufacturing, LLC.
7. Custom Stud, Inc.
8. Dale/Incor.
10. Dietrich Metal Framing; a Worthington Industries Company.
11. Formetal Co. Inc. (The).
12. Innovative Steel Systems.
13. MarinoWare; a division of Ware Industries.
15. SCAFCO Corporation.
18. Steeler, Inc.
20. United Metal Products, Inc.

2.2 MATERIALS

A. Steel Sheet: ASTM A 1003/A 1003M, Structural Grade, Type H, metallic coated, of grade and coating weight as follows:
   1. Grade: ST33H
   2. Coating: G60

2.3 INTERIOR NON-LOAD-BEARING WALL FRAMING

A. Steel Studs: Manufacturer’s standard C-shaped steel studs, of web depths indicated, punched, with stiffened flanges, and as follows:
   1. Minimum Base-Metal Thickness: 0.0329 inch
   2. Flange Width: 1-5/8 inches

B. Steel Track: Manufacturer’s standard U-shaped steel track, of web depths indicated, unpunched, with unstiffened flanges, and as follows:
   1. Minimum Base-Metal Thickness: Matching steel studs.
   2. Flange Width: 1-1/4 inches
      a. The Steel Network, Inc.

C. Drift Clips: Manufacturer’s standard bypass or head clips, capable of isolating wall stud from upward and downward vertical displacement and lateral drift of primary structure.
2.4 FRAMING ACCESSORIES

A. Fabricate steel-framing accessories from steel sheet, ASTM A 1003/A 1003M, Structural Grade, Type H, metallic coated, of same grade and coating weight used for framing members.

B. Provide accessories of manufacturer’s standard thickness and configuration, unless otherwise indicated, as follows:

1. Supplementary framing.
2. Bracing, bridging, and solid blocking.
3. Anchor clips.
4. End clips.
5. Gusset plates.
6. Hole reinforcing plates.

2.5 ANCHORS, CLIPS, AND FASTENERS

A. Steel Shapes and Clips: ASTM A 36/A 36M, zinc coated by hot-dip process according to ASTM A 123/A 123M.

B. Power-Actuated Anchors: Fastener system of type suitable for application indicated, fabricated from corrosion-resistant materials, with capability to sustain, without failure, a load equal to 10 times design load, as determined by testing per ASTM E 1190 conducted by a qualified independent testing agency.

C. Mechanical Fasteners: ASTM C 1513, corrosion-resistant-coated, self-drilling, self-tapping steel drill screws.

1. Head Type: Low-profile head beneath sheathing, manufacturer’s standard elsewhere.

2.6 MISCELLANEOUS MATERIALS

A. Shims: Load bearing, high-density multimonomer plastic, nonleaching.

2.7 FABRICATION

A. Fabricate cold-formed metal framing and accessories plumb, square, and true to line, and with connections securely fastened, according to referenced AISI’s specifications and standards, manufacturer’s written instructions, and requirements in this Section.

1. Fabricate framing assemblies using jigs or templates.
2. Cut framing members by sawing or shearing; do not torch cut.
3. Fasten cold-formed metal framing members by welding, screw fastening, clinch fastening, or riveting as standard with fabricator. Wire tying of framing members is not permitted.
   a. Comply with AWS D1.3 requirements and procedures for welding, appearance and quality of welds, and methods used in correcting welding work.
b. Locate mechanical fasteners and install according to Shop Drawings, with screw penetrating joined members by not less than three exposed screw threads.

4. Fasten other materials to cold-formed metal framing by welding, bolting, or screw fastening, according to Shop Drawings.

B. Reinforce, stiffen, and brace framing assemblies to withstand handling, delivery, and erection stresses. Lift fabricated assemblies to prevent damage or permanent distortion.

C. Fabrication Tolerances: Fabricate assemblies level, plumb, and true to line to a maximum allowable tolerance variation of 1/8 inch in 10 feet and as follows:
   1. Spacing: Space individual framing members no more than plus or minus 1/8 inch from plan location. Cumulative error shall not exceed minimum fastening requirements of sheathing or other finishing materials.
   2. Squareness: Fabricate each cold-formed metal framing assembly to a maximum out-of-square tolerance of 1/8 inch.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine supporting substrates and abutting structural framing for compliance with requirements for installation tolerances and other conditions affecting performance.
   1. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION, GENERAL

A. Cold-formed metal framing may be shop or field fabricated for installation, or it may be field assembled.

B. Install cold-formed metal framing according to AISI’s "Standard for Cold-Formed Steel Framing - General Provisions" and to manufacturer’s written instructions unless more stringent requirements are indicated.

C. Install shop- or field-fabricated, cold-formed framing and securely anchor to supporting structure.
   1. Screw, bolt, or weld wall panels at horizontal and vertical junctures to produce flush, even, true-to-line joints with maximum variation in plane and true position between fabricated panels not exceeding 1/16 inch.

D. Install cold-formed metal framing and accessories plumb, square, and true to line, and with connections securely fastened.
   1. Cut framing members by sawing or shearing; do not torch cut.
   2. Fasten cold-formed metal framing members by welding, screw fastening, clinch fastening, or riveting. Wire tying of framing members is not permitted.
a. Comply with AWS D1.3 requirements and procedures for welding, appearance and quality of welds, and methods used in correcting welding work.
b. Locate mechanical fasteners and install according to Shop Drawings, and complying with requirements for spacing, edge distances, and screw penetration.

E. Install framing members in one-piece lengths unless splice connections are indicated for track or tension members.

F. Install temporary bracing and supports to secure framing and support loads comparable in intensity to those for which structure was designed. Maintain braces and supports in place, undisturbed, until entire integrated supporting structure has been completed and permanent connections to framing are secured.

G. Do not bridge building expansion and control joints with cold-formed metal framing. Independently frame both sides of joints.

H. Fasten hole reinforcing plate over web penetrations that exceed size of manufacturer’s standard punched openings.

I. Erection Tolerances: Install cold-formed metal framing level, plumb, and true to line to a maximum allowable tolerance variation of 1/8 inch in 10 feet and as follows:
   1. Space individual framing members no more than plus or minus 1/8 inch from plan location. Cumulative error shall not exceed minimum fastening requirements of sheathing or other finishing materials.

3.3 INTERIOR NON-LOAD-BEARING WALL INSTALLATION

A. Install continuous tracks sized to match studs. Align tracks accurately and securely anchor to supporting structure as indicated.

B. Fasten both flanges of studs to top and bottom track, unless otherwise indicated. Space studs as follows:
   1. Stud Spacing: As indicated.

C. Set studs plumb, except as needed for diagonal bracing or required for nonplumb walls or warped surfaces and similar requirements.

D. Install miscellaneous framing and connections, including stud kickers, web stiffeners, clip angles, continuous angles, anchors, fasteners, and stud girts, to provide a complete and stable wall-framing system.
   1. Bridging: Joist-track solid blocking of width and thickness indicated, secured to joist webs.
   2. Bridging: Combination of flat, taut, steel sheet straps of width and thickness indicated and joist-track solid blocking of width and thickness indicated. Fasten flat straps to bottom flange of joists and secure solid blocking to joist webs.

E. Secure joists to load-bearing interior walls to prevent lateral movement of bottom flange.
F. Install miscellaneous joist framing and connections, including web stiffeners, closure pieces, clip angles, continuous angles, hold-down angles, anchors, and fasteners, to provide a complete and stable joist-framing assembly.

3.4 FIELD QUALITY CONTROL

A. Testing: Owner will engage a qualified independent testing and inspecting agency to perform field tests and inspections and prepare test reports.

B. Field and shop welds will be subject to testing and inspecting.

C. Testing agency will report test results promptly and in writing to Contractor and Architect.

D. Remove and replace work where test results indicate that it does not comply with specified requirements.

E. Additional testing and inspecting, at Contractor’s expense, will be performed to determine compliance of replaced or additional work with specified requirements.

3.5 REPAIRS AND PROTECTION

A. Galvanizing Repairs: Prepare and repair damaged galvanized coatings on fabricated and installed cold-formed metal framing with galvanized repair paint according to ASTM A 780 and manufacturer’s written instructions.

B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, that ensure that cold-formed metal framing is without damage or deterioration at time of Substantial Completion.

END OF SECTION 05 40 00
SECTION 06 10 00 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Wood nailers.
2. Wood blocking.
3. Plywood backing panels
4. Fasteners.

B. Related Sections:
1. Section 06 41 00 Architectural Wood Casework

1.2 DEFINITIONS

A. Exposed Framing: Framing not concealed by other construction.

B. Dimension Lumber: Lumber of 2 inches nominal or greater but less than 5 inches nominal in least dimension.

C. Lumber grading agencies, and the abbreviations used to reference them, include the following:
   2. NLGA: National Lumber Grades Authority.
   3. RIS: Redwood Inspection Service.
   5. WCLIB: West Coast Lumber Inspection Bureau.

1.3 QUALITY ASSURANCE

A. Testing Agency Qualifications: For testing agency providing classification marking for fire-retardant treated material, an inspection agency acceptable to authorities having jurisdiction that periodically performs inspections to verify that the material bearing the classification marking is representative of the material tested.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Stack lumber flat with spacers beneath and between each bundle to provide air circulation. Protect lumber from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.
PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.

1. Factory mark each piece of lumber with grade stamp of grading agency.
2. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
3. Provide dressed lumber, S4S, unless otherwise indicated.

B. Maximum Moisture Content of Lumber: 19 percent for 2-inch nominal thickness or less unless otherwise indicated.

2.2 FIRE-RETARDANT-TREATED MATERIALS

A. General: Where fire-retardant-treated materials are indicated, use materials complying with requirements in this article, that are acceptable to authorities having jurisdiction, and with fire-test-response characteristics specified as determined by testing identical products per test method indicated by a qualified testing agency.

B. Fire-Retardant-Treated Lumber and Plywood by Pressure Process: Products with a flame spread index of 25 or less when tested according to ASTM E 84, and with no evidence of significant progressive combustion when the test is extended an additional 20 minutes, and with the flame front not extending more than 10.5 feet beyond the centerline of the burners at any time during the test.

1. Use treatment that does not promote corrosion of metal fasteners.
2. Exterior Type: Treated materials shall comply with requirements specified above for fire-retardant-treated lumber and plywood by pressure process after being subjected to accelerated weathering according to ASTM D 2898. Use for exterior locations and where indicated.
3. Interior Type A: Treated materials shall have a moisture content of 28 percent or less when tested according to ASTM D 3201 at 92 percent relative humidity. Use where exterior type is not indicated.

C. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent.

D. Identify fire-retardant-treated wood with appropriate classification marking of qualified testing agency.

E. For exposed items indicated to receive a stained or natural finish, use chemical formulations that do not bleed through, contain colorants, or otherwise adversely affect finishes.

F. Application: Treat items indicated on Drawings, and the following:
   1. Concealed blocking.
   2. Plywood backing panels.
2.3 MISCELLANEOUS LUMBER

A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:

1. Blocking.
2. Nailers.

B. Grade: No. 2 grade; WCLIB or WWPA.

C. For blocking not used for attachment of other construction, Utility, Stud, or No. 3 grade lumber of any species may be used provided that it is cut and selected to eliminate defects that will interfere with its attachment and purpose.

D. For blocking and nailers used for attachment of other construction, select and cut lumber to eliminate knots and other defects that will interfere with attachment of other work.

2.4 FASTENERS

A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.

B. Nails, Brads, and Staples: ASTM F 1667.


D. Wood Screws: ASME B18.6.1.

E. Lag Bolts: ASME B18.2.1.

F. Bolts: Steel bolts complying with ASTM A 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate furring, nailers, blocking, grounds, and similar supports to comply with requirements for attaching other construction.

B. Framing Standard: Comply with AF&PA's WCD 1, "Details for Conventional Wood Frame Construction," unless otherwise indicated.

C. Provide blocking and framing as indicated and as required to support headwalls.

D. Provide fire blocking in furred spaces, stud spaces, and other concealed cavities as required by local jurisdiction and code. Maintain existing ratings of existing walls.
E. Sort and select lumber so that natural characteristics will not interfere with installation or with fastening other materials to lumber. Do not use materials with defects that interfere with function of member or pieces that are too small to use with minimum number of joints or optimum joint arrangement.

F. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated.

G. Use steel common nails unless otherwise indicated. Select fasteners of size that will not fully penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting wood. Drive nails snug but do not countersink nail heads unless otherwise indicated.

H. For exposed work, arrange fasteners in straight rows parallel with edges of members, with fasteners evenly spaced, and with adjacent rows staggered.

3.2 WOOD GROUNDS, BLOCKING, AND NAILER INSTALLATION

A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.

B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces unless otherwise indicated.

END OF SECTION 06 10 00
SECTION 06 41 00 – ARCHITECTURAL WOOD CASEWORK

PART 1 - GENERAL

1.1 SUMMARY
A. Section Includes: Shop fabricated casework, including following:
   1. Plastic Laminate Clad MDF cabinets and countertop in Kitchenette and Training Room.
   2. Hardware and accessories.
B. Related Sections:
   1. Section 06 67 00 - Plastic Laminate
   2. Division 22 - Plumbing

1.2 REFERENCES
A. Reference Standards: Current edition at date of Bid.
B. American National Standards Institute (ANSI):
   1. ANSI A208.2 - Medium Density Fiberboard (MDF).
C. Architectural Woodwork Institute (AWI) / Architectural Woodwork Manufacturers Association of Canada (AWMAC) / Woodwork Institute (WI):
D. National Electrical Manufacturer’s Association: NEMA LD3 - High Pressure Decorative Laminate

1.3 DEFINITIONS
A. Terminology for Surface Visibility: As defined, AWI Quality Standards 400-G-3, Identification of Parts, includes as follows.
B. Exposed Exterior Surfaces: Surfaces visible when:
   1. Drawer fronts and doors are closed, including knee spaces.
   2. Undersides of cabinets over 42 inch above finished floor, including cabinet bottoms behind light valances and bottom edge of light valances.
   3. Cabinet tops under 80 inch above finished floor, or if 80 inch and over and visible from an upper building level or floor.
   4. Visible front edges of stretchers, end, divisions, top, bottoms, shelves, and nailers.
   5. Sloping tops of cabinets that are visible.
C. Exposed Interior Surfaces: Interior surfaces only exposed to view in open casework or behind transparent doors, including:
   1. Shelves, including edgebanding.
   2. Divisions and partitions.
   3. Interior face of ends (sides), backs, and bottoms (including pull-outs). Also included are interior surfaces of cabinet top members 36 inch or more above the finished floor.
   4. Interior face of door and applied drawer fronts.
D. Semi-Exposed Surfaces: Interior surfaces only exposed to view when doors or drawers are opened, including:
   1. Shelves, including edgebanding.
   2. Divisions.
3. Interior face of ends (sides) backs, and bottoms (including a bank of drawers). Also included are interior surfaces of cabinet top members 36 inch or more above finished floor.
4. Drawer sides, Subfronts, backs, and bottoms.
5. Underside of cabinet bottoms between 24 inch and 42 inch above finished floor.
6. Security and dust panels or drawer stretchers.

E. Concealed Surfaces: Exterior and interior surfaces that are covered or not normally exposed to view, including:
   1. Toe space unless otherwise specified.
   2. Sleeper, stretchers, and solid sub-tops.
   3. Underside of cabinet bottoms less than 24 inch above finished floor.
   4. Flat tops of cabinets 80 inch or more above finished floor, except if visible from an upper floor or building level.
   5. Three non-visible edges of adjustable shelves.
   7. Faces of cabinet ends of adjoining units that butt together.

1.4 ADMINISTRATIVE REQUIREMENTS

A. Coordination:
   1. Section 055000 Metal Fabrications for facing material and support components for Architectural Wood Casework.
   2. Section 061000 and Section 092216 for backing and attachments as necessary for casework and bracket supports at open casework.
   3. Division 22 - Plumbing for installation of cutouts and plumbing fixtures in countertops.

1.5 SUBMITTALS

A. Shop Drawings:
   1. Casework and millwork locations on large scale plans and elevations.
   2. Cross sections, joint details, dimensions, tolerances, and clearances.
   3. Fastening methods.
   4. Hardware locations.
   5. Blocking requirements for anchor placement, and utility/service requirements and locations.

B. Product Data: Published brochures are accepted in lieu of Shop Drawings where specifically applicable to provisions of Contract Documents.

C. Samples:
   1. Plastic Laminate: Samples indicating specified finishes and colors.
   2. Hardware: hardware pulls and latches with specified finish.
   3. Shelf Supports: Samples of shelf clips for adjustable shelving within casework.

D. Formaldehyde Content: Certify that formaldehyde emissions for manufactured wood products, including glues and binders, are no greater than that occurring naturally in wood, ambient air environments, and in no case exceeding 0.03 parts per million.

E. Quality Assurance Data: For Installer and fabricator.

1.6 MAINTENANCE MATERIAL SUBMITTALS

A. Extra Stock Materials:
   1. Adjustable Shelving: Provide 20 lineal feet of specified adjustable shelving in widths to fit casework. Verify lengths with Owner.
   2. Hardware:
1.7 QUALITY ASSURANCE
A. Architectural Woodwork Standards: Conform to AWS for Custom Grade work.
B. Manufacturer/Installer Qualifications:
   1. Minimum 5 years documented experience in production of and installing architectural wood casework in commercial projects.
   2. Single Source Responsibility: Furnish and install work of this Section by or under direction of woodwork manufacturer.
C. Field Measurements: Verify field dimensions prior to beginning shop drawings and other work of this Section.

1.8 DELIVERY, STORAGE, AND HANDLING
A. Product Handling: Do not deliver shop-fabricated items until installation areas are ready (including completion of painting, wet work, grinding, and similar operations that could damage, soil or deteriorate casework and millwork).
B. Storage: Store in areas meeting requirements for installation areas.
C. Protection: Protect finished surfaces from soiling and damage during handling and installation. Keep covered with polyethylene film or other protective covering.

1.9 FIELD CONDITIONS
A. Ambient Conditions:
   2. Relative Humidity: Not less than 25 percent and no more than 55 percent.
B. Allow materials to acclimate to temperature and humidity conditions as recommended by AWS for minimum of 48 hours prior to installation. Maintain same conditions during and after installation.

PART 2 - PRODUCTS

2.1 REGULATORY REQUIREMENTS
A. Conform to Regulatory Requirements Conform to Regulatory Requirements as indicated on drawings for referenced Codes, ordinances, and regulatory requirements, including following:
B. Seismic Bracing: Design and install casework using seismic braces, anchors, and stiffeners to restrain overturning of casework, suitable for SBC Seismic Design Seismic Category D.
C. Accessibility: Conform to SBC Chapter 11 and ICC/ANSI 117.1 Accessible and Usable Buildings and Facilities.

2.2 PERFORMANCE / DESIGN CRITERIA
A. Meet or exceed AWS Quality Standards Section 10 - Casework and Section 11 - Countertops, including Appendix A and B for these Sections, and provisions of Contract Documents for Custom Grade.
B. Single Source Responsibility: Fabricate and install casework under responsibility of single casework manufacturer/fabricator/installer.
C. Urea Formaldehyde Content in Manufactured Cellulosic Based Products: No added urea formaldehyde (NAUF) is permitted within glues, adhesives, binders, and other additives. Do not exceed urea formaldehyde emissions greater than that occurring naturally in wood.

2.3 PLASTIC LAMINATE MATERIALS
A. As specified in Section 06 67 00.
B. High Pressure Decorative Laminate (HPDL): Meet or exceed NEMA LD3 standards for High Pressure Plastic Laminate with low glare, fine textured finish. Manufacturer's product and colors as selected by Owner.
   1. Horizontal Grade: NEMA HGS, 0.048 inch thick.
   2. Vertical Grade: NEMA VGP, 0.028 inch thick.
C. Cabinet Liner: NEMA CLS, 0.020 inch thick, melamine laminate.
D. Cabinet Backer: NEMA BKL, 0.020 inch thick.

2.4 MEDIUM DENSITY FIBERBOARD (MDF) PANELS
A. AWI 200, ANSI A208.2 Product Class MD, Industrial Grade, 40 to 50 pound density.
B. Moisture Content: 4 percent to 7 percent.
C. Manufacturers:
   1. Sierra Pine Ltd.
      a. Tel 1-800-676-3339 / (541) 773-2522, Fax (541) 779-9921, Email jbaker@sierrapine.com (Jeff Baker).
      b. Web Site http://www.sierrapine.com
   2. Panel Cores - Typical: Accepted.
      a. Arreis, manufactured from 100 percent recycled wood waste.
      b. Medite II.
   3. Or other Acceptable. Conform to Substitution Procedures in Section 012500.
D. Moisture Resistant Countertop Core: Medite, Medex with no added urea formaldehyde (NAUF). Use as core for countertops subject to moisture conditions, such as those with sink cutouts.
E. Formaldehyde Content: Manufactured with no added formaldehyde, including formaldehyde free binders. Labeled by manufacturer as containing no added urea formaldehyde (NAUF) and not more than found occurring naturally in wood.

2.5 HARDWARE AND ACCESSORIES:
A. Manufacturers
   1. Accuride: Cell (951) 264-4122, Office (951) 224-9052, Email AMazzarini@Accuride.com (Allyson Mazzarini, Specification Manager, Western Region). Web Site http://www.accuride.com
   2. Häfele, Tel (425) 317-8390 Fax (425) 317-8849, Email wtemple@hafeleamericas.com (Wick Temple, Hardware Consultant).
   3. Olympus Lock, Inc., Tel (206) 362-3290, (800) 525-0954, Fax (206) 362-3569, Email info@olympus-lock.com (Mike Donohue, Sales Mgr / Frank J. Martin, President). Web Site http://www.olympus-lock.com
   4. Sports Imports llc: Tel (301) 468-5852, Fax: (301) 299-0185 Web Site: http://www.sportsimportsltd.com
B. European Hinges:
   1. Häfele, Aximat Hinge 344.500.01, 250-degree opening angle, self-closing, exposed 7 mm axle for 20.5 mm door thickness, screw mount.
   2. Horizontal Adjustment: 3 mm.
   3. Vertical Adjustment: 2 mm.
   5. Grade 1, tested to ANSI / BHMA A-156.9.
      a. BPT-1 - Hinge Performance Test.
      b. BPT-2 Hinge Operating Life Test.

C. Door and Drawer Pulls:
   1. Width: 3.78” inch center to center.
   2. Handle: Inset
   3. Color: As selected by Owner.
   4. Häfele, Catalog 115.61.601

D. Magnetic Catches: Magnetic, 7 pound catch. Match color of edge banding. Use star washers under screw heads to hold latch tight without distorting the plastic.

E. Drawer Slides: Steel ball bearing movement, electro-plate zinc with clear lacquer coating.
   1. Medium Duty Standard Drawers:
      a. Maximum 16 Inch Drawer Width: Accuride 3834 and Knape & Vogt No. 8400 lever disconnect side mounting, 90 pound load rating, 1 inch over travel extension slides.
      b. Maximum 24 Inch Drawer Width: Accuride 7434, rail disconnect side mounting, 100 pound load rating, 1 inch over travel extension slides.

F. Shelf Clips: Polycarbonate, double 5 mm pegs, fitting 32 mm support hole spacing, designed to lock shelf in place, suitable for 3/4 inch and 1-inch thick shelves, 500 pound load capacity.
      a. Tel (631) 756-0810, Fax (631) 756-0436, Email sales@allenfield.com
      b. Web Site http://www.allenfield.com
   2. Bainbridge Manufacturing, Inc., Dual Sized Support, Item 3220C.
      a. Tel 1-800-255-4702 / (509) 745-9555, Fax (509) 745-9666, Email info@bainbridgemfg.com
      b. Web Site http://bainbridgemfg.com
      a. Tel (253) 639-3350 Fax: (253) 639-8661.
      b. Web Site http://www.lymanassociates.com

G. Wall Mounted Adjustable Shelf Standards and Brackets: Anochrome electro-plated finish.
   1. Heavy Duty at Storage Shelves: 12 gauge steel, 2 inch adjustment brackets. Capacity 1060 pounds at 12 inch shelf depth, with brackets at 16 inch on center.
      a. Standards: Reeve 40 and K&V 87 ANO.
   2. Screws: Suitable for purpose, flat heads set flush into standards so as not to interfere with mounting of brackets.
      a. Screw head finish: Visually match standards.

H. Base Cabinet Counter Support Brackets:
1. Manufacturer’s standard shelf angle, welded construction, minimum 15 gauge by 1-1/2 inch tube steel or 1/4 inch flat bar. Support counters exceeding 36-inch span. and as shown on Drawings.
   a. Horizontal Leg: Less 3-inch width of counter.
   b. Vertical Leg: Minimum 18 inch deep.
   c. Leg Brace: 1/4 inch thick by 1-1/2 inch flat bar gusset plate at 45 degree angle, 6 inch out.
2. Custom: As shown on Drawings
3. Continuous blocking at back of support bracket.

2.6 ACCESSORIES
A. Woodwork Adhesive: Water-resistant, AWI Quality Standards Type I or Type II, applicable for intended use.
B. Plastic Laminate Adhesives: EPA VOC compliant, as instructed by manufacturer.

2.7 FABRICATION - GENERAL
A. Casework and Millwork Items: Conform to AWS, Custom Grade, Reveal Overlay construction.
B. Casework Construction Joints:
   1. Doweled: 6 minimum 10mm diameter hardwood, fluted dowels. Glued and clamped.
   2. Lock Shoulder Joint: Glued and stapled or screwed.
   3. Rabbeted Construction Joints: Glued and stapled or screwed.
   4. Spline or Biscuit Joints: 3 per foot, glued under pressure.
   5. Flush Butt Panel Joints: Accepted only at concealed backs. Glued and screwed. Not accepted at drawer bottoms.

2.8 BASE CABINET FABRICATION
A. Wall and Base Cabinets:
   1. Panel Core: 3/4 inch thick MDF panels.
   2. Exposed Vertical Surface Finish: Clad in high pressure decorative laminate, NEMA LD-3, custom grade, flush overlay face, frameless frame fabrication.
   4. Concealed Surface Finish: Liner Grade balancing sheet, including at concealed tops, bottoms, sides, and backs of casework.
B. Base Cabinet Subtops: Solid, except 4 inch wide front to back rails at each side of sink openings.
C. Toe Kicks: 4 inch high by 3/4-inch thick moisture-resistant MDF set into 3-inch deep toe kick at front and open ends of base cabinets.
   1. Base Cabinets Set on Continuous Bases: Build in place, level, and shim. Align with adjoining casework
   2. Base Cabinets Set Directly On Floor: Extend end and back panels to floor. Make level and aligned with adjoining cabinets.
D. Cabinet Backs: Concealed Backs Installed Against Walls:
   1. 1/2 inch thick MDF panel.
   2. Seal concealed panel face to prevent moisture intrusion.
E. Plastic Laminate Faced Casework:
   1. Faces: High-Pressure decorative laminate at exterior door face.
   2. Edges: No edge banding.
2.9 BASE CABINET DOOR AND DRAWER FABRICATION

A. Cabinet Doors:
   1. Plastic Laminate Faced Casework:
      a. Core: 3/4 inch thick MDF panels.
      b. Faces: High-pressure decorative laminate at exterior door face.
      c. Edges: No edge banding.
   2. Hardware:
      a. Pulls: One vertically mounted pull per door.
      b. Keyed Locks:
         1) Right Hand Door: One keyed lock.
         2) Left Hand Door: One catch at interior side of door to hold door closed using single keyed lock [and flush bolt, at top and bottom of 1-3/4 inch doors].
      c. Hinges: Two hinges per door, except three hinges on doors 36 inch high and over.
      d. Magnetic Catches: One magnetic catch per door, two magnetic catches on doors 48 inch high and over.

B. Cabinet Drawers:
   1. Plastic Laminate Faced Casework:
      a. Faces: High-pressure decorative laminate at exterior drawer face.
      b. Edges: No edge banding.
   2. Subfronts and Backs: 11/16 to 3/4 inch MDF, faced with melamine laminate.
   3. Sides: 1/2 inch MDF faced with melamine laminate.
   4. Bottoms: 1/2 inch thick MDF faced with melamine laminate.
      a. House into sides, front, and back with continuous dado or lock shouldered construction.
      b. Completely glued around perimeter with hot-melt or PVA adhesive.
   5. Drawers Over 30 Inch Wide: MDF stiffeners or metal reinforcing.
   6. Drawer Joints: Assemble true and square with doweled, lock-shoulder, or rabbeted joints.
   7. Hardware:
      a. Drawer Slides: Mount with positive in and out stops for permanent alignment and quiet operation.
      b. Pull: One horizontally mounted pull for each drawer.
      c. Keyed Lock: One lock for each drawer.

2.10 CASEWORK SHELVING FABRICATION

A. Adjustable Casework Shelves:
   1. Shelf Span:
      a. Minimum 3/4 inch thick MDF under 30 inch span.
      b. 1 inch thick MDF over 30 inch and under 42 inch span.
      c. 1-1/8 inch thick veneer core plywood over 42 inch span.

2.11 FINISHES

A. Melamine Liner Color: As selected by Owner.
B. Plastic Laminate Countertops: As specified in Section 06 67 00.
C. Shelf Clip Color: Clear.
D. Grommet Color: Closest color match to counter service, as selected from manufacturer's standard colors.

E. Fasteners: Match finish of hardware item being fastened.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify installation conditions as satisfactory to receive work of this Section before beginning.

B. Verify backing and framing in place for support of wall mounted and wall supported casework and millwork of this Section.

3.2 PREPARATION

A. Take measures to protect finishes and surrounding work from casework installations.

3.3 INSTALLATION

A. Conform to manufacturer's instructions and provisions of Contract Documents.

B. Position and secure in alignment, level, and plumb.

C. Fasten casework backs into solid wall backing or framing using exposed screws and washers matching finish of screws.

D. Install wall-hung cabinets with sufficient fasteners and devices as needed to support weight of loaded cabinets.

E. Fasten adjoining cabinet with sufficient fasteners to meet tightly at top, middle, and bottom side panels. Place fasteners inconspicuously inside cabinets.

F. Close exposed joints, spaces, and openings to make tight hairline joints against adjacent construction to prevent papers and other materials from falling behind cabinets.
   1. Install scribes and fillers of same material and finish as casework.
   2. Secure with concealed screws.

G. Provide minimum 3 inch deep by 4 inch high toe space at floor mounted casework.

H. Solid Wood Countertops: Secured to wall or other assembly as shown on Drawings.

I. Plastic Laminate Countertops: Install, conforming to manufacturer's instructions and applicable provisions specified for Plastic Laminate countertops.

J. Make cutouts using templates supplied by work of other Divisions for plumbing fixtures and equipment installations into casework.
   1. Cut smooth, crack free holes and cutouts with minimum 1/4 inch diameter radiused inside corners.
   2. Provide backing and support as required for secure attachment of fixtures and equipment.

K. Field Installed Backsplash:
   1. Plastic Laminate Countertops: Fasten with concealed screws at 12 inch center into bed of acrylic resin along entire back edge of countertops.

L. Door and Drawer Hardware:
   1. Mount hardware using manufacturer’s templates, aligned, plumb, and true between adjacent doors and drawers.
   2. Mount with adjacent door and drawer reveals equally spaced, plumb, and square.
   3. Install operating hardware to act smoothly without hanging up or binding.
4. Lubricate hardware in accordance to manufacturer’s instructions.

3.4 ADJUSTING
A. Adjust and repair damaged and defective casework and hardware, or replace to eliminate functional and visual defects.

3.5 CLEANING
A. Leave installations clean and free from soiling, marks, and other defects.

3.6 PROTECTION
A. Take applicable protection measures and maintain conditions in manner acceptable to manufacturer through completion of Project.
B. Protect countertops with polyethylene, kraft paper, or other protective covering.

END OF SECTION 06 41 00
SECTION 06 67 00 – PLASTIC LAMINATE

PART 1 - GENERAL

1.01 SUMMARY
A. Plastic laminate for horizontal surfaces of countertops and vertical surfaces of base and upper cabinets at Kitchenette and Training Room.

1.02 RELATED SECTIONS
A. Section 06 41 00 – Architectural Wood Casework

1.03 REFERENCES

PART 2 - PRODUCTS

2.01 MANUFACTURERS
A. Wilsonart: www.wilsonart.com
B. Or other Acceptable. Substitution Requests: Conform to provisions of Section 012500.
C. Provide all high pressure decorative laminates from a single manufacturer.

2.02 MATERIALS
A. Plastic Laminate, Wilsonart Laminate
   1. Color: Crema Marfil, 4927
      a. Occurs at cabinets and countertops.

2.03 FABRICATION
A. Bond plastic laminate to core material using adhesives and techniques recommended by adhesive manufacturer and ANSI A161.2.
B. Take care that moisture imbalance does not exist between plastic laminate and substrate before fabrication.
C. Provide minimum radius of 1/8 inch at inside corners of cut-outs; file edges smooth to prevent stress cracking.
D. Saw, drill, edge file, sand, and rout plastic laminate with decorative side up to prevent cracking or chipping of laminate surface.
   1. Use carbide tipped cutting edges on saws, drills, and routers.
   2. Drill plastic laminate with a wood backing to prevent "breakout" at bottom of drilled holes.
   3. Cut curved edges slightly oversize and finish by sanding, filing, or routing for smooth edges.
PART 3 - EXECUTION

3.01 INSTALLATION OF FABRICATED UNITS

   A. See Section 06 41 00 – Architectural Wood Casework.

END OF SECTION
SECTION 07 20 00 - INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:
   1. Acoustical mineral fiber batt insulation
      a. Above gypsum board ceiling areas
      b. At interior walls:
         1) At Recording Studio.

B. Related Sections:
   1. Section 01 23 00 Alternates
   2. Section 05 40 00 Cold Formed Metal Framing
   3. Section 09 29 00 Gypsum Board

1.3 SUBMITTALS

A. Submit in accordance with Division 1.

B. Product Data substantiating conformance to requirements for each type of product indicated.

1.4 QUALITY ASSURANCE

A. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84 by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.

B. Protect foam-plastic board insulation prior to installation. Do not expose to sunlight except to necessary extent for period of installation and concealment. Protect against ignition at all times.

PART 2 - PRODUCTS

2.1 ACOUSTICAL MINERAL FIBER BATT INSULATION

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following or as approved:
1. CertainTeed Corporation.
2. Johns Manville.
3. Owens Corning.

B. Unfaced acoustical batts combining mineral fibers manufactured from glass with thermosetting resins. Batt shall be 3-1/2” thick/R11, unless otherwise indicated.

C. Sustainability Requirements: Provide acoustical mineral fiber batt insulation as follows:
   1. Free of Formaldehyde: Insulation manufactured with 100 percent acrylic binders and no formaldehyde.

PART 3 - EXECUTION

3.1 PREPARATION
   A. Examine substrates to determine if conditions affecting installation and performance of insulation are satisfactory. Clean substrates of substances that are harmful to insulation or vapor retarders, including removing projections capable of puncturing vapor retarders or that interfere with insulation attachment. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 INSTALLATION, GENERAL
   A. Comply with insulation manufacturer’s written instructions applicable to products and applications indicated.
   B. Install insulation that is undamaged, dry, and unsoiled and that has not been left exposed to ice, rain, or snow at any time.
   C. Extend insulation to envelop entire area to be insulated. Cut and fit tightly around obstructions and fill voids with insulation. Remove projections that interfere with placement.
   D. Provide sizes to fit applications indicated and selected from manufacturer’s standard thicknesses, widths, and lengths. Apply single layer of insulation units to produce thickness indicated unless multiple layers are otherwise shown or required to make up total thickness.
   E. Maintain required clearances at items not rated for or protected from contact with insulation, such as at light fixtures, flues, and the like.

3.3 INSTALLATION
   A. Install insulation units by method indicated to suit conditions, complying with manufacturer’s written instructions.
   B. Foam-Plastic Board Insulation: Seal joints between units by applying adhesive, mastic, or sealant to edges of each unit to form a tight seal as units are shoved into place. Fill voids in
completed installation with adhesive, mastic, or sealant as recommended by insulation manufacturer.

C. Acoustical Batt above gypsum board ceilings: Lay acoustical batts between framing following completion of all other systems. Hold batts 6” back from edge of ceiling system, or as required to keep insulation out of view.

3.4 PROTECTION

A. Protect installed insulation and vapor retarders from damage due to harmful weather exposures, physical abuse, and other causes. Provide adequate coverings or enclosures where insulation is subject to damage during transportation from factory to site.

END OF SECTION 07 21 00
SECTION 07 92 00 - JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes but is not limited to:
   1. Interior sealant at pipe penetrations and openings, plumbing fixtures, and countertops as required for a seamless finish.

B. Related Sections:
   1. Section 09 90 00 Painting
   2. Section 06 41 00 Architectural Wood Casework

1.2 SUBMITTALS

A. Product Data: For each joint-sealant product indicated.

B. Samples: Manufacturer’s color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view. Provide material matching the appearance of exposed surfaces adjacent to joint sealants upon Owner’s request.

C. Product Certificates: For each kind of joint sealant and accessory, from manufacturer.

1.3 QUALITY ASSURANCE

A. Installer Qualifications: Manufacturer’s authorized representative who is trained and approved for installation of units required for this Project.

B. Source Limitations: Obtain each kind of joint sealant from single source from single manufacturer.

1.4 PROJECT CONDITIONS

A. Do not proceed with installation of joint sealants under any conditions outside of manufacturer’s recommendations, including but not limited to the following:
   1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer.
   2. When joint substrates are wet.
   3. Where joint widths are greater than or less than those allowed by joint-sealant manufacturer for applications indicated.
   4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.
1.5 WARRANTY

A. Manufacturer’s Warranty: Manufacturer’s standard form in which joint-sealant manufacturer agrees to furnish joint sealants to repair or replace those that do not comply with performance and other requirements specified in this Section within specified warranty period.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under project conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.

B. VOC Content of Interior Sealants: Provide sealants and sealant primers for use inside the weatherproofing system that comply with the following limits for VOC content when calculated according to 40 CFR 59, Part 59, Subpart D (EPA Method 24):

1. Architectural Sealants: 250 g/L.
2. Sealant Primers for Nonporous Substrates: 250 g/L.
3. Sealant Primers for Porous Substrates: 775 g/L.

C. Non-staining Characteristics: Install joint sealants, joint fillers and related joint materials that are nonstaining to visible joint surfaces and surrounding substrate surfaces sealants.

D. Color: Approximate color of adjacent surfaces, as selected by Owner from samples of manufacturer’s standard color range.

2.2 JOINT-SEALANT SCHEDULE

A. Interior Joint Sealant Applications: Use product specified at the following locations in colors as selected by Owner.

1. Surfaces to receive paint finish: Acrylic Latex joint sealant:

2.3 LATEX JOINT SEALANTS

A. Latex Joint Sealant: Acrylic latex or siliconized acrylic latex, ASTM C 834, Type OP, Grade NF.

1. Products: Subject to compliance with requirements, provide the following or as approved
   b. Pecora Corporation; AC-20+.
   c. Tremco Incorporated; Tremflex 834.
2.4 JOINT SEALANT BACKING

A. General: Provide sealant backings of material that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.

B. Cylindrical Sealant Backings (Backer Rod): ASTM C 1330, type as recommended by joint-sealant manufacturer for joint application indicated, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.

2.5 MISCELLANEOUS MATERIALS

A. Cleaners: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.

B. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

C. Other Materials: Provide other materials, not specifically described but required for a complete and proper installation, as selected by the Contractor and approved by the sealant manufacturer as compatible, subject to review of the Owner.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Coordinate with other trades as required to assure proper and adequate provision of the work of those trades for interface with work of this Section

B. Examine joints indicated to receive joint sealants, with Applicator present, for compliance with manufacturer’s requirements, requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.

1. Report unsatisfactory conditions in writing to the Owner.

2. Proceed with installation only after unsatisfactory conditions have been corrected. Beginning work shall constitute acceptance of conditions as satisfactory.

3.2 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer’s written instructions and the following requirements:

1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), existing joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
B. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

A. General: Comply with joint-sealant manufacturer’s written installation instructions for products and applications indicated, unless more stringent requirements apply.

B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

C. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
   1. Do not leave gaps between ends of sealant backings.
   2. Do not stretch, twist, puncture, or tear sealant backings.
   3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.

D. Apply masking tape as required to protect adjacent surfaces, to ensure a straight bead line, and to facilitate cleaning.

E. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
   1. Place sealants so they directly contact and fully wet joint substrates.
   2. Completely fill recesses in each joint configuration.
   3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

F. Tooling of Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.

3.4 FIELD QUALITY CONTROL

A. Field-Adhesion Testing: Field test joint-sealant adhesion to joint substrates per manufacturer’s recommendations.
   1. Extent of Testing: Test completed and cured sealant joints as follows:
      a. Perform 5 tests for the first 1000 feet of joint length for each kind of sealant and joint substrate.
      b. Perform 1 test for each 1000 feet of joint length thereafter or 1 test per each floor per elevation.
   a. For joints with dissimilar substrates, verify adhesion to each substrate separately
3. Sealants failing adhesion test shall be removed, substrates cleaned, sealants re-installed, and re-testing performed
4. Record test results in a field-adhesion-test log and submit report to Owner indicating tests, locations, dates, results, and remedial actions.

B. Evaluation of Field-Adhesion Test Results: Sealants not evidencing adhesive failure from testing or noncompliance with other indicated requirements will be considered satisfactory.

3.5 CLEANING
   A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.6 PROTECTION
   A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

END OF SECTION 07 92 00
SECTION 08 14 00 - FLUSH WOOD DOORS

PART 1 GENERAL

1.1 SUMMARY
A. Provide flush wood doors and hollow metal frames

1.2 SUBMITTALS
A. Product Data: Submit manufacturer’s product data and installation instructions for each material and product used.
B. Samples: Submit a sample of each material specified indicating visual characteristics and finish. Include range samples if variation of finish is anticipated.
C. Warranty: Submit manufacturer’s standard warranty. Include labor and materials to repair or replace defective materials.

1.3 QUALITY ASSURANCE
A. Comply with governing codes and regulations. Provide products of acceptable manufacturers, which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer’s instructions.
B. Quality Standards: AWI’s ‘Architectural Woodwork Quality Standards Illustrated.’

PART 2 PRODUCTS

2.1 MATERIALS
A. Interior Flush Wood Doors:
   1. Manufacturers: Algoma Hardwoods; Eggers Industries, Vancouver Door Inc.; or approved equal.
   2. Type: Solid core.
   4. Grade: Premium.
   5. Frames: Match existing metal frames.
   6. Face: Paint Grade.
   7. Face: Match existing door color.
   8. Finish: Per Section 09 90 00 Painting.

PART 3 EXECUTION

3.1 INSTALLATION
A. Comply with NWMA I.S. 1A and specified quality standard.
B. Prefit doors to frames. Premachine doors for hardware listed on final schedules. Factory bevel doors.
C. Install doors with not more than 1/8 inch clearance at top and sides, 1/4 inch at bottom.
D. Adjust, clean, and protect.

END OF SECTION 08 14 00
SECTION 08 34 74 – SOUND CONTROL DOOR ASSEMBLIES

PART 1 - GENERAL

1.1. SUMMARY

A. Section includes:
   a. Swinging hollow metal sound control door and frame system (Alternate #1).

B. Related Sections:
   1. Section 01 23 00 Bid Alternates
   2. Section 08 14 00 Flush Wood Doors
   3. Section 09 90 00 Painting

1.2. REFERENCE STANDARDS

A. American Society of Testing Materials (ASTM)
   1. A480-06b – General Requirements for Flat-Rolled Stainless Heat-Resisting Steel Plate, Sheet, and Strip
   2. A653-06 - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron AlloyCoated (Galvannealed) by the Hot-Dip Process.
   4. E413-04 - Classification for Rating Sound Insulation.


C. Hollow Metal Manufacturer’s Association (HMMA)
   1. 802-92 - Manufacturing of Hollow Metal Doors and Frames.
   2. 840-99 - Installation and Storage of Hollow Metal Doors and Frames.
   3. 865-03 - Guide Specifications For Swinging Sound Control Hollow Metal Doors and Frames.


1.3. SUBMITTALS

A. Shop Drawings: Indicate door openings, elevations, dimensions, types, swings, undercuts, beveling, cutouts, vertical door edge details, wood species, and special blocking for hardware.

B. Product Data.

C. Samples: Submit manufacturer’s door finish sample as well as perimeter acoustic gasket.

D. Test Data:
   1. Submit test data indicating compliance with the Sound Transmission Class (STC) requirements. Include laboratory name, test report number, and date of test.
   2. Submit certification from test laboratory qualified under the National Voluntary Accreditation Program (NVLAP) of the U.S. Bureau of Standards.
E. Installation Instructions: Submit manufacturer’s installation instructions.

F. Sample Warranty: Submit Warranty meeting or exceeding provisions specified this Section.

1.4. WARRANTY
   A. Comply with Division 01.

1.5. DELIVERY, STORAGE AND HANDLING PROCEDURES
   A. Conform to provisions of Section 016510, WDMA I.S.1A, and manufacturer’s instructions.
   B. Deliver in Manufacturer’s original unopened poly-wrapped protective packaging, clearly labeled with manufacturer’s name, brand name, size, thickness, and identifying symbol.
   C. Store in condition of average prevailing relative humidity where there will be no great variation of heat and humidity.
   D. Stack flat to permit ventilation and supported at both ends and across centers. Cover tops and bottom of stack with kraft paper, plywood, or corrugated cardboard.

PART 2 - PRODUCTS

2.1. MANUFACTURER
   A. Stiles Custom Metal, Inc. (Ceres, CA; 209-538-3667)
   B. Titan metal Products, Inc. (Sacramento, CA; 800-886-5355)
   C. AMBICO Limited (Ottowa, ON; 888-423-2224)
   D. MegaMet Industries, Inc. (Birmingham, AL; 205-322-7700)

2.2. MATERIALS
   B. Reinforcement: To CSA G40.20/G40.21, coating designation to ASTM A653/A653M, [ZF75] (A25).

2.3. ACCESSORIES
   A. Door Hardware: As specified this Section.
   B. Primer: Rust inhibitive zinc chromate.
   C. Threshold: Smooth and flush, to provide a seal for door in closed position.
   D. Perimeter and bottom acoustic seals: To provide a seal for door in closed positions.

2.4. FABRICATION
   A. Manufacture doors and frames to minimum STC rating of 45, measured in accordance with ASTM E90.
   B. Steel Doors: Sheet steel faces, thickness, design, and score suitable to achieve specified STC performance.
   C. Acoustic core construction, longitudinal edges, mechanically inter-locked with visible edge seams.
   D. Reinforce doors where surface-mounted hardware is required.
   E. Drill and tap for mortised, templated hardware.
   F. Top and Bottom Channels: Inverted, recessed, welded steel channels.
   G. Steel Frames:
1. Sheet steel, metal thickness appropriate to maintain door STC ratings, mitered corners, fully welded seams.
2. Factory assemble and weld frames.
   H. Affix permanent metal nameplates to door and frame, indicating manufacturer’s name, door tag, and STC rating where is shall be clearly visible.

2.5. FINISHES

   A. Factory Door Finish: Factory applied zinc chromate primer to be applied to all exposed surfaces.

2.6. DOOR HARDWARE

   A. Salvaged Door Hardware:
      1. Door Closers
      2. Hinges
      3. Mortise Lockset
      4. Deadlock
      5. Lever Door Holder

   B. Wall Bumpers:
      1. Convex Type
         a. Basis of design: Assa Abloy/Rockwood, #402 with 8-32 x 1 TH MS, Lead anchor
         b. Or Approved Equal
      2. Size: 2-7/16” dia., ¼” projection
      3. Finish: Satin Chrome Plated

PART 3 - EXECUTION

3.1. INSTALLATION

   A. Install components to manufacturer’s written instructions.
   B. Install steel doors and frames to HMMA 840 standards and in accordance with NFPA 80 and local authority having jurisdiction.
   C. Utilize welders certified by American Welding Society (AWS) for field welding.
   D. Coordinate with masonry wall construction for anchor placement.
   E. Set frames plumb, square, level and at correct elevation.
   F. Allow for deflection to ensure that structural loads are not transmitted to frame.
   G. Adjust operable parts for correct clearances and function.
   H. Install and adjust perimeter and bottom acoustic seals.
   I. Finish paint in accordance with Section 09 90 00.

3.2. ERECTION TOLERANCES
A. Installation tolerances of installed frame for squareness, alignment, twist and plumbness are to be no more than ± 1/16in in compliance with HMMA 841.

3.3. FIELD QUALITY CONTROL

A. Provide qualified manufacturer’s representative to instruct installers on the proper installation and adjustment of door assemblies.

B. Provide manufacturer’s representative to inspect door installation, and test minimum ten (10) cycles of operation. Correct any deficient doors.

3.4. DEMONSTRATION

A. Instruct the Owner’s Maintenance Personnel regarding the operation and maintenance of acoustical door assembly.

3.5. CLEANING

A. After installation, clean door surfaces and hardware interior and exterior surfaces of mortar, paint, and other contaminants.

END OF SECTION 08 34 74
SECTION 08 71 00 – DOOR HARDWARE

PART 1 GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Complete Finish Hardware for the Project in accordance with drawings, specifications and
      schedules.
   2. Items not specifically mentioned but required to complete the work.

B. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplementary
      Conditions and Division 1 Specification Sections apply to this Section.
   2. Division 08 Section Flush Wood Doors

1.2 REFERENCES:

   1. ANSI 156.18 – Materials and Finishes.
   2. ANSI A117.1 – Accessible and Usable Buildings and Facilities

B. BHMA – Builders Hardware Manufacturers Association

C. DHI – Door and Hardware Institute

D. NFPA – National Fire Protection Association
   1. NFPA 80 – Fire Doors and Windows
   3. NFPA 105 – Smoke and Draft Control Door Assemblies
   4. NFPA 252 – Fire Tests of Door Assemblies

1.3 SUBMITTALS

A. Product Data:
   1. Submit schedule per Division 1.
   2. Organize vertically formatted schedule into “Hardware Sets” with index of doors and head-
      ings, indicating complete designations of every item required for each door or opening.
   3. Include following information:
      a. Type, style, function, size, quantity and finish of hardware items.
      b. Use BHMA Finish codes per ANSI A156.18.
      c. Name, part number and manufacturer of each item.
      d. Fastenings and other pertinent information.
      e. Location of hardware set coordinated with floor plans and door schedule.
      f. Explanation of abbreviations, symbols, and codes contained in schedule.
      g. Mounting locations for hardware.
      h. Door and frame sizes, materials and degrees of swing.
      i. Catalog cuts.
      j. Make substitution requests in accordance with Division 1.
         1) Include product data and indicate benefit to the Project.
         2) Furnish operating samples on request.
      k. Furnish as-built/as-installed schedule with closeout documents, including manufactur-
         ers’ installation, adjustment and maintenance information, and supplier’s final inspec-
         tion report.

1.4 QUALITY ASSURANCE:

A. Qualifications:
   1. Hardware supplier; a direct factory contract supplier who employs a certified architectural
      hardware consultant (AHC) who is:
      a. available at reasonable times during course Work for project hardware consultation to
BID DOCUMENTS
Door Hardware

Owner, Architect and Contractor.
   b. responsible for detailing, scheduling and ordering of finish hardware.

B. Hardware:
   1. Provide new, free of defects, blemishes and excessive play.
   2. Obtain each kind of hardware (latch and locksets, exit devices, hinges and closers) from one manufacturer.

C. Exit Doors:
   1. Make operable from inside with single motion without the use of a key or special knowledge or effort.

D. Pre-Installation Meetings:
   1. Initiate and conduct with supplier, installer and related trades, coordinate materials and techniques, and sequence complex hardware items and systems installation.
   2. Convene at least one week prior to commencement of related work.

1.5 DELIVERY, STORAGE AND HANDLING:

A. Delivery:
   1. Coordinate delivery to appropriate locations (shop or field).
   2. Secure delivery of permanent keys and cores to Owner’s representative.

B. Site Acceptance:
   1. Deliver items individually packaged in manufacturers’ original containers, complete with proper fasteners and related pieces.
   2. Clearly mark packages to indicate contents, locations in hardware schedule and door numbers.

C. Storage:
   1. Provide locked storage area for hardware, protect from moisture, sunlight, paint, chemicals, etc.

1.6 PROJECT CONDITIONS:

A. Where exact types of hardware specified are not adaptable to finished shape or size of members requiring hardware, provide suitable types having as nearly as practical as the same operation and quality as type specified, subject to Architect’s approval.

1.7 SEQUENCING:

A. Furnish manufacturer templates to door and frame fabricators.

B. Use hardware consultant to check Shop Drawings for doors and entrances to confirm that adequate provisions will be made for proper hardware installation.
   1. Confirm that door manufacturers furnish necessary UBC-7-2 compliant seal packages.

1.8 WARRANTY:

A. Furnish warranty as part of respective manufacturers’ regular terms of sale.

B. Provide manufacturers’ warranties as follows:
   1. Closers: Ten years mechanical, two years electrical.
   2. Hinges: Life of Building.
   3. Locksets: 3 years
   4. Other Hardware: One year.

C. Provide to the Owner/GC factory order numbers for hardware warranty purposes.

1.9 COMMISSIONING:
A. Test door hardware operation with climate control system and stairwell pressurization system both at rest and while in full operation.

PART 2 PRODUCTS

2.1 MANUFACTURERS:
A. Comply with list of acceptable and alternate manufacturers.
B. Submit for review products with equivalent function and features of scheduled products below:
   1. ITEM:    (ABRV) MANUFACTURER:  ACCEPTABLE SUB:
      a. Hinges   (IVE) Ives      Bommer, Hager
      b. Locks   (C-R) Corbin Russwin   Owner's Standard
      c. Wall, Floor stops (IVE) H. B. Ives     Hager, Rockwood
C. Provide hardware items required to complete the work in accordance with these specifications and manufacturers’ instructions.
   1. Include items inadvertently omitted from this specification and note these items in submittal for review.
   2. Where scheduled item is now obsolete, bid and furnish manufacturers updated item at no additional cost to the project.

2.2 HANGING MEANS:
A. Conventional Hinges:
   1. Hinge open widths minimum, but, of sufficient throw to permit maximum door swing.
   2. Provide steel or stainless steel pins and concealed bearings.
   3. Three hinges per leaf to 7 foot, 6 inch height.  Add one for each additional 30 inches in height, or any fraction thereof.
   4. Extra heavy weight hinges on doors over 3 feet, 5 inches in width.
   5. Outswinging exterior doors: non-ferrous with non-removable (NRP) pins.
   6. Non-ferrous material exteriors and at doors subject to corrosive atmospheric conditions.
   7. Shims and shimming instructions for proper door adjustment.

2.3 LOCKING
A. Mortise Locksets and Latchsets: as scheduled.
   1. Steel Case with ¾” throw stainless steel anti-friction latchbolt and a 1” throw stainless steel deadbolt.
   2. Levers shall be forged brass, bronze or cast stainless steel.
   3. Lock shall be field reversible, without opening the case.
   4. Lock trim shall incorporate individual lever support springs in each rose or escutcheon. Lever connection by attaching threaded bushings tightened by a spanner wrench.  Threaded set screws will not be accepted.  Lock spindles shall be two independent inside and outside spindles to prevent manipulation of lock.
   5. Strikes: 16 gage curved steel, bronze or brass with 1 inch deep box construction, lips of sufficient length to clear trim and protect clothing.
   6. Scheduled Lock Series and Design: Corbin Russwin ML2200
   7. Certifications:
      a. ANSI A156.13, 1994, Grade 1 Operational, Grade 1 Security.
      b. ANSI/ASTM F476-84 Grade 31 UL Listed.

2.4 OTHER HARDWARE
A. Door Stops:
   1. Provide stops to protect walls, casework or other hardware.
      a. Unless otherwise noted in Hardware Sets, provide wall type with appropriate fasten-
ers.
   b. Where wall type cannot be used, provide floor type.
   c. If neither can be used, provide overhead type.

B. Fasteners:
   1. For typical exposed screws, use Phillips or Robertson drive.
   2. For high security areas, use pinned TORX drive.
   3. For flat head sleeve anchors (FHSL), allow slotted drive.
   4. For sheet metal and wood screws, use full-thread.
   5. For sleeve nuts, use full length to prevent door compression.

C. Silencers:
   1. For interior hollow metal frames, provide 3 for single doors, 4 for pairs of doors.
   2. Omit where adhesive mounted seal occurs.
   3. Leave no unfilled/uncovered pre-punched silencer holes.

2.5 FINISH:

A. Door Hardware:
   1. Finishes in general to be Dull Chrome (626), Stainless Steel (630) Clear Anodized Aluminum (628, Sprayed Aluminum (689)
   2. See hardware groups for scheduled finish.

PART 3 EXECUTION

3.1 ACCEPTABLE INSTALLERS:

A. Installer: Factory trained, certified, and carries a factory-issued card certifying that person as a “Certified Installer”.

B. Substitute Installer: Use installer that can demonstrate suitably equivalent competence and experience.

3.2 PREPARATION:

A. Ensure that walls and frames are square and plumb before hardware installation.

B. Locate hardware per SDI-100 and applicable building, fire, life-safety, accessibility, and security codes.
   1. Notify Architect of any code conflicts before ordering material.
   2. Where new hardware is to be installed near existing doors/hardware scheduled to remain, match locations of existing hardware.

3.3 INSTALLATION

A. Install hardware per manufacturer’s instructions and recommendations. Do not install surface-mounted items until finishes have been completed on substrate. Set units level, plumb and true to line and location. Adjust and reinforce attachment substrate for proper installation and operation.

B. Do not install surface-mounted items until finishes have been completed on substrate.

C. Set units level, plumb and true to line and location.

D. Adjust and reinforce attachment substrate for proper installation and operation.
   1. Install jamb-applied gaskets before closers, overhead stops, rim strikes, etc. Install sweeps across bottoms of doors before astragals, cope sweeps around bottom pivots, trim astragals to tops of sweeps.
   2. When hardware is to be attached to existing metal surface and insufficient reinforcement exists, use RivNuts, NutSerts or similar anchoring device for screws.
   3. Locate floor stops not more than 4 inches from the wall.
4. Drill pilot holes for fasteners in wood doors and/or frames.

3.4 ADJUSTING

A. Adjust and check for proper operation and function.

B. Replace units, which cannot be adjusted to operate freely and smoothly.
   1. Repair or replace hardware damaged by improper installation or adjustment methods to 
      Owner’s satisfaction.
   2. For inspection, use hardware supplier; include suppliers with closeout documents.
   3. For follow-up inspection, provide letter of agreement to Owner that approximately 6 months 
      after substantial completion, installer will visit Project with representatives of the manufac-
      turers of the locking devices and door closers to accomplish following:
      a. Re-adjust hardware.
      b. Evaluate maintenance procedures and recommend changes or additions, and instruct 
         Owner’s personnel.
      c. Identify items that have deteriorated or failed.
      d. Submit written report identifying problems and likely future problems.

3.5 PROTECTION/CLEANING:

A. Cover installed hardware, protect from paint, cleaning agents, weathering, carts/barrows, etc.
   1. Remove covering materials and clean hardware just prior to substantial completion.

B. Clean adjacent wall, frame and door surfaces soiled from installation/reinstallation process.

3.6 SCHEDULE OF FINISH HARDWARE

A. Install the following Hardware Set at doors indicated in drawings:

   3 each  Hinges     IVE  5BB1 4.5 x 4.5 652
   1 each  Passage set C-R  ML2010 LWA
   1 each  Wall Stop   IVE  WS401CVX 626
   3 each  Silencers   IVE  SR64

END OF SECTION 08 71 00
SECTION 09 29 00 - GYPSUM BOARD

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Interior gypsum board attached to metal framing.
   2. Patch and repair existing gypsum board surfaces; finish and texture to match existing.

B. Related Sections:
   1. Section 05 40 00 Cold Formed Metal Framing
   2. Section 06 10 00 Rough Carpentry
   3. Section 09 90 00 Painting

1.2 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:

   ASTM C840-04 Standard Specification for Application and Finishing of Gypsum Board
   ASTM C1002-01 Standard Specification for Steel Self-Piercing Tapping Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Wood Studs or Steel Studs
   ASTM C1047-04 Standard Specification for Accessories for Gypsum Wallboard and Gypsum Veneer Base
   ASTM C1396-04 Standard Specification for Gypsum Board
   ASTM D4397-02 Standard Specification for Polyethylene Sheeting for Construction, Industrial, and Agricultural Applications

   U.S. Gypsum’s Manual: “Architectural Reference Library” datum as current as of date of Project Manual and applicable as Owner judges

   GA 201 Gypsum Board for Walls and Ceilings
   GA 214 Recommended Levels of Gypsum Board Finish
   GA 216 Recommended Specifications for the Application and Finishing of Gypsum Board
   GA 600 Fire Resistance Design Manual
   NWCB Northwest Wall and Ceiling Bureau’s Recommendations and Specifications

1.3 SUBMITTALS

A. Product Data: For each type of product.
1.4 QUALITY ASSURANCE

A. Installer Qualifications: Installer must be a specialist in this type of work, employing experienced personnel, and be able to show similar installations in good condition after five years’ service.

B. Single-Source Responsibility for Products: Obtain each type of product from a single manufacturer.

C. Regulatory Requirements: Where gypsum board assemblies with fire resistance ratings are indicated or are required to comply with governing regulations, provide materials and installations identical with applicable assemblies that have been tested and listed by recognized authorities, including Underwriter’s Laboratories.

D. Field Samples: Apply final wall finish on one wall where directed, and obtain Owner’s approval prior to proceeding with work.

1.5 DELIVERY, STORAGE AND HANDLING

A. Store materials inside under cover and keep them dry and protected against weather, condensation, direct sunlight, construction traffic, and other potential causes of damage. Stack panels flat and supported on risers on a flat platform to prevent sagging.

1.6 FIELD CONDITIONS

A. Environmental Limitations: Comply with ASTM C 840 requirements or gypsum board manufacturer’s written recommendations, whichever are more stringent.

B. Do not install paper-faced gypsum panels until installation areas are enclosed and conditioned.

C. Do not install panels that are wet, those that are moisture damaged, and those that are mold damaged.

1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.

2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

PART 2 - PRODUCTS

2.1 GYPSUM BOARD, GENERAL

A. Size: Provide maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.
2.2 INTERIOR GYPSUM BOARD

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. CertainTeed Corp.
   2. Georgia-Pacific Gypsum LLC.
   3. USG Corporation.
   4. Or accepted.

B. Gypsum Board, regular unless indicated as Type X for fire-resistnace-rated assemblies: ASTM C 1396/C 1396M.
   1. Thickness: 5/8 inch unless noted otherwise.
   2. Long Edges: Tapered.

2.3 TRIM ACCESSORIES

A. Interior Trim: ASTM C 1047.
   1. Material: Formed metal trim at all corners, reveals and exposed ends of gypsum board unless specifically noted otherwise.
   2. Shapes:
      a. Corner beads, unless otherwise noted.
      b. Inside corners 90°.
      c. Outside corners: Square, paper covered.
      d. LC-Bead: J-shaped; exposed long flange receives joint compound.
      e. L-Bead: L-shaped; exposed long flange receives joint compound.
      f. U-Bead: J-shaped; exposed short flange does not receive joint compound.

2.4 JOINT TREATMENT MATERIALS

A. General: Comply with ASTM C 475/C 475M.

B. Joint Tape:
   1. Interior Gypsum Board: Paper.

C. Joint Materials: As recommended by gypsum board manufacturer for intended purposes. Conform to reference GA 201 and GA 216 for reinforcing tape, joint compound, adhesive, and water.

2.5 AUXILIARY MATERIALS

A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer’s written recommendations.

B. Acoustical Joint Sealant: As specified in Division 07 Section “Joint Sealants.”
PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine areas and substrates including welded hollow-metal frames and framing, with Installer present, for compliance with requirements and other conditions affecting performance.

B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.

C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 APPLYING AND FINISHING PANELS, GENERAL

A. Comply with ASTM C 840.

B. Install panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.

C. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.

D. Form control and expansion joints with space between edges of adjoining gypsum panels.

E. Cover both faces of support framing with gypsum panels in concealed spaces (above ceilings, etc., except in chases braced internally.

   1. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
   2. Fit gypsum panels around ducts, pipes, and conduits.
   3. Where partitions intersect structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by structural members; allow 1/4- to 3/8-inch- wide joints to install sealant.

F. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments, except floors. Provide 1/4- to 1/2-inch- wide spaces at these locations and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.

G. Attachment to Steel Framing: Attach panels so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.

H. Wood Framing: Install gypsum panels over wood framing, with floating internal corner construction. Do not attach gypsum panels across the flat grain of wide-dimension lumber, including floor joists and headers. Float gypsum panels over these members or provide control joints to counteract wood shrinkage.

I. STC-Rated Assemblies: Seal construction at perimeters, behind control joints, and at openings and penetrations with a continuous bead of acoustical sealant. Install acoustical sealant at both...
faces of partitions at perimeters and through penetrations. Comply with ASTM C 919 and with manufacturer’s written recommendations for locating edge trim and closing off sound-flanking paths around or through assemblies, including sealing partitions above acoustical ceilings.

J. Install sound attenuation blankets before installing gypsum panels unless blankets are readily installed after panels have been installed on one side.

3.3 APPLYING INTERIOR GYPSUM BOARD

A. Install interior gypsum board as scheduled:

B. Single-Layer Application:
   1. On partitions/walls, apply gypsum panels vertically (parallel to framing) unless otherwise indicated or required by fire-resistance-rated assembly, and minimize end joints.
      a. Stagger abutting end joints not less than one framing member in alternate courses of panels.
      b. At stairwells and other high walls, install panels horizontally unless otherwise indicated or required by fire-resistance-rated assembly.
   2. On Z-furring members, apply gypsum panels vertically (parallel to framing) with no end joints. Locate edge joints over furring members.
   3. Fastening Methods: Apply gypsum panels to supports with steel drill screws.

C. Multilayer Application:
   1. On partitions/walls, apply gypsum board indicated for base layers and face layers vertically (parallel to framing) with joints of base layers located over stud or furring member and face-layer joints offset at least one stud or furring member with base-layer joints, unless otherwise indicated or required by fire-resistance-rated assembly. Stagger joints on opposite sides of partitions.
   2. Fastening Methods: Fasten base layers and face layers separately to supports with screws.

3.4 INSTALLING TRIM ACCESSORIES

A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer’s written instructions.

B. Control Joints: Install control joints according to ASTM C 840 and in specific locations approved by Owner for visual effect.

C. Interior Trim: Install in the following locations:
   1. Cornerbead: Use at outside corners
   2. LC-Bead: Use at exposed panel edges
   3. L-Bead: Use where indicated
   4. U-Bead: Use at exposed panel edges
3.5 FINISHING GYPSUM BOARD

A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, 
fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces 
for decoration. Promptly remove residual joint compound from adjacent surfaces.

B. Prefill open joints and damaged surface areas.

C. Apply joint tape over gypsum board joints, except for trim products specifically indicated as not 
intended to receive tape.

D. Gypsum Board Finish Levels: Finish panels to levels to match existing and according to 
ASTM C 840:

E. Finish Levels as Described by NWCB:
1. Level 2: One Coat Application
   a. Board joints: Tape embedded in joint compound, wipe off the excess and leave a 
thin coat of joint compound over the tape. Tool marks and ridges acceptable.
   b. Interior Angles: Tape embedded in joint compound, wipe off the excess and leave 
a thin coat of joint compound over the tape. Tool marks and ridges acceptable.
   c. Accessories: One coat of joint compound over the flanges, wipe off the excess 
and leave a thin coat of joint compound over the flanges. Tool marks and ridges 
acceptable.
   d. Fasteners: Cover fastener heads with one coat of joint compound and wipe off 
the excess. Tool marks and ridges acceptable.
   e. Scope of use:
      1) Areas where the surface appearance is not a concern, such as garages, 
         warehouses, storage rooms etc.
      2) When water-resistant board is used for a backing for tile.
   f. Paint: Refer to Finish Schedule and Section “Interior Painting”

2. Level 4: Three Coat Application
   a. Board joints: Step one is tape embedded in joint compound, leaving a smooth thin 
      coat of joint compound over the tape. Step two is a separate coat of joint 
      compound over the dry first coat, leaving a smooth surface free of ridges, tool 
      marks and sanding grooves. Step three is the final coat of joint compound 
      feathered out over the dry second coat, leaving a smooth surface flush with the 
      gypsum board and free of all marks.
   b. Interior Angles: Step one is tape embedded in joint compound, leaving a smooth 
      thin coat of joint compound over the tape. Step two is a separate coat of joint 
      compound over the dry first coat, leaving a smooth surface free of ridges, tool 
      marks and sanding grooves. Step three is the final coat of joint compound 
      feathered out over the dry second coat, leaving a smooth surface flush with the 
      gypsum board and free of all marks.
   c. Accessories: Step one is a coat of joint compound over the flanges, leaving a 
      smooth surface. Step two is a separate coat of joint compound over the dry first 
      coat, leaving a smooth surface free of ridges, tool marks and sanding grooves. 
      Step three is the final coat of joint compound feathered out over the dry second 
      coat, leaving a smooth surface flush with the gypsum board and free of all marks.
   d. Fasteners: Step one covers the fastener heads with a coat of joint compound, 
      leaving a smooth surface. Step two is a separate coat of joint compound over the 
      dry first coat, leaving a smooth surface free of ridges, tool marks, and sanding 
      grooves. Step three is the final coat of joint compound feathered out over the dry
second coat, leaving a smooth surface flush with the gypsum board and free of all marks.

e. Scope of Use:
   1) For smooth surface finish.
   2) For surfaces to receive a light sprayed drywall texture finish coat or a light grade wall covering.
   3) Not for un-backed vinyl wall covering.
   4) Not for surfaces subject to critical lighting conditions.
   5) Not for surfaces that are to receive a final decoration (paint) of a high sheen.

f. Paint: Refer to Finish Schedule and Section “Interior Painting”

3.6 PROTECTION

A. Protect adjacent surfaces from drywall compound and promptly remove from floors and other non-drywall surfaces. Repair surfaces stained, marred, or otherwise damaged during drywall application.

B. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.

C. Remove and replace panels that are wet, moisture damaged, and mold damaged.

   1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
   2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

END OF SECTION 09 29 00
SECTION 09 51 13 – ACOUSTICAL CEILING SUSPENSION SYSTEM AND PANELS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes
   1. Acoustical ceiling panels:
      a. 2’x’4 ACT located in Meeting Room.
   2. Exposed grid suspension systems:
      a. Located in Meeting Room, and infill in (E) Corridor and Training Room.
   3. Wire hangers, fasteners, main runners, cross tees, wall angle moldings and accessories.

B. Related Sections include the following:
   1. Section 09 29 00   Gypsum Board
   2. Division 23   Heating, Ventilating and Air Conditioning
   3. Division 26   Electrical

C. Products furnished, but not installed under this Section, include anchors, clips, and other ceiling attachment devices to be cast in concrete at ceilings.

1.3 REFERENCES

A. ASTM A446 – Specification for Steel Sheet, Zinc-Coated (galvanized) by the Hot Dip Process, Structural (physical) Quality

B. ASTM A641 - Specification for Steel Sheet, Zinc-Coated (galvanized) Carbon Steel Wire

C. ASTM C423 – Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method


E. ASTM C636 – Recommended Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings

F. ASTM E84 – Test Method for Surface Burning Characteristics of Building Materials

G. ASTM E119 – Fire Test of Building Construction and Materials
H. ASTM E580 – Practice for Application of Ceiling Suspension Systems for Acoustic Tile and Lay-in Panels in Areas Requiring Seismic Restraint

I. ASTM E795 – Practice for Mounting Test Specimens During Sound Absorption Tests

J. ASTM E1111 – Test Method for Measuring Interzone Attenuation of Ceiling Systems

K. ASTM E1264 – Classification for Acoustic Ceiling Products

L. ASTM E1414 – Test Method for Airborne Sound Attenuation Between Rooms Sharing a Common Ceiling Plenum

M. ASTM E1477 – Standard Test Method for Luminous Reflectance Factor of Acoustical Materials by Use of Integrating Sphere Reflectometer

N. DIN 5036 – Radiometric and Photometric Properties of Materials


P. ISO 11654 – Sound Absorbers for Use in Buildings – Rating of Sound Absorption

Q. ISO 14644 – Classification of Air Cleanliness

R. CISCA (Ceilings & Interior Systems Construction Association) – Ceilings Systems Handbook

S. CISCA (Ceilings & Interior Systems Construction Association) – Acoustical Ceilings – Use and Practice

T. CISCA (Ceilings & Interior Systems Construction Association) – Guidelines For Seismic Restraint Direct Hung Suspended Ceiling Assemblies


Z. ASCE 7 Standard - American Society of Civil Engineers, Minimum Design Loads for Buildings and Other Structures

1.4 DEFINITIONS

A. AC: Articulation Class.
B. CAC: Ceiling Attenuation Class.

C. LR: Light-Reflectance coefficient.

D. NRC: Noise Reduction Coefficient.

1.5 SUBMITTALS

A. Submit in accordance with Division 1.

B. Product Data: For each type of product indicated.

C. Shop Drawings: Reflected ceiling plans, drawn to scale, on which the following items are shown and coordinated with each other, based on input from installers of the items involved:

1. Ceiling suspension system members.
2. Method of attaching hangers to building structure.
3. Size and location of initial access modules for acoustical tile.
4. Ceiling-mounted items including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.
5. Minimum Drawing Scale: 1/8 inch = 1 foot.

D. Samples for Verification: (3) 4” x 12” samples of tile and 12” length of each exposed component indicated.

E. Maintenance Data: For finishes to include in maintenance manuals.

1.6 QUALITY ASSURANCE

A. Source Limitations: Obtain each type of acoustical ceiling tile and supporting suspension system through one source from a single manufacturer.

B. Installer Qualifications

1. Must be experienced in the installation of systems similar to those specified herein

C. Surface Burning Characteristics

1. ASTM E1264
   a. Class A

2. ASTM E84
   a. Flame spread of 25 or less
   b. Smoke developed of 50 or less

3. Fire Resistance Rating: Test in accordance with ASTM E199, UL Classified and listed in “UL Fire Resistance Directory”
   a. Refer to Fire Resistance Directory for specified UL Design Number and related assembly constructed data
   b. Consult with authorities having jurisdiction for requirements to achieve an acceptable fire resistance rating for a particular fire resistance assembly

D. Seismic Standard: Provide acoustical tile ceilings designed and installed to withstand the effects of earthquake motions according to the following:

1.7 DELIVERY, STORAGE, AND HANDLING
   A. Deliver acoustical tiles, suspension system components, and accessories to Project site in original, unopened packages and store them in a fully enclosed, conditioned space where they will be protected against damage from moisture, humidity, temperature extremes, direct sunlight, surface contamination, and other causes.
   B. Before installing acoustical tiles, permit them to reach room temperature and a stabilized moisture content.
   C. Handle acoustical tiles carefully to avoid chipping edges or damaging units in any way.

1.8 COORDINATION
   A. Coordinate layout and installation of acoustical tiles and suspension system with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression system, and partition assemblies.

1.9 EXTRA MATERIALS
   A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
      1. Acoustical Ceiling Units: Full-size tiles equal to 5.0 percent of quantity installed.
      2. Suspension System Components: Quantity of each concealed grid and exposed component equal to 5.0 percent of quantity installed.

PART 2 - PRODUCTS

2.1 ACOUSTICAL PANELS FOR SUSPENDED CEILING SYSTEM
   A. Products: Subject to compliance with requirements, provide the following:
      1. Manufacturers: CertainTeed Ceilings, Armstrong.
      2. Basis of Design: Match Existing

2.2 SUSPENSION SYSTEMS
   A. Manufacturer: CertainTeed Ceilings, Armstrong
      1. Basis of Design: Match existing profile and color, upgrade existing systems to remain to meet code required structural classification.
      2. Structural Classification: Heavy Duty (per ASTM C635)
      3. Double web design manufactured of hot-dipped galvanized steel.
B. Attachment Devices: Anchors sufficient for five-times design load indicated in ASTM C635 (Table1)/ Wire for hangers of size and type to suit intended application, complying with ASTM C641, Class 1 zinc coated, not less than 12 gauge.

1. Seismic Restraints: Pursuant to CISCA recommendations, ASTM E580 and local code requirements.

C. Handle acoustical panels carefully to avoid chipping edges or damaging units in any way.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates, areas, and conditions, including structural framing and substrates to which acoustical tile ceilings attach or abut, with Installer present, for compliance with requirements specified in this and other Sections that affect ceiling installation and anchorage and with requirements for installation tolerances and other conditions affecting performance of acoustical tile ceilings. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

A. Testing Substrates: Before installing adhesively applied tiles on wet-placed substrates such as cast-in-place concrete or plaster, test and verify that moisture level is below tile manufacturer’s recommended limits.

B. Measure each ceiling area and establish layout of acoustical tiles to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width tiles at borders, and comply with layout shown on reflected ceiling plans.

3.3 ENGINEERING AND INSTALLATION OF SUSPENDED ACOUSTICAL TILE CEILINGS

A. Engineer and install suspension system and panels in accordance with the International Building Code, Section 1621, except as noted in Section 4.4.3.1 of ESR-1308, and with the authorities having jurisdiction.

B. For reveal edge panels: Cut and reveal or rabbet edges of ceiling panels at border areas and vertical surfaces.

C. Install acoustical panels in coordination with suspended system, with edges resting on flanges of main runner and cross tees. Cut and fit panels neatly against abutting surfaces. Support edges by wall moldings or with special perimeter edge molding at floating ceiling areas indicated.

3.4 FIELD QUALITY CONTROL

A. Replace any and all damaged ceiling system components.
3.5 CLEANING

A. Clean exposed surfaces of acoustical tile ceilings, including trim and edge moldings. Comply with manufacturer’s written instructions for cleaning and touchup of minor finish damage. Remove and replace tiles and other ceiling components that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

END OF SECTION 09 51 23
SECTION 09 90 00 - PAINTING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes surface preparation and the application of paint systems on:
   1. Gypsum board walls and ceilings.
   2. Hollow metal frames and wood doors.

B. Related Requirements:
   1. Section 07 92 00 Joint Sealants
   2. Section 09 29 00 Gypsum Board

1.2 DEFINITIONS

A. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.

B. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.

C. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.

1.3 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:
   - ANSI Z535.1-98 Safety Color Code
   - ASTM D3359-02 Standard Test Methods for Measuring Adhesion by Tape Test
   - SSPC Volume 1, Good Painting Practice, and Volume 2, Systems and Specifications Editions current as of date of Project Manual
1.4 SUBMITTALS

A. Product Data: For each type of product. Include preparation requirements and application instructions.

B. Samples for Verification: For each type of paint system and in each color and gloss of topcoat.
   1. Submit Samples (drawdowns) on rigid backing, 8 inches square.
   2. Label each Sample for location and application area.
   3. Before commencing work, prepare samples of selected colors on final substrate or acceptable facsimiles painted with specified paint or coating in colors, gloss/sheen and textures required to MPI standards, or as specified, for review and acceptance. Size should not be less than 12 sq.in.
   4. For any samples not accepted furnish additional samples as required until colors, finishes, and textures are acceptable and Owner issues written authorization to proceed.
   5. When accepted, samples shall become standard of quality for appropriate on-site surface with one of each sample retained on-site.

C. Subcontractor’s Written Qualifications. Furnish written qualifications attesting to past satisfactory experience. List last three jobs. Include following information:
   1. Start and completion dates.
   2. Owner’s Representative phone number.
   3. Amount of Subcontract cost.

1.5 MAINTENANCE MATERIAL SUBMITTALS

A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

   1. Paint: 5 percent, but not less than 1 gal. of each material and color applied.

1.6 QUALITY ASSURANCE

A. Applicator/Painting Subcontractor Qualifications: To be “Specialist” meaning regularly engaged in work of comparable magnitude and complexity to work of this project with a minimum of five years proven satisfactory experience. Submit qualifications as stated in 1.03 A. 2. Show proof before commencement of work that Applicator/Painting Subcontractor will maintain a qualified crew of painters throughout the duration of the work.

   1. Employ only qualified journeymen. Apprentices may be employed to work under direction of qualified journeymen, in accordance with trade regulations.

B. Qualifications of Manufacturers and Materials: Except as otherwise scheduled, use only specified and accepted products. Do not substitute without Owner’s written acceptance in conformance with Section 016200, Substitutions and Product Options.

C. Regulatory Requirements:
   1. IBC, Chapter 8.
1.7 DELIVERY, STORAGE, AND HANDLING

A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F.
   1. Maintain containers in clean condition, free of foreign materials and residue.
   2. Remove rags and waste from storage areas daily.

1.8 FIELD CONDITIONS

A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F.
B. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.
C. Ventilation: Verify adequate continuous ventilation as recommended/required by manufacturer.
D. Illumination: Verify required lighting level minimum 15 footcandles per square foot, unless more stringent levels required by governing Codes and ordinances.

1.9 WARRANTY

A. Comply with provisions of Section 017835, Warranties and Bonds:
   1. Guarantee work of this Section against ordinary wear and usage for two years of Substantial Completion of the Work. This is an extension of the normal one year guarantee called for in the General Conditions.
      a. Warrant work to be in accordance with Specifications, Standards, and requirements incorporated in referenced MPI Manual for the MPI Accredited Quality Assurance Association’s two year guarantee.
      b. Warranty not applicable to defective items through faulty work by other trades, or for failure of substrates.
      c. Warranty does not assume any liability for claim other than repairing painting and finishing defects, such as peeling, flaking and chalking.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Provide products that comply with Master Painters Institute (MPI) standards indicated and that are listed in its "MPI Approved Products List" (www.paintinfo.com) resulting in “Premium Grade” systems.
   1. Sherwin Williams
   2. Benjamin Moore

2.2 MATERIALS

A. General:
1. Conform to governing regulations such as Federal and State requirements for VOC, pollution, safety, health, and the like. Finishes shall have flame spread ratings which do not exceed those permitted by IBC, Chapter 8.
2. Material Compatibility: Provide block fillers, primers, and finish-coat materials that are compatible with one another and with the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
3. Material Quality: Provide manufacturer’s best-quality paint material of the various coating types specified that are factory formulated and recommended by manufacturer for application indicated. Paint-material containers not displaying manufacturer’s product identification will not be acceptable.
4. Proprietary Names: Use of manufacturer’s proprietary product names to designate colors or materials is not intended to imply that products named are required to be used to the exclusion of equal products of other manufacturers. Furnish manufacturer’s material data and certificates of performance for proposed substitutions in conformance with Section 016200, Substitutions and Product Options.
5. Gloss:
   a. Paint gloss shall be defined as the sheen rating of applied paint, in accordance with the following values:
      1) Eggshell, velvet or low luster: 5 to 25 units at 60° to a minimum of 10 units at 85°
      2) Satin: 20 – 35 units at 60°
      3) Semi-gloss: 35 – 60 units at 60°
   B. Colors: Per Paint Schedule, Paragraph 3.5, and per accepted samples.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
   1. Gypsum Board: 12 percent.
C. Gypsum Board Substrates: Verify that finishing compound is sanded smooth.
D. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
E. Proceed with coating application only after unsatisfactory conditions have been corrected.
   1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Comply with manufacturer’s written instructions and recommendations in 'MPI Manual' applicable to substrates indicated.
B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.

1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.

C. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.

1. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.

D. Shop-Primed Steel Substrates: Clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop-primed surfaces.

E. Wood Substrates:

1. Scrape and clean knots, and apply coat of knot sealer before applying primer.
2. Apply wood filler paste to open-grain woods, as defined in "MPI Architectural Painting Specification Manual," to produce smooth, glasslike finish.
3. Sand surfaces that will be exposed to view and dust off.
4. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smooth when dried.

3.3 APPLICATION

A. Apply paints according to manufacturer’s written instructions and to recommendations in "MPI Manual."

1. Use applicators and techniques suited for paint and substrate indicated.
2. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
3. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
4. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
5. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.

B. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.

C. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

D. Do not finish the following surfaces, unless otherwise noted:

1. Metals as listed:
   a. Brass, bronze, copper, plated metals, stainless steel.
2. Plastic laminate surfacing.
3. Glass, unless otherwise noted.
4. Materials having complete factory finish, such as electrical switchplates, lighting fixtures, finish hardware, and the like.
5. Devices or labels not permitted to be painted by code or manufacturer.
6. Other surfaces called out not to be finished or to receive finishes specified in other sections.

3.4 CLEANING AND PROTECTION

A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.

B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.

C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Owner, and leave in an undamaged condition.

D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

E. Take these additional measures at existing painted siding and trim scheduled to be painted:
   1. Clean and prep existing surface. Remove all loose, poorly adhering, and peeling paint. Remove chalk.
   2. Spot prime bare substrates.

3.5 PAINTING SCHEDULE

A. Interior Gypsum Board in Areas Subject to Moisture: High performance architectural latex, low odor/VOC.
   1. System: Three coat system – first coat manufacturer’s recommended primer sealer, and second and third coat latex paint.
   2. Sheen: Eggshell.
   3. Application: Gypsum board wall and ceiling surfaces.

B. Interior Ferrous Metal – Acrylic System:
   1. System: Three coats; first coat acrylic DTM primer; second and third coats latex finish. The primer may be omitted at factory primed surfaces, except as necessary to recoat damaged or abraded preprimed surfaces.
   3. Application: Interior hollow steel metal doors and frames.

3.6 COLOR COATING SCHEDULE

A. Color Schedule:
   a. PT-01: SW6098, Pacer White.
   b. PT-02: M9500336TL, Coastal Path.
3.7 CLEAN-UP

A. Remove all paint where spilled, splashed, splattered or sprayed as work progresses using means and materials that are not detrimental to affected surfaces.

B. Keep work area free from an unnecessary accumulation of tools, equipment, surplus materials and debris.

C. Remove combustible rubbish materials and empty paint cans each day, and safely and legally dispose of same.

D. Clean equipment and dispose of wash water/solvents as well as other cleaning and protective materials (e.g. rags, drop cloths, masking papers), paints, thinners, paint removers/strippers in accordance with the safety requirements of authorities having jurisdiction.

END OF SECTION 09 90 00