



Pearl River Public Library

WINDOW REPLACEMENT

PROJECT MANUAL

April 12, 2024

The design of this project conforms to all applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Code, and the Building Standards of the New York State Education Department.

NY SED PROJECT No.

50-03-08-03-6-005-007

**LOTHROP ASSOCIATES LLP
333 WESTCHESTER AVE, WHITE PLAINS, NY 10604
(914)741-1115**

This page intentionally left blank

SECTION 000100
TABLE OF CONTENTS

PROCUREMENT AND CONTRACTING REQUIREMENTS

Division 00 -- Procurement and Contracting Requirements

000102 - Project Information

000103 - Project Directory

000100 - Table of Contents

000115 - List of Drawing Sheets

000116 - NYSED Information

001113 - Advertisement for Bids

002113 - Instructions to Bidders

003100 - Available Project Information

004100.01 - Bid Form

004301 - Bid Form Supplements Cover Sheet

004500 - Non-Collusion Affidavit Form

004700 - Sexual Harassment Prevention Certification Form

005000 - Contracting Forms and Supplements

005200 - Agreement Form

007200 - General Conditions

007300 - Supplementary Conditions

SPECIFICATIONS

Division 01 -- General Requirements

011000 - Summary

012000 - Price and Payment Procedures

012500 - Substitution Procedures

013000 - Administrative Requirements

014000 - Quality Requirements

015000 - Temporary Facilities and Controls

015100 - Temporary Utilities

016000 - Product Requirements

017000 - Execution and Closeout Requirements

017419 - Construction Waste Management and Disposal

017800 - Closeout Submittals

Division 02 -- Existing Conditions

024100 - Demolition

Division 03 -- Concrete (NOT USED)

Division 04 -- Masonry (NOT USED)

Division 05 -- Metals (NOT USED)

Division 06 -- Wood, Plastics, and Composites

061053 - Miscellaneous Rough Carpentry

Division 07 -- Thermal and Moisture Protection

079200 - Joint Sealants

Division 08 -- Openings

085300 - Plastic Windows

Divisions 09 through 49 (NOT USED)

END OF SECTION

PEARL RIVER PUBLIC LIBRARY CROSS-COORDINATION DESCRIPTION

The **PEARL RIVER PUBLIC LIBRARY RENOVATION AND ADDITION** project is a combination of four (4) distinct project sets listed below.

PEARL RIVER PUBLIC LIBRARY
CHILLER REPLACEMENT - SED#50-03-08-03-6-005-004
[\(also known as the 004 set\)](#)

PEARL RIVER PUBLIC LIBRARY
RESTROOM REOVATION - SED#50-03-08-03-6-005-005
[\(also known as the 005 set\)](#)

PEARL RIVER PUBLIC LIBRARY
RENOVATION & ADDITION - SED #50-03-08-6-005-006
[\(also known as the 006 set\)](#)

PEARL RIVER PUBLIC LIBRARY
WINDOW REPLACEMENT - SED#50-03-08-03-6-005-007
[\(also known as the 007 set\)](#)

The individual project sets were produced independently to allow funding of various portions of the work to come from grants. The term “project set” refers to all the documents associated with a given project including, drawings specifications and other documents. **The combined project sets represent one collective project using the name of project set 004 “PEARL RIVER PUBLIC LIBRARY RENOVATION & ADDITION”.**

Contractors shall: (a) coordinate the work among the different sets and notify the architect of any conflicts or discrepancies discovered, (b) address any discrepancies discovered during the coordination drawings process, and (c) submit payment requisitions in a format that is divided among the four projects to allow tracking and approvals from each of the funding sources.

The following information below describes duplicative and known differences between the (006) project set, and the other project sets with directed resolutions.

PEARL RIVER PUBLIC LIBRARY CHILLER REPLACEMENT (004)

SED#50-03-08-03-6-005-004

Architectural Drawings:

A001 – Combine and coordinate the general notes of project set (004) and project set (006).

A091 – Combine and coordinate the selective demolition of project set (004) and project set (006).

A110 – Combine and coordinate the demolition of project set (004) with project set (006) “UPPER ROOF SELECTIVE DEMOLITION PLAN”.

Other architectural drawings in project set (004) are applicable and supplement project set (006).



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of Facilities Planning
Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
Tel: (518) 474-3906
Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND
SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.: 23-1825 **DATE ISSUED:** 05/21/24

DISTRICT: Pearl River UFSD

BUILDING: Pearl River Public Library

ADDRESS: 80 Franklin Ave
Pearl River, N.Y. 10965

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



Office of Facilities Planning
Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
Tel: (518) 474-3906
Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

May 22, 2024

Mr. Marco Pochinesta
Superintendent
Pearl River UFSD
275 E. Central Ave.
Pearl River, N.Y. 10965

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: Pearl River Public Library

Facilities Planning Project Control Number

5	0	0	3	0	8	0	3	6	0	0	5	0	0	7	2	3	1	8	2	5	0	5	2	1	2	4
District BEDS Code								Facility Code				Project No.				Review Number					Approval Date					

Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are not wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

During Construction - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

Planning web site.

Construction Inspections – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each individual inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

Certification of Substantial Completion - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

Assurances - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are not substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

Fire Safety Inspection and Report - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the whole occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

Occupancy - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e)). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

Final Building Project Report - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/ under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated separately for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely,

A handwritten signature in black ink, appearing to read "Betty A. Rosa", with a stylized flourish at the end.

Betty A. Rosa
Commissioner of Education



Office of Facilities Planning
Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
Tel: (518) 474-3906
Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

FP-CSC
2003

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

1. Name of District: Pearl River UFSD
2. County of District: Rockland
3. Name of Building: Pearl River Public Library

Facilities Planning Project Control Number

5	0	0	3	0	8	0	3	6	0	0	5	0	0	7	2	3	1	8	2	5	0	5	2	1	2	4
District BEDS Code								Facility Code				Project No.				Review Number					Approval Date					

I, the undersigned [Architect] [Engineer] certify on the basis of an inspection _____ [date] that work performed on this project, except portions thereof designated below, has been reviewed and found to be substantially complete, and that the Date of Substantial Completion of the Project, as defined below, is _____.

Definition: Date of Substantial Completion of the Project, is the date certified by the architect or engineer when the construction is substantially complete in accordance with the Contract Documents so the school district can occupy or utilize the project, except designated portions thereof, for the use for which it is intended.

[_____] Signature _____
[_____] ☐ [Architect] ☐ [Engineer]
Firm _____
Address _____
L _____
J _____
Seal of Architect or Engineer
Date _____ Phone _____

In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.

-OVER-



Office of Facilities Planning
Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
Tel: (518) 474-3906
Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date: _____

Signature: _____

☐

Architect

☐

Engineer

.....

Assurances of Superintendent of Schools

The undersigned superintendent of schools makes the following assurances:

- 1) In the case of the project having a Clerk of the Works, the Clerk of the Works (Name) _____, has properly monitored the project pursuant to contract with the school district for services.
- 2) In the case of the project having a Construction Manager, the Construction Manager (Name) _____, has properly monitored the project pursuant to contract with the school district for services.
- 3) In the case of a new building or addition, the need of a Certificate of Occupancy prior to occupancy or used is acknowledged.
- 4) If none of the above are applicable, check here: ☐

Date: _____

Signature: _____

**REQUEST FOR REVISION OF FINANCIAL
INFORMATION (Use This Form to Revise SA-4)**

- ◆ Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction contracts are signed or when the Final Building Expenditure Report for the project is filed.
- ◆ Each request that increases the total amount allocated to a particular project must be accompanied by proof of authorization of funding for that project.
- ◆ Please read the instructions on the back of this form before completing it.

1. Name of District: Pearl River UFSD
2. County of District: Rockland
3. Name (or type) of building: Pearl River Public Library
4. Facilities Planning Project Control Number

5	0	0	3	0	8	0	3	6	0	0	5	0	0	7	2	3	1	8	2	5	0	5	2	1	2	4
District BEDS Code								Facility Code				Project No.			Review Number				Approval Date							

Amounts of larger bond issue or line item: 14,350,000 Bonds 850,000 Budget Appropriation 05/16/23 Date of Orig. Authorization
0 Capital Reserve 0 Other _____ Date of Supplemental Authorization

METHOD OF FINANCING

1. Bonds/BANS/Capital Notes
2. Budgetary Appropriation
3. Capital Reserve Fund
4a. Other (specify)
4b. Other (specify)
4c. Other (specify)

COLUMN A	COLUMN B	COLUMN C
0		
802,922		
0		
0		
0		
0		
802,922		

TOTAL FINANCING (Total of Items 1-4)

PROJECT COSTS

5. Construction (New Building/Addition)
6. Construction (Alteration/Reconstruction)
7. Incidental (New Building/Addition)
8. Incidental (Alteration/Reconstruction)
9. Total (New Building/Addition)
10. Total (Alteration/Reconstruction)

COLUMN A	COLUMN B	COLUMN C
0		
718,055		
0		
84,867		
0		
802,922		
802,922		

TOTAL PROJECT (Total of Items 5-10)

5. _____ () _____
Contact person for Question Regarding this Form (PLEASE PRINT) Phone Number
6. **PRINT:** President, Board of Education _____ Signature of Board President _____ Date _____
7. **PRINT:** Superintendent of Schools _____ Signature of Superintendent _____ Date _____

FOR EDUCATION DEPARTMENT USE ONLY:

Approved by: _____ Date: _____

Instructions

A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
 - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
 - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- 2) Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

D. Instructions for Completing Items #1 through #6 and Column A, B, and C: (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

- | | | |
|------------|----|---|
| #1, #2, #3 | -- | Record the district's popular name, county of location, and name of building being reported. |
| #4 | -- | Enter the 27-digit number which appears as item #4 on forms SA-4. |
| Column A | -- | Record the amounts on lines #1 - #12 exactly as they appear on the SA-4. |
| Column B | -- | Items #1 - 5: Report new and/or additional methods of financing by entering the appropriate dollar amounts which are being <u>added</u> . |
| | -- | Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which are being <u>added</u> . |
| Column C | -- | Items #1 - 12: Enter the new totals obtained by adding the figures in Column A and Column B. |
| #5 | -- | Enter the name and telephone number of the person in the district that should be contacted concerning questions about this project. |
| #6 | -- | The President of the Board of Education and Superintendent of Schools must sign and date this form |



Office of Facilities Planning
Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
Tel: (518) 474-3906
Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

CAPITAL PROJECT SUMMARY OF INSPECTION

Facilities Planning Project Control Number

5	0	0	3	0	8	0	3	6	0	0	5	0	0	7	2	3	1	8	2	5	0	5	2	1	2	4
District BEDS Code					Facility Code					Project No.					Review Number					Approval Date						

School District: Pearl River UFSD

Project Name: Pearl River Public Library, Reconstruction

List the dates of each individual inspection below.

Retain this report on file as part of the official project record, and available for review by the Commissioner on request.

☐ foundations --- dates: _____

☐ structural elements -- dates: _____

☐ electrical inspections -- dates: _____

☐ heating, ventilation and air conditions systems -- dates: _____

☐ plumbing systems -- dates: _____

☐ fire protection and detection systems -- dates: _____

☐ exiting features -- dates: _____

☐ other (describe) -- dates: _____

☐ other (describe) -- dates: _____

☐ other (describe) -- dates: _____



Office of Facilities Planning
Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
Tel: (518) 474-3906
Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

CAPITAL PROJECT INSPECTION REPORT

Facilities Planning Project Control Number

5	0	0	3	0	8	0	3	6	0	0	5	0	0	7	2	3	1	8	2	5	0	5	2	1	2	4
District BEDS Code								Facility Code				Project No.			Review Number					Approval Date						

School District: Pearl River UFSD

Project Name: Pearl River Public Library, Reconstruction

Date of Inspection:

Retain this report on file as part of the official project record, and available for review by the Commissioner on request.

Type(s) of Inspection (check all that apply):

☐ foundations

☐ plumbing systems

☐ structural elements

☐ fire protection and detection

☐ electrical systems

☐ exiting features

☐ heating, ventilation, air conditioning systems

☐ other

Comments: Note all discrepancies or nonconformances to code. Also note final disposition of each.

Name and Title of Inspector:

Signature of Inspector:

Date:

Structural Drawings:

Structural drawings in project set (004) are applicable and supplement project set (006).

Mechanical Drawings:

MP-1.0 – Chiller and supporting equipment demolition in project set (004) shall supplement project set (006). See sheet M-1.4 in project set (006).

MP-2.1 - Chiller and supporting equipment construction notes in project set (004) shall supplement project set (006). See sheet M-2.3 in project set (006). Piping routes shall follow project set (006) construction directive.

M-5.1 – Omit chilled water system schematic and sequence of operation in project set (004). Use project set (006) for system flow schematics and sequence of operations. See project set (006) sheet M5.1 detail one and related information for chilled water system schematic and specification 230993 for the chilled water system sequence of operation.

M-6.0 – Omit project set (004) chilled water pumps. See project set (006) sheet M-6.1 for pumps.

Other project set (004) mechanical drawings are applicable and supplement the project set (006).

Electrical Drawings:

E1.0 – Remove existing electrical panels #1 and #2 (aka ‘P2P’), existing air compressor, existing pumps P5, P6, P7, & P8, and the three (3) existing air handling per project set (007) and coordinate with project set (006).

E-2.0 – Omit ceiling plans and follow project set (006) for equipment and lighting layout. See sheet E-2.2, E-3.1, and related documents in project set (006).

E-5.0 – Coordinate removal of electrical panels with project set (006). See E5.0 and related documents in project set (006) for full electrical demolition and construction scope.

Other electrical drawings in project set (004) are applicable and supplement project set (006).

Plumbing Drawings:

Plumbing drawings in project set (004) are applicable and supplement project set (006).

Specifications Documents:

Omit Divisions 0 and 1 from project set (005) project and apply divisions 0 and 1 from project set (006).

Other Documents:

See 1989 Photo Books in project set (006).

See 1989 Reference Drawings in project set (006).

See Hazardous Material Report in project set (006).

PEARL RIVER PUBLIC LIBRARY RESTROOM RENOVATION (005)

SED#50-03-08-03-6-005-005

Architectural Drawings:

A001 – Omit door and hardware schedules and legends in project set (005) and refer to door and hardware information, project set (006) sheet A003.

A001 – Supplement Legend in project set (005) with legends data in project set (006) for faucet, hand dryers, soap dispenser and other added accessories.

A002 – Omit egress plan in project set (005) and refer to egress plan in project set (005) sheet A052.

A101 – Omit portable restroom locations in project set (005). Contractors shall provide portable restrooms to suit their needs per the Temporary Facilities Requirements in section 015000 of project set (006).

A102 – Omit 7'-6" height soffits at Family Restroom 2A and 2C in project set (005). Coordinate work in this area with project set (006).

A501 – Omit section 1/A501 in project set (005) and follow 10/A631 and related details in project set (006).

A502 – Omit section 1/A502 in project set (005) and follow 10/A631 and related details in project set (006).

A603 – Omit detail 4/A603 in project set (005) and follow sheet A003 and related details in project set (006).

Other architectural drawings in project set (005) are applicable and supplement the project set (006).

Structural Drawings:

There are no structural drawings in project set (005).

Mechanical Drawings:

M-201 – Omit piping in project set (005) passing through soffit framing and follow project set (006) for sheet M-2.4 and related details for new piping.

M-201 – Omit radiant panel and reflected ceiling plans to reflect dropped ceiling and soffit conditions in project set (006).

M-201 - Omit hot water piping connections in project set (005) and coordinate work with project set (006) sheet M-2.1 for hot water piping connections and routing.

M-201 – Omit supply air ductwork project set (005) and reroute supply air ductwork above the restroom lobby ceiling and feed via VAV-3-4 (740 CFM) per project set (006).

M-201 – Replace wall mounted supply registers in project set (005) with ceiling diffusers and see sheet M2.4 in project set (006).

M-201 – Modify the temperature sensor in the restroom lobby to control hot water reheat coil for VAV-3-4 project set (006).

M-201 – Modify ceilings, soffits, and radiant heat panels (RHP) for ceiling and soffit condition per project set (006).

M-401 – Omit detail one restroom ductwork routed through soffit and provide ductwork above the drop ceiling through the Lobby per project set (006). See sheet M-2.4 in project set (006).

Other mechanical drawings in project set (005) are applicable and supplement the project set (006).

Electrical Drawings:

E-101 – Electrical drawing E-101 in project set (005) supplements E1.0 in project set (006).

E-101 – Demolish electrical panels and fire alarm control panel as indicated on project set (005), drawings E-201 and E-301. Drawing E-201 supplements Drawing E3.0 and related electrical and fire-alarm work in project set (006).

E-101 – Provide cord and plug electrical connections for automatic faucets; provide receptacles for each soap dispenser and provide additional dedicated circuits for hand dryers; connect power circuits in project set (005) to panels RP1 through RP3 in project set (006) and coordinate with other work in project set (006).

E-101 – Demolish electrical panels per E-601 on progress set (005) and coordinate with panel schedules on project set (006) drawing E6.0.

Other electrical drawings are applicable and supplement the project set (006).

Plumbing Drawings:

P-201 – Omit heat tracing for hot water piping near the toilet rooms in project set (005). Provide a hot water recirculation pump and piping system project set (006). See sheets P-2.2 in project set (006).

Other plumbing drawings are applicable and supplement the 006 set.

Specifications Documents:

Omit Divisions 0 and 1 from 005 project and apply divisions 0 and 1 from project 006.

Other Documents:

Use 1989 Reference Drawings provided with project set (006).

Use Hazardous Material Report provided with project set (006).

PEARL RIVER PUBLIC LIBRARY RENOVATION & ADDITION (006)

SED #50-03-08-6-005-006

Project set (006) is the prime baseline project, to which the other projects (004, 005 and 007) are compared. The project bid and construction include all four project sets (004), (005), (006) and (007).

All drawings and related documents for project set (006) apply.

PEARL RIVER PUBLIC LIBRARY WINDOW REPLACEMENT (007)

SED#50-03-08-03-6-005-007

Architectural Drawings:

A001 – Omit code analysis in project set (007) and replace with code analysis in project set (006).

Other architectural drawings in project set (007) are applicable and supplement project set (006).

Structural Drawings:

There are no structural drawings in project set (007).

Mechanical Drawings:

There are no mechanical drawings in project set (007).

Electrical Drawings:

There are no electrical drawings in project set (007).

Plumbing Drawings:

There are no plumbing drawings in project set (007).

Specifications Documents:

Omit Divisions 0 and 1 from project set (007) and replace with divisions 0 and 1 from project (006).

Other Documents:

Use Photo Books in project set (006).

Use 1989 Reference Drawings from project (006).

Use Hazardous Material Report from project (006).

SECTION 000102
PROJECT INFORMATION

PART 1 GENERAL

1.1 PROJECT IDENTIFICATION

- A. Project Name: 2578-08 Pearl River Public Library - Windows Replacement, located at:
80 Franklin Avenue.
Pearl River, New York 10965.
- B. The Owner, hereinafter referred to as Owner: Pearl River Public Library
- C. Owner's Project Manager: Calgi Construction Company, Inc..
 - 1. Department: Construction Management.
 - 2. Address: 56 Lafayette Avenue, Suite 350.
 - 3. City, State, Zip: White Plains, NY 10603.
 - 4. Phone/Fax: 914-682-9423/914-682-9420.

1.2 NOTICE TO PROSPECTIVE BIDDERS

- A. These documents constitute an Invitation to Bid to General Contractors for the construction of the project described below.

1.3 PROJECT DESCRIPTION

- A. Summary Project Description: The library's window replacement project includes the removal and replacement of all existing building window units.
- B. Contract Scope: Construction and demolition.
- C. Contract Terms: Lump sum (fixed price, stipulated sum).

1.4 PROJECT CONSULTANTS

- A. The Architect, hereinafter referred to as Architect: Lothrop Associates Architects D.P.C..
 - 1. Address: 333 Westchester Avenue.
 - 2. City, State, Zip: White Plains, NY 10604.
 - 3. Phone/Fax: 914-741-1115/914-741-1116.
 - 4. Contact and E-mail: Bob Gabalski; bgabalski@lothropassociates.com.

1.5 PROCUREMENT TIMETABLE

- A. Last Request for Substitution Due: 7 days prior to due date of bids.
- B. Last Request for Information Due: 7 days prior to due date of bids.
- C. Bid Due Date: 11-08-2024, before 4 PM local time.

- D. Bid Opening: Same day, 5 PM local time.
- E. Award of Contract: November 29, 2024.
- F. Notice to Proceed: December 9, 2024.
- G. Commencement of Construction: December 16, 2024.
- H. Bids May Not Be Withdrawn Until: 90 days after due date.
- I. Contract Time: To be stated in bid documents.
- J. Desired Substantial Completion Date: Not later than 6 months from Notice to Proceed.
- K. Required Final Completion Date: Not later than 7 months from Notice to Proceed.
- L. Final Completion date is critical due to requirements of Owner's operations.
- M. The Owner reserves the right to change the schedule or terminate the entire procurement process at any time.

1.6 PROCUREMENT DOCUMENTS

- A. Availability of Documents: Complete sets of procurement documents may be obtained:
 - 1. From Lothrop Associates Architects D.P.C. via email transmission
 - 2. Email request to Bob Gabalski ; bgabalski@lothropassociates.com

1.7 BID SECURITY

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

SECTION 000103
PROJECT DIRECTORY

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Identification of project team members and their contact information.

1.2 OWNER:

- A. Name: Pearl River Public Library
- B. Primary Contact: All correspondence from the Contractor to the Architect will be through this party, unless alternate arrangements are mutually agreed upon at preconstruction meeting.
 - 1. Construction Manager.

1.3 CONSULTANTS:

- A. Architect: Design Professional of Record. All correspondence from the Contractor regarding construction documents authored by Architect's consultants will be through this party, unless alternate arrangements are mutually agreed upon at preconstruction meeting.
 - 1. Company Name: Lothrop Associates Architects D.P.C..
 - a. Address Line 1: 333 Westchester Avenue.
 - b. City: White Plains.
 - c. State: NY.
 - d. Zip Code: 10604.
 - 2. Primary Contact:
 - a. Title: Architect.
 - b. Name: Bob Gabalski.
 - c. Email: bgabalski@lothropassociates.com.

1.4 Construction Manager:

- A. Company Name: Calgi Construction Management.
 - 1. Address Line 1: 58 Lafayette Avenue.
 - 2. Address Line 2: Suite 350.
 - 3. City: White Plains.
 - 4. State: NY.
 - 5. Zip Code: 10603.
 - 6. Telephone: 914-682-9423.
- B. Primary Contact:
 - 1. Title: President.
 - 2. Name: Dominic Calgi.
 - 3. Email: dcalgi@calgiconstruction.com.

2578-08 Pearl River Public Library
- Windows Replacement

NYSED Control #
50-03-08-03-6-005-007

2578-08

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 000115 - LIST OF DRAWING SHEETS

DRAWING NUMBER	DESCRIPTION
	ARCHITECTURAL DRAWINGS
A000	COVER SHEET
A101	FIRST FLOOR PLAN
A102	UPPER LEVEL FIRST FLOOR CLERESTORY PLAN
A103	SECOND FLOOR PLAN
A201	EXTERIOR ELEVATIONS
A801	WINDOW SCHEDULE, TYPES AND DETAILS

END OF SECTION

This page intentionally left blank

SECTION 000116
NYSED INFORMATION

PART 1 - GENERAL

1.1 . GENERAL NYSED INFORMATION

- A. This project is regulated by the New York Stated Education Department (NYSED)
- B. The Project Control No. for this NYSED Project is: **50-03-08-03-6-005-007**

1.2 UNIFORM SAFETY STANDARDS FOR SCHOOL CONSTRUCTION MAINTENANCE PROJECTS

- A. General
 - 1. The listing of the Uniform safety standards for school construction maintenance projects is required by the NYSED.
- B. Statements:
 - 1. Statement 1
 - a. “The occupied portion of any school building shall always comply with the minimum requirements necessary to maintain a certificate of occupancy.”
 - 2. Statement 2
 - a. Indication that all school areas to be disturbed during renovation or demolition have been or will be tested for lead and asbestos. Note, the project folder should contain a letter regarding the presence of asbestos.
 - 3. Statement 3
 - a. “General safety and security standards for construction projects.
 - 1) All construction materials shall be stored in a safe and secure manner.
 - 2) Fences around construction supplies or debris shall be maintained.
 - 3) Gates shall always be locked unless a worker is in attendance to prevent unauthorized entry.
 - 4) During exterior renovation work, overhead protection shall be provided for any sidewalks or areas immediately beneath the work site or such areas shall be fenced off and provided with warning signs to prevent entry.
 - 5) Workers shall be required to wear photo-identification badges at all times for identification and security purposes while working at occupied sites.”
 - 4. Statement 4
 - a. “Separation of construction areas from occupied spaces. Construction areas which are under the control of a contractor and therefore not occupied by district staff or students shall be separated from occupied areas. Provisions shall be made to prevent the passage of dust and contaminants into occupied parts of the building. Periodic inspection and repairs of the containment barriers must be made to prevent exposure to dust or contaminants. Gypsum board must be used to exit ways or other areas that require fire rated separation. Heavy duty plastic sheeting may be used only for a vapor, fine dust or air infiltration barrier, and shall not be used to separate occupied spaces from construction areas.
 - 1) A specific stairwell and/or elevator should be assigned for construction worker use during work hours. In general, workers may not use corridors,

- stairs or elevators designated for students or school staff.
- 2) Large amounts of debris must be removed by using enclosed chutes or a similar sealed system. There shall be no movement of debris through halls of occupied spaces of the building. No material shall be dropped or thrown outside the walls of the building.
 - 3) All occupied parts of the building affected by renovation activity shall be cleaned at the close of each workday. School buildings occupied during a construction project shall maintain required health, safety and educational capabilities at all times that classes are in session.”
5. Statement 5
 - a. A plan detailing how exiting required by the applicable building code will be maintained.
 6. Statement 6
 - a. A plan detailing how adequate ventilation will be maintained during construction.
 7. Statement 7
 - a. “Construction and maintenance operations shall not produce noise in excess of 60 dba in occupied spaces or shall be scheduled for times when the building or affected building spaces are not occupied or acoustical abatement measures shall be taken.”
 8. Statement 8
 - a. “The contractor shall be responsible for the control of chemical fumes, gases, and other contaminants produced by welding, gasoline or diesel engines, roofing, paving, painting, etc. to ensure they do not enter occupied portions of the building or air intakes.”
 9. Statement 9
 - a. “The contractor shall be responsible to ensure that activities and materials which result in “off-gassing” of volatile organic compounds such as glues, paints, furniture, carpeting, wall covering, drapery, etc. are scheduled, cured or ventilated in accordance with manufacturers recommendations before a space can be occupied.”
 10. Statement 10
 - a. “Large and small asbestos abatement projects as defined by 12NYCRR56 shall not be performed while the building is occupied.” Note, It is our interpretation that the term “building”, as referenced in this section, means a wing or major section of a building that can be completely isolated from the rest of the building with sealed non combustible construction. The isolated portion of the building must contain exists that do not pass through the occupied portion and ventilation systems must be physically separated and sealed at the isolation barrier.
 - b. Exterior work such as roofing, flashing, siding, or soffit work may be performed on occupied buildings provided proper variances are in place as required, and complete isolation of ventilation systems and at windows is provided. Care must be taken to schedule work so that classes are not disrupted by noise or visual distraction.
 11. Statement 11
 - a. Must have a determination made as to the presence of lead. Projects which disturb surfaces that contain lead shall have in the specifications a plan prepared by a certified Lead Risk Assessor of Supervisor which details provisions for occupant protection, worksite preparation, work methods, cleaning and clearance testing which are in general accordance with the HUD Guidelines.

PART 2 - PRODUCTS

2.1 Not Used

PART 3 - EXECUTION

3.1 Not Used

END OF SECTION

This page intentionally left blank

SECTION 001113
ADVERTISEMENT FOR BIDS

FROM:

1.1 THE Owner (HEREINAFTER REFERRED TO AS Owner):

- A. Pearl River Public Library
- B. Address:
80 Franklin Avenue
Pearl River, New York 10965

1.2 AND THE Architect (HEREINAFTER REFERRED TO AS Architect):

- A. Lothrop Associates Architects D.P.C.

1.3 DATE: June 14, 2024

1.4 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to Owner for construction of a facility located at:
80 Franklin Avenue
Pearl River, New York 10965

Before 4:00 pm local standard time on the 8th day of November, 2024, for:

- B. Project: 2578-08 Pearl River Public Library - Windows Replacement
- C. Architect's Project Number: 2578-08.
- D. Project Description: The library's window replacement project includes the removal and replacement of all existing building window units.
- E. Bid Documents (in a digital format) for a Stipulated Sum contract may be obtained from the office of the Design Professional free of charge, via electronic transmission. Make all requests to Bob Gabalski, bgabalski@lothropassociates.com.
- F. Documents may be obtained only by general contract Bidders. Others may view the Bid Documents at the office of the Owner.
- G. Bidders will be required to provide Bid security in the form of a Bid Bond of a sum no less than 5 percent of the Bid Amount.
- H. Refer to other bidding requirements described in Document 002113 - Instructions to Bidders and Document 003100 - Available Project Information.
- I. Submit your offer on the Bid Form provided. Bidders may supplement this form as appropriate.

- J. Your offer will be required to be submitted under a condition of irrevocability for a period of 90 days after submission.
- K. The Owner reserves the right to accept or reject any or all offers.

1.5 SIGNATURE

- A. For: Pearl River Public Library
- B. By: _____
 - 1. Signed: _____
 - 2. (Authorized signing officer)

END OF SECTION

SECTION 002113
INSTRUCTIONS TO BIDDERS

SUMMARY

1.1 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission
 - 2. Intent
 - 3. Work Identified in Contract Documents
 - 4. Contract Time
- B. Bid Documents and Contract Documents
 - 1. Definitions
 - 2. Contract Documents Identification
 - 3. Availability
 - 4. Examination
 - 5. Inquiries/Addenda
 - 6. Product/Assembly/System Substitutions
- C. Site Assessment
 - 1. Site Examination
- D. Qualifications
 - 1. Evidence of Qualifications
 - 2. Subcontractors/Suppliers/Others
- E. Bid Submission
 - 1. Submission Procedure
 - 2. Bid Ineligibility
- F. Bid Enclosures/Requirements
 - 1. Security Deposit
 - 2. Consent of Surety
 - 3. Performance Assurance
 - 4. Insurance
 - 5. Bid Form Requirements
 - 6. Fees for Changes in the Work
 - 7. Bid Form Signature
 - 8. Additional Bid Information
- G. Offer Acceptance/Rejection
 - 1. Duration of Offer
 - 2. Acceptance of Offer

1.2 RELATED DOCUMENTS

- A. Document 007300 - Supplementary Conditions

INVITATION

2.1 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the Owner before 4:00 p.m. local standard time on 11-08-2024.
- B. Offers submitted after the above time will be returned to the bidder unopened.
- C. Offers will be opened publicly immediately after the time for receipt of bids.

2.2 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete project named 2578-08 Pearl River Public Library - Windows Replacement for a Stipulated Sum contract, in accordance with Contract Documents.

2.3 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises demolition and replacement of window units, including general construction Work.
- B. Project Location:
80 Franklin Avenue.
Pearl River, New York 10965.

2.4 CONTRACT TIME

- A. Perform the Work in 7 calendar months.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.1 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Instructions to Bidders, Information Available to Bidders, Bid Form, Supplements To Bid Forms and Appendices and Bid securities identified.
- B. Contract Documents: Defined in AIA A201 Article 1 including issued Addenda.
- C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

3.2 CONTRACT DOCUMENTS IDENTIFICATION

- A. Contract Documents are identified as Architect's Project Number 2578-08, as prepared by Architect, and with contents as identified in the Project Manual.

3.3 AVAILABILITY

- A. Bid Documents may be obtained at the office of Architect.
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

3.4 EXAMINATION

- A. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- B. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.5 INQUIRIES/ADDENDA

- A. Direct questions to Bob Gabalski, email; bgabalski@lothropassociates.com.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

3.6 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. Equivalency Clause
 1. Bidder has the right to submit Substitutions to products specified as follows.
 2. Products specified by naming two or more manufacturers **without** a provision for substitutions: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
 3. Products specified by naming one or more manufacturers **with** a provision for substitutions: Submit a request for substitution for any manufacturer not named.
 4. If a Substitution is proposed, the Contractor shall indicate what kind, type, brand, manufacturer, or material is included in his Bid.
 5. Bidder acknowledges that its Bid Price includes all changes in the work necessitated by use of proposed Substitution(s), and that incorporation of the Substitution(s) will NOT increase the Contract Time or Contract Sum. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in the work necessitated by use of the proposed Substitution(s) will not be considered.
- B. General Requirements for Substitutions:
 1. Project Manual establishes standards for products, assemblies, and systems.
 2. Submit requests only for elements for which substitution is specifically allowed in the Project Manual.
 3. Provide sufficient information to determine acceptability of proposed substitutions.
 4. Provide complete information on required revisions to other work to accommodate each proposed substitution.

- C. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product **with** a provision for substitutions, substitutions will be considered when submitted concurrent with bid.
- D. Substitution Request Form:
 - 1. Submit substitution requests by completing CSI/CSC Form 1.5C - Substitution Request (During the Bidding/Negotiating Stage). See this form for additional information and instructions. Use only this form; other forms of submission are unacceptable. Provide supporting documentation required by Section 012500 Substitution Procedures.
- E. Review and Acceptance of Substitution:
 - 1. Architect will review and will either Approve or Reject proposed Substitutions within 15 business days following Notice of Award.
- F. See Section 012500 - Substitution Procedures for additional requirements.

SITE ASSESSMENT

4.1 SITE EXAMINATION

- A. Examine the project site before submitting a bid.

4.2 PRE-BID SITE VISIT

- A. A Pre-Bid Site Visit has been scheduled for 10:00 a.m. on the 9th day of September, 2024, at the location of the project site.
- B. All general contract bidders are invited.
- C. Representatives of Architect will be in attendance.
- D. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

QUALIFICATIONS

5.1 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit AIA A305.

5.2 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to General Conditions.

BID SUBMISSION

6.1 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one hard copy and one electronic copy on a thumb drive of the executed offer on the Bid Forms provided, signed and sealed in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. Double Envelope: Insert the closed and sealed Bid Form envelope plus requested security deposit, in a large opaque envelope and label this envelope as noted above. Insert all Bid Supplement documents in the large envelope along with the sealed Bid Form envelope.
- D. Improperly completed information and irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- E. An abstract summary of submitted bids will be made available to all bidders within 10 business days following bid opening. The Abstract Summary must be requested by the bidder, via email, to the Architect.

6.2 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared, or missing in entirety, may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.

BID ENCLOSURES/REQUIREMENTS

7.1 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. After a bid has been accepted, all securities will be returned to the respective bidders .

- F. If no contract is awarded, all security deposits will be returned.

7.2 CONSENT OF SURETY

- A. Submit with the Bid: A form of Consent of Surety on surety's letterhead.

7.3 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance and Payment bond as described in 007300 - Supplementary Conditions.
- B. Include the cost of performance assurance bonds in the Bid Amount.

7.4 INSURANCE

- A. Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents.

7.5 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.
- B. Taxes: Refer to Document 007300 - Supplementary Conditions for inclusion of taxes, procedures for tax rebate claims, and products that are tax exempt.

7.6 FEES FOR CHANGES IN THE WORK

- A. Include the fees for overhead and profit on own Work and Work by subcontractors, identified in Document 007300 - Supplementary Conditions .

7.7 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder, as follows:
1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

7.8 ADDITIONAL BID INFORMATION

- A. Submit the following Supplements concurrent with bid submission:
 - 1. Document 004500 - Non-collusion Affidavit Form
 - 2. Document 004700 - Sexual Harassment Prevention Certification Form

OFFER ACCEPTANCE/REJECTION

8.1 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of ninety (90) days after the bid closing date.

8.2 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance by Owner, Architect on behalf of Owner, will issue to the successful bidder, a written letter of Contract Award on November 29, 2024.

END OF SECTION

This page intentionally left blank

SECTION 003100
AVAILABLE PROJECT INFORMATION

PART 1 GENERAL

1.1 EXISTING CONDITIONS

- A. Certain information relating to existing surface and subsurface conditions and structures is available to bidders but will not be part of Contract Documents, as follows:
- B. Hazardous Material Survey Report: Entitled Pre-Renovation Asbestos, XRF Lead Paint, and PCB Screen Report by Omega, dated June 10, 2020.
 - 1. Original copy is available for inspection at Owner's offices during normal business hours.
 - 2. Addendum Report by ECMS, dated April 4, 2024
 - 3. See Appendix material.
- C. Existing Conditions Survey:
 - 1. This survey identifies conditions of existing construction prepared primarily for the use of Architect in establishing the extent of the new versus existing work.
 - 2. This survey includes a photographic record of existing conditions visible.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.1 OBTAINMENT OF PERMITS

- A. Contractor to obtain the following required permits, at no cost to Owner:
 - 1. Building Permit for all trades.
- B. Building Permit Procedures: When required to obtain this permit:
 - 1. Complete and file permit application(s) with appropriate agency.
 - 2. Pay required fees.
 - 3. Advise Architect if submission of modified documents is necessary to have the authorities having jurisdiction complete the plan review and approval process. Submit modified documents expeditiously.
 - 4. Do not commence execution of any item of work for which a permit has not been obtained.

END OF SECTION

This page intentionally left blank

SECTION 004100.01
BID FORM

THE PROJECT AND THE PARTIES

1.1 TO:

- A. Pearl River Public Library (Owner)
80 Franklin Avenue
Pearl River, New York 10965

1.2 FOR: GENERAL CONSTRUCTION CONTRACT

- A. Project: 2578-08 Pearl River Public Library - Windows Replacement
B. Architect's Project Number: 2578-08

1.3 DATE: _____ (Bidder to enter date)

1.4 SUBMITTED BY: (Bidder to enter name and address)

- A. Bidder's Full Name _____
1. Address _____
2. City, State, Zip _____

1.5 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by Lothrop Associates Architects D.P.C. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. _____ dollars
(\$ _____), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
1. The cost of the required performance assurance bonds is _____ dollars
(\$ _____), in lawful money of the United States of America.
- E. All applicable federal taxes are excluded and State of NY taxes are excluded from the Bid Sum.

1.6 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for ninety (90) days from the bid closing date.

- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within seven days of receipt of Notice of Award.
 - 2. Furnish the required bonds within seven days of receipt of Notice of Award.
 - 3. Commence work within seven days after written Notice to Proceed of this bid.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.7 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Complete the Work in 7 calendar months from Notice to Proceed.

1.8 CHANGES TO THE WORK

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with Supplementary Conditions, our percentage fee will be:
 - 1. _____ percent overhead and profit on the net cost of our own Work;
 - 2. _____ percent on the cost of work done by any Subcontractor.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus _____ of the overhead and profit percentage noted above.

1.9 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.
 - 3. Addendum # _____ Dated _____.

1.10 BID FORM SUPPLEMENTS

- A. The following Supplements are submitted concurrent with this Bid Form and are considered an integral part of the Bid Form:
 - 1. Substitution Request During Bidding/Negotiation Stage Form - CSI/CSC Form 1.5 C
 - 2. Document 004400 - Insurance Certification Form
 - 3. Document 004500 - Non-Collusion Affidavit Form
 - 4. Document 004600 - Certification of Compliance with the Iran Divestment Act Form
 - 5. Document 004700 - Sexual Harassment Prevention Certification Form

1.11 BID FORM SIGNATURE(S)

A. The Corporate Seal of

B. _____

C. (Bidder - print the full name of your firm)

D. was hereunto affixed in the presence of:

E. _____

F. (Authorized signing officer, Title)

G. (Seal)

H. _____

I. (Authorized signing officer, Title)

1.12 If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF SECTION

This page intentionally left blank

SECTION 004301
BID FORM SUPPLEMENTS COVER SHEET

PARTICULARS

- 1.1 TO (Owner): Pearl River Public Library
- 1.2 Architect's Project Number: 2578-08
- 1.3 PROJECT: 2578-08 Pearl River Public Library - Windows Replacement
- 1.4 Date: _____
- 1.5 SUBMITTED BY: (BIDDER TO INSERT FULL NAME AND ADDRESS)
- A. _____
- B. _____
- C. _____
- D. _____
- E. In accordance with Section 002113 - Instructions to Bidders and Section 004100 - Bid Form, we include the Supplements To Bid Form listed below. The information provided shall be considered an integral part of the Bid Form.
- 1.6 SUPPLEMENTS TO BID FORM
- A. Substitution Request During Bidding/Negotiation Stage Form - CSI/CSC Form 1.5 C
- B. Document 004400 - Insurance Certification Form
- C. Document 004500 - Non-Collusion Affidavit Form
- D. Document 004600 - Certificate of Compliance with the Iran Divestment Act Form
- E. Document 004700 - Sexual Harassment Prevention Certification Form

SIGNATURE(S)

- 2.1 The Corporate Seal of
- A. _____
- B. (Bidder please print the full name of your Proprietorship, Partnership, or Corporation)

2.2 was hereunto affixed in the presence of:

- A. _____
- B. (Authorized signing officer Title)

2.3 (Seal)

- A. _____
- B. (Authorized signing officer Title)

2.4 (Seal)

END OF SECTION

SECTION 004400
INSURANCE CERTIFICATION FORM

Your insurance representative and your company's representative must complete the form below in order to be considered for the award of this bid. Please note that a certificate of insurance must accompany your bid submission in order for your bid to be considered.

Insurance Representative's Acknowledgement:

We have reviewed the insurance requirements set forth in the bid package and are capable of providing such insurance to our insured in accordance with such requirements in the event the contract is awarded to our insured and provided our insured pays the appropriate premium.

Are you an agent for the companies providing the coverage? Yes _____ No _____

Date: _____

Insurance Company/Brokerage: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Agent Name: _____ Signature: _____

Bidder's Acknowledgement:

I acknowledge that I have received the insurance requirements of this bid and have considered the costs, if any, of procuring the required insurance and will be able to supply the insurance required in accordance with the bid, if it is awarded. I understand that a certificate of insurance must be submitted with my bid; and if it is not, the municipality may reject my bid and award to the next lowest bidder.

Firm Name: _____

Address: _____

Date: _____ Bidder's Signature: _____

This page intentionally left blank

SECTION 004500
NON-COLLUSION AFFIDAVIT FORM

As required by Section 139-d of the New York State Finance Law, the bidder certifies that:

- (a) the bid has been arrived at by the bidder independently and has been submitted without collusion with any other vendor of materials, supplies, or equipment of the type described in the invitation for bids, and
- (b) the contents of the bid have not been communicated by the bidder, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished herewith prior to the official opening of the bid. The signature of the Contractor to this contract shall be deemed a specific subscription to the certificate required pursuant to Section 139-d of the State of New York Finance Law and the Contractor affirms that the statements therein contained are true under the penalties of perjury.
- (c) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition for the award of this bid. Please note that a certificate of insurance must accompany your bid submission in order for your bid to be considered.

Signed: _____

By: _____

Date: _____

If a corporation, give the State of Incorporation, using the phrase "corporation organized under the laws of"

If a partnership, give names of partners, using also the phrase "co-partners trading and doing business under the firm name and style of"

If an individual using a trade name, give individual name, using also the phrase "an individual doing business under the firm name and style of"

This page intentionally left blank

SECTION 004600
CERTIFICATE OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT FORM

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) Section 165-a and New York General Municipal Law Section 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL Section 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Acts' effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL Section 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the City (County, Town, or Municipality) receive information that a Bidder/Contractor is in violation of the above referenced certification, the City (County, Town or Municipality) will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the City (County, Town, or Municipality) shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The City (County, Town, or Municipality) reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she/it is the
_____ of the _____
Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the
Prohibited Entities List.

Signed: _____

SWORN to before me this
_____ day of _____ 20____

Notary Public: _____

SECTION 004700
SEXUAL HARASSMENT PREVENTION CERTIFICATION FORM

By submission of this application, each applicant and each person signing on behalf of the applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Grantee Name: _____

Signature: _____

Print Name and Title: _____

Date: _____

This page intentionally left blank

SECTION 005000
CONTRACTING FORMS AND SUPPLEMENTS

PART 1 GENERAL

- 1.1 Contractor is responsible for obtaining a valid license to use all copyrighted documents specified but not included in the Project Manual.
- 1.2 AGREEMENT AND CONDITIONS OF THE CONTRACT
 - A. See Section 005200 - Agreement Form for the Agreement form to be executed.
 - B. See Section 007200 - General Conditions for the General Conditions.
 - C. See Section 007300 - Supplementary Conditions for the Supplementary Conditions.
 - D. The Agreement is based on AIA A101.
 - E. The General Conditions are based on AIA A201.
- 1.3 FORMS
 - A. Use the following forms for the specified purposes unless otherwise indicated elsewhere in Contract Documents.
 - B. Bond Forms:
 - 1. Bid Bond Form: AIA A310.
 - C. Post-Award Certificates and Other Forms:
 - 1. Submittal Transmittal Letter Form: AIA G810.
 - 2. Schedule of Values Form: AIA G703.
 - 3. Application for Payment Forms: AIA G702 with AIA G703 (for Contractors).
 - D. Clarification and Modification Forms:
 - 1. Substitution Request Form: CSI/CSC Form 13.1A (After the Bidding/Negotiating Stage).
 - 2. Architect's Supplemental Instructions Form: AIA G710.
 - 3. Construction Change Directive Form: AIA G714.
 - 4. Change Order Form: AIA G701.
 - E. Closeout Forms:
 - 1. Certificate of Substantial Completion Form: AIA G704.
 - 2. Contractor's Affidavit of Release of Liens Form: AIA G706A
 - 3. Consent of Surety to Final Payment Form: AIA G707.
- 1.4 REFERENCE STANDARDS
 - A. AIA A101 - Standard Form of Agreement Between Owner and Contractor where the basis of Payment is a Stipulated Sum; 2017.

- B. AIA A201 - General Conditions of the Contract for Construction; 2017.
- C. AIA A310 - Bid Bond; 2010.
- D. AIA G701 - Change Order; 2017.
- E. AIA G702 - Application and Certificate for Payment; 1992.
- F. AIA G703 - Continuation Sheet; 1992.
- G. AIA G704 - Certificate of Substantial Completion; 2017.
- H. AIA G706A - Contractor's Affidavit of Release of Liens; 1994.
- I. AIA G707 - Consent of Surety to Final Payment; 1994.
- J. AIA G710 - Architect's Supplemental Instructions; 2017.
- K. AIA G714 - Construction Change Directive; 2017.
- L. AIA G810 - Transmittal Letter; 2001.
- M. CSI/CSC Form 13.1A - Substitution Request (After the Bidding/Negotiating Phase); Current Edition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 005200
AGREEMENT FORM

PART 1 GENERAL

1.1 FORM OF AGREEMENT

1.2 The Agreement to be executed is attached following this page.

1.3 RELATED REQUIREMENTS

- A. Section 007200 - General Conditions.
- B. Section 007300 - Supplementary Conditions.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

This page intentionally left blank

SECTION 007200
GENERAL CONDITIONS

FORM OF GENERAL CONDITIONS

- 1.1 The General Conditions applicable to this contract is attached following this page.

RELATED REQUIREMENTS

- 2.1 SECTION 007300 - Supplementary Conditions.

SUPPLEMENTARY CONDITIONS

- 3.1 REFER TO DOCUMENT 007300 - Supplementary Conditions FOR AMENDMENTS TO THESE GENERAL CONDITIONS.

END OF SECTION

This page intentionally left blank

SECTION 007300 - SUPPLEMENTARY CONDITIONS

The following supplements modify AIA Document A201, General Conditions of the Contract for Construction. Where any portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

ARTICLE 1 - GENERAL PROVISIONS

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following to Section 1.2.2:

The items listed under the SUMMARY ARTICLE in each section of the specifications are intended as a guide without limiting the scope of the work.

Add the following new Sections 1.2.4, 1.2.5, and 1.2.6:

1.2.4 Sections of Division 1 – General Requirements govern the execution of the work of all sections of the specifications.

1.2.5 If in the interpretation of Contract Documents it appears that the Drawings and Specifications are not in agreement, in whole or in part, the document requiring the greater specificity, quantity or superior quality shall prevail, as decided by the Architect.

1.2.6 Addenda shall supersede the document(s) they amend.

ARTICLE 2 - OWNER

2.3 INFORMATION AND SERVICES REQUIRED OF THE OWNER

Delete Section 2.3.6 in its entirety and replace with the following:

2.3.6 The Contractor will be furnished, free of charge, an electronic file in PDF format of the Drawings and Project Manual.

ARTICLE 3 – CONTRACTOR

3.5 WARRANTY

Add the following Sections 3.5.3 and 3.5.4:

3.5.3 The warranty provided in paragraph 3.5 shall be in addition to and not a limitation of any other warranty or remedy required by law or by the Contract Documents.

3.5.4 The Contractor shall deliver to the Owner upon completion of all Work under this Contract, its written guarantee made out to the Owner in form satisfactory to the Owner, guaranteeing (and it does hereby so guarantee), that all the Work performed under the Contract is free from defects in labor, workmanship, and materials. This guarantee shall be made to cover (and does cover) a period of one year from the date of Substantial Completion of all Work under the Contract, or for a longer period where so stipulated in the Contract Documents. The warranty set forth herein shall survive expiration and/or termination of this Contract.

3.6 TAXES

Delete Section 3.6 and substitute the following:

The Owner is exempt from payment of federal, state, and local sales and use taxes, on all material and supplies incorporated into the project. Note, this exemption does not, however, apply to tools, machinery, equipment, or other personal property leased, rented or purchased by any Contractor, or Subcontractor, in connection with the work to be performed and the Contractor and each of his Sub-contractors shall be responsible for and pay any and all applicable taxes, including sales, VAT and compensating use taxes, on any tools, machinery, equipment or other personal property leased, rented or purchased in furtherance of the work to be performed herein .

3.9 SUPERINTENDENT

Delete Section 3.9.1 and substitute the following:

The Contractor shall employ a competent Superintendent, and as many assistants as necessary, all capable of speaking and writing the English language and who shall be in regular and constant attendance at the project site throughout the duration of the Work. The Superintendent shall represent the Contractor, and communications given to the Superintendent shall be deemed binding and have the same force and effect as if given directly to the Contractor.

ARTICLE 7 - CHANGES IN THE WORK

7.3 CONSTRUCTION CHANGE DIRECTIVES

Add the following new Sections 7.3.11 and 7.3.12:

7.3.11 The allowance for the combined overhead and profit included in the total cost to the Owner shall be based on the following schedule:

7.3.11.1 For the Contractor, and for Work performed by the Contractor's own forces, 15 percent of the cost.

7.3.11.2 For the Subcontractor, 10 percent of the amount due the Subcontractor.

7.3.11.3 Cost to which overhead and profit are to be applied shall be determined in accordance with Subparagraph 7.3.7.

7.3.11.4 All proposals, except those so minor as to be reasonably deemed de minimis shall be accompanied by a complete itemization of costs, including labor, all materials, and Sub contractors. Each proposal shall be submitted in typewritten form, on letterhead of each respective Subcontractor.

7.3.12 Delays and any approved extensions of time amending either (i) the Contract Time or (ii) the Progress Schedule shall not be considered a Change in the Work and accordingly shall not entitle the Contractor to any additional compensation.

ARTICLE 9 - PAYMENTS AND COMPLETION

9.3 APPLICATIONS FOR PAYMENT

Delete Section 9.3.1 and insert the following:

9.3.1 The Owner will make partial payments to the Contractor monthly based on a duly certified estimate of the work performed during the preceding calendar month as prepared by the Contractor and determined by the Architect to be properly due. At least ten business days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment, notarized, subscribed, and acknowledged in conformity with the laws of the State of New York, supported by such data substantiating the Contractor's right to payment as the Owner or the Architect may require, such as copies of requisitions from Subcontractors and material suppliers. In making such partial payment monthly, there shall be retained Five (5) percent of the payment amount due. The form of Application for Payment shall be a notarized AIA Document G-702, application and Certification for Payment, supported by AIA G-703, Continuation Sheet, and a monthly transcript of payroll records.

ARTICLE 11 - INSURANCE AND BONDS

11.1 CONTRACTOR'S INSURANCE AND BONDS

Delete Sections 11.1.1 through 11.1.4 in their entirety and substitute the following: Add new Section 11.1.5.

11.1.1 Contractor shall obtain, at its own cost and expense insurance as specified herein from insurance companies licensed and admitted in the State of New York, carrying a Best's financial rating of 'A-' (A-minus) or better, and shall provide evidence of such insurance in a form satisfactory to the Owner. Insurance coverage is required as follows as a minimum:

A. Workers' Compensation and Employer's Liability Policy: Covering operations in New York State pursuant to General Municipal Law, Section 108. The Contract shall be void and of no effect unless the Contractor shall secure compensation for the benefit of, and keep insured during the life of such Contract, such employees in compliance with the workers' compensation law.

B. Comprehensive General Liability Policy: General Contractor shall provide policy(ies) with limits totaling no less than \$5,000,000 Bodily Injury and Property Damage. Total coverage can be achieved through any combination of primary and Umbrella/Excess Liability policies. General Liability Policy shall include coverage for:

1. Products/Completed Operations
2. Independent Contractors
3. Contractual Liability (including a Hold Harmless provision)
4. Broad Form Property damage liability (including completed operations)
5. Personal Injury including hazards i, ii, iii, above.
6. The Town of Orangetown, the Architect, and the Engineers shall be named as "Additionally Insured" parties on the policy and the certificate of insurance shall show this as to the liability coverage on the certificate.

C. Comprehensive Automobile Policy: With limits no less than \$1,000,000 Bodily Injury and Property Damage liability including coverage for owned, non-owned, and hired private passenger and commercial vehicle.

D. Umbrella Excess Liability: With limits no less than \$5,000,000, no exceptions.

E. Owner's Protective Liability Policy: With limits no less than \$1,000,000 shall be taken out and maintained during the life of this contract which will protect the owner from claims for damages for personal injury, liability, accidental or wrongful death, as well as property damage which may arise from operations under this contract whether such operations be performed by the Contractor by any Subcontractor, or by anyone acting directly or indirectly on behalf of the Contractor or any Subcontractor.

F. Property Insurance: The Contractor shall provide insurance covering all supplies and materials while in transit and/ or brought to, stored, and installed onsite.

G. Contractor's Equipment: The Contractor shall provide insurance for all equipment, tools, portable enclosures, and vehicles owned, leased, or used by them and shall provide evidence of insurance coverage by providing the Architect with a Certificate of Insurance evincing same. The Contractor shall hold the Owner harmless for any loss or damage including theft, to all equipment, tools, etc. and associated materials.

H. Builder's Risk Insurance: The Contractor shall provide insurance, with limits no less than \$2,000,000 to protect the Owner's property, including the building(s), materials, supplies, and equipment, from fire, lightning, hail, explosion, theft, vandalism, and acts of God.

I. All insurance policies required except Workers' Compensation shall be endorsed to provide coverage to: "Pearl River Public Library, and their respective officers, employees, volunteers, and agents, and any consultant for or on the Project and their officers, agents, and employees, including Architect and its' consultants."

J. Certificates: Each Insurance Certificate shall provide thirty (30) days written notice, by registered mail with return receipt requested, prior to cancellation or expiration will be given to the Owner and Architect. Policies that lapse and/or expire during term of work shall be re- certified and received by the Owner no less than thirty (30) days prior to expiration or cancellation.

11.1.2 The Contractor shall furnish to the Owner Certificates of Insurance evidencing coverage in compliance with this section within ten (10) business days of signing the Agreement.

11.1.3 The cost of furnishing the above insurance shall be borne by the Contractor; there will be no direct payment for this work. All costs will be deemed to have been included in the price bid for all scheduled items. The Contractor shall require all Subcontractors to provide this same insurance coverage as outlined herein.

11.1.4 All policies except the Workers' Compensation Policy, shall contain Contractor Indemnification pursuant to Section 13.8

Add new Section 11.1.5.

11.1.5 In accordance with the Bidding and Contract Documents, the Contractor shall, at his sole cost and expense, furnish a Performance and Payment Bond, acceptable to the Owner, covering faithful performance of this Contract and payment of all obligations that may arise thereunder, in such form as the Owner may prescribe and with such sureties as it may approve. The Performance and Payment Bond shall be in the amount of 100 percent of the Contract Amount. The Performance and Payment Bond shall be submitted to the Owner no later than ten (10) calendar days after Notice of Award or Bid Acceptance.

Maintenance Bond, which shall remain in effect during the term of any warranty or guarantee to be furnished hereunder, and in no event for a period of less than one year following the issuance of a final certificate. The Maintenance Bond shall be in the amount of 10 percent of the Final Contract Price and shall cover all work..

The Contractor shall keep the bonding company informed of any changes of his contract with the Owner. The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

ARTICLE 13 - MISCELLANEOUS PROVISIONS

13.2 SUCCESSORS AND ASSIGNS

Add the following new Section 13.2.1.1:

13.2.1.1 No successful bidder to whom a contract or purchase order is let, granted, or awarded shall assign, transfer, or convey, its right, title, or interest herein, including the performance of the contract or purchase order or the right to receive monies due or to become due, or of its power to execute the contract or purchase order without the prior written consent of the Owner. In the event the Contractor, without prior written notice, assigns, transfers or conveys its rights, title, or interest in the contract or purchase order, including the performance of this contract or purchase order, or the right to receive monies due or to become due, or its power to execute such contract or purchase order to any other person or corporation, or upon receipt by the Owner of an attachment against the successful bidder, the Owner shall be relieved and discharged from any and all liability and obligation growing out of such contract or purchase order to such Contractor, and the person or corporation to which such contract or purchase order shall have been assigned, its assignees, and transferees shall forfeit and lose all monies theretofore assigned under the contract or purchase order. This subsection shall not apply to agreements made by the Contractor with subcontractors who will work in conjunction with the Contractor to complete the work outlined in the Contract Documents.

13.4 TESTS AND INSPECTIONS

Add the phrase "or public utility companies" after the words "public authority" in the first and second sentences of Subparagraph 13.4.1.

Add the phrase "or public utility companies" after the words "public authority" in the first sentence of Subparagraph 13.4.2.

13.5 INTEREST

Delete Section 13.5.

Add the following new Sections 13.6, 13.7 and 13.8:

13.6 LABOR REQUIREMENTS

13.6.1 The Contractor and each Subcontractor performing the Work under this Contract shall comply with all applicable labor laws, rules, and regulations, including but not limited to all safety, health, and environmental standards.

13.6.2 State of New York, Department of Labor, Bureau of Public Work, Contract Requirements and Schedules of Prevailing Hourly Wage Rates and Supplements are contract requirements. Current schedules and requirements are included under another Section.

13.6.3 The Contractor shall submit to the Owner monthly transcripts of payroll records in a form accepted by the New York State Department of Labor.

13.7 CONSTRUCTION SAFETY AND HEALTH TRAINING

13.7.1 Pursuant to New York State Labor Law Section 220-h, all public work contracts of \$250,000.00 or more requires that every worker employed in the performance of such contract shall be certified as having completed an OSHA 10 safety training course. Accordingly, the Contractor shall ensure that all employees engaged in this project shall have received such training prior to the performing any work on the project and, where necessary, shall provide training in OSHA 10 to those persons lacking the requisite training.

13.7.2 The Contractor and Subcontractors must attach a copy of proof of completion of the OSHA10 course to the first certified payroll submitted to the Owner and on each succeeding payroll where any new or additional employee is first listed.

13.7.3 The Contractor must attach a copy of proof of completion of the OSHA30 course to the first certified payroll submitted to the Owner, for at least one employee directly involved on the project.

13.8 DEFENSE AND INDEMNIFICATION

The Contractor shall protect, defend, indemnify, and hold the Pearl River Public Library (the Owner), and their respective officers, employees, volunteers, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof; with-out limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof), or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, law, ordinance, administrative order, rule, regulation, decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false, or fraudulent. In any case where such indemnification would violate any applicable provision of New York State law or regulation, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the Owner for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Owner, its officers, employees, volunteers, or agents. This paragraph shall survive any termination or completion of performance of the Contract.

Contractor- Company Name:

Address: _____

(signature)

(print name)

(title)

(dated)

NOTARY

Subscribed and sworn to before me this

_____ day of _____ 20

THIS STATEMENT SHALL BE SUBMITTED ON CONTRACTOR'S LETTERHEAD WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING NOTICE OF AWARD.

END OF SECTION

SECTION 011000
SUMMARY

PART 1 GENERAL

1.1 PROJECT

- A. Project Name: 2578-08 Pearl River Public Library - Windows Replacement
- B. Owner's Name: Pearl River Public Library.
- C. The Project consists of the removal and replacement of all existing building window units.

1.2 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price as described in Document 005000 - Contracting Forms and Supplements.

1.3 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of demolition and removal work is indicated on drawings and specified in Section 024100.

1.4 OWNER OCCUPANCY

- A. Owner intends to continue to occupy portions of the existing building during the entire construction period.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

1.5 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
 - 1. Locate and conduct construction activities in ways that will limit disturbance to site.
- B. Arrange use of site and premises to allow:
 - 1. Owner occupancy.
- C. Provide access to and from site as required by law and by Owner:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Do not obstruct roadways, sidewalks, or other public ways without permit.

2578-08 Pearl River Public Library
- Windows Replacement

NYSED Control #
50-03-08-03-6-005-007

2578-08

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 012000
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.

1.2 RELATED REQUIREMENTS

- A. Section 005000 - Contracting Forms and Supplements: Forms to be used.

1.3 SCHEDULE OF VALUES

- A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- B. Forms filled out by hand will not be accepted.
- C. Submit Schedule of Values in electronic format (PDF) within 15 days after date of Owner-Contractor Agreement.
- D. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification section. Identify site mobilization and bonds and insurance.

1.4 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- C. Forms filled out by hand will not be accepted.
- D. Execute certification by signature of authorized officer.
- E. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed.
- F. Submit one electronic and three hard-copies of each Application for Payment.
- G. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.5 MODIFICATION PROCEDURES

- A. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.

- B. For other required changes, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 - 2. Promptly execute the change.
- C. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 7 business days.
- D. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
- E. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- F. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- G. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.

1.6 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
 - 1. All closeout procedures specified in Section 017000.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 012500
SUBSTITUTION PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Procedural requirements for proposed substitutions.

1.2 RELATED REQUIREMENTS

- A. Section 002113 - Instructions to Bidders: Restrictions on timing of substitution requests.
- B. Section 016000 - Product Requirements: Fundamental product requirements, product options, delivery, storage, and handling.

1.3 DEFINITIONS

- A. Substitutions: Changes from Contract Documents requirements proposed by Contractor to materials, products, and assemblies.
 - 1. Substitutions for Cause: Proposed due to changed Project circumstances beyond Contractor's control.
 - a. Unavailability.
 - b. Regulatory changes.
 - 2. Substitutions for Convenience: Proposed due to possibility of offering substantial advantage to the Project.
 - a. Substitution requests offering advantages solely to the Contractor will not be considered.

1.4 REFERENCE STANDARDS

- A. CSI/CSC Form 1.5C - Substitution Request (During the Bidding/Negotiating Stage); Current Edition.
- B. CSI/CSC Form 13.1A - Substitution Request (After the Bidding/Negotiating Phase); Current Edition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 GENERAL REQUIREMENTS

- A. A Substitution Request for products, assemblies, and materials constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system.
 - 2. Agrees to provide the same warranty for the substitution as for the specified product.

3. Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.
 4. Waives claims for additional costs or time extension that may subsequently become apparent.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.
1. Note explicitly any non-compliant characteristics.
- C. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response.
1. Forms indicated in the Project Manual are adequate for this purpose, and must be used.
- D. Limit each request to a single proposed substitution item.

3.2 SUBSTITUTION PROCEDURES DURING PROCUREMENT

- A. Submittal Time Restrictions:
1. Section 002113 - Instructions to Bidders specifies time restrictions and the documents required for submitting substitution requests during the bidding period.
- B. Submittal Form (before award of contract):
1. Submit substitution requests by completing CSI/CSC Form 1.5C - Substitution Request. See this form for additional information and instructions. Use only this form; other forms of submission are unacceptable.

3.3 SUBSTITUTION PROCEDURES DURING CONSTRUCTION

- A. Submittal Form (after award of contract):
1. Submit substitution requests by completing CSI/CSC Form 13.1A - Substitution Request (After Bidding/Negotiating). See this form for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- B. Submit request for Substitution for Cause within 14 days of discovery of need for substitution, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
- C. Submit request for Substitution for Convenience within 14 days of discovery of its potential advantage to the project, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
1. In addition to meeting general documentation requirements, document how the requested substitution benefits the Owner through cost savings, time savings, greater energy conservation, or in other specific ways.
 2. Document means of coordinating of substitution item with other portions of the work, including work by affected subcontractors.
 3. Bear the costs engendered by proposed substitution of:
 - a. Owner's compensation to the Architect for any required redesign, time spent processing and evaluating the request.
- D. Substitutions will not be considered under one or more of the following circumstances:
1. When they are indicated or implied on shop drawing or product data submittals, without having received prior approval.
 2. Without a separate written request.

3. When acceptance will require revisions to Contract Documents.

3.4 RESOLUTION

- A. Architect may request additional information and documentation prior to rendering a decision. Provide this data in an expeditious manner.
- B. Architect will notify Contractor in writing of decision to accept or reject request.
 1. Architect's decision following review of proposed substitution will be noted on the submitted form.

3.5 ACCEPTANCE

- A. Accepted substitutions change the work of the Project. They will be documented and incorporated into work of the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments provided for in the Conditions of the Contract.

3.6 CLOSEOUT ACTIVITIES

- A. See Section 017800 - Closeout Submittals, for closeout submittals.
- B. Include completed Substitution Request Forms as part of the Project record. Include both approved and rejected Requests.

END OF SECTION

This page intentionally left blank

SECTION 013000
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Preconstruction meeting.
- B. Site mobilization meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Progress photographs.
- F. Coordination drawings.
- G. Number of copies of submittals.
- H. Requests for Interpretation (RFI) procedures.
- I. Submittal procedures.

1.2 RELATED REQUIREMENTS

- A. Section 016000 - Product Requirements: General product requirements.

1.3 PROJECT COORDINATOR

- A. Project Coordinator: Construction Manager.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for site and building access, traffic, and parking facilities.
- C. During construction, coordinate use of site and facilities through the Project Coordinator.
- D. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities. Responsibility for providing temporary utilities and construction facilities is identified in Section 011000 - Summary.
- F. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- G. Make the following types of submittals to Architect through the Project Coordinator:
 - 1. Requests for Interpretation.
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.

4. Test and inspection reports.
5. Design data.
6. Manufacturer's instructions and field reports.
7. Applications for payment and change order requests.
8. Progress schedules.
9. Coordination drawings.
10. Correction Punch List and Final Correction Punch List for Substantial Completion.
11. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 PRECONSTRUCTION MEETING

- A. Project Coordinator will schedule a meeting after Notice of Award.
- B. Attendance Required:
 1. Owner.
 2. Architect.
 3. Contractor.
- C. Agenda:
 1. Execution of Owner-Contractor Agreement.
 2. Submission of executed bonds and insurance certificates.
 3. Distribution of Contract Documents.
 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 5. Designation of personnel representing the parties to Contract, Eugenia Schatoff, Director and Architect.
 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 7. Scheduling.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.2 SITE MOBILIZATION MEETING

- A. Project Coordinator will schedule meeting at the Project site prior to Contractor occupancy.
- B. Attendance Required:
 1. Contractor.
 2. Owner.
 3. Architect.
 4. Contractor's superintendent.
 5. Major subcontractors.
- C. Agenda:
 1. Use of premises by Owner and Contractor.
 2. Owner's requirements.

3. Construction facilities and controls provided by Owner.
4. Temporary utilities provided by Owner.
5. Survey and building layout.
6. Security and housekeeping procedures.
7. Schedules.
8. Application for payment procedures.
9. Procedures for testing.
10. Procedures for maintaining record documents.
11. Requirements for start-up of equipment.
12. Inspection and acceptance of equipment put into service during construction period.

- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.3 PROGRESS MEETINGS

- A. Project Coordinator will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- B. Attendance Required:
1. Contractor.
 2. Owner.
 3. Architect.
 4. Contractor's superintendent.
 5. Major subcontractors.
- C. Agenda:
1. Review minutes of previous meetings.
 2. Review of work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Maintenance of progress schedule.
 7. Corrective measures to regain projected schedules.
 8. Planned progress during succeeding work period.
 9. Maintenance of quality and work standards.
 10. Effect of proposed changes on progress schedule and coordination.
 11. Other business relating to work.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.4 CONSTRUCTION PROGRESS SCHEDULE

- A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of work, with a general outline for remainder of work.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.

1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- D. Within 10 days after joint review, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.

3.5 PROGRESS PHOTOGRAPHS

- A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.
- B. Photography Type: Digital; electronic files.
- C. Provide photographs of site and construction throughout progress of work produced by an experienced photographer, acceptable to Architect.
- D. In addition to periodic, recurring views, take photographs of each of the following events:
 1. Foundations in progress and upon completion.
 2. Structural framing in progress and upon completion.
 3. Enclosure of building, upon completion.
 4. Final completion, minimum of ten (10) photos.
- E. Views:
 1. Provide non-aerial photographs from four cardinal views at each specified time, until date of Substantial Completion.
 2. Consult with Architect for instructions on views required.
 3. Provide factual presentation.
 4. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.
 5. Point of View Sketch: Provide sketch identifying point of view of each photograph.
- F. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.
 1. Delivery Medium: Via email.
 2. File Naming: Include project identification, date and time of view, and view identification.
 3. Point of View Sketch: Include digital copy of point of view sketch with each electronic submittal; include point of view identification in each photo file name.
 4. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.
 5. Hard Copy: Printed hardcopy (grayscale) of PDF file.

3.6 COORDINATION DRAWINGS

- A. Provide information required by Project Coordinator for preparation of coordination drawings.
- B. Review drawings prior to submission to Architect.

3.7 REQUESTS FOR INTERPRETATION (RFI)

- A. Definition: A request seeking one of the following:

1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
 2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
 2. Prepare in a format and with content acceptable to Owner.
 3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.
- C. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
 2. Unacceptable Uses for RFIs: Do not use RFIs to request the following::
 - a. Approval of submittals (use procedures specified elsewhere in this section).
 - b. Approval of substitutions (see Section - 016000 - Product Requirements)
 - c. Changes that entail change in Contract Time and Contract Sum (comply with provisions of the Conditions of the Contract).
 - d. Different methods of performing work than those indicated in the Contract Drawings and Specifications (comply with provisions of the Conditions of the Contract).
 3. Improper RFIs: Requests not prepared in compliance with requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response.
 4. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, Contract Documents, with no additional input required to clarify the question. They will be returned without a response.
- D. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
1. Official Project name and number, and any additional required identifiers established in Contract Documents.
 2. Owner's, Architect's, and Contractor's names.
 3. Discrete and consecutive RFI number, and descriptive subject/title.
 4. Issue date, and requested reply date.
 5. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
 6. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 7. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.

- E. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- F. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
 - 1. Indicate current status of every RFI. Update log promptly and on a regular basis.
 - 2. Note dates of when each request is made, and when a response is received.
 - 3. Highlight items requiring priority or expedited response.
 - 4. Highlight items for which a timely response has not been received to date.
- G. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
 - 1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- H. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
 - 1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
 - 2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
 - 3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
 - 4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

3.8 SUBMITTAL SCHEDULE

- A. Submit to Architect for review a schedule for submittals in tabular format.
 - 1. Coordinate with Contractor's construction schedule and schedule of values.
 - 2. Format schedule to allow tracking of status of submittals throughout duration of construction.
 - 3. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.
 - a. For assemblies, equipment, systems comprised of multiple components and/or requiring detailed coordination with other work, allow for additional time to make corrections or revisions to initial submittals, and time for their review.

3.9 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.

3.10 SUBMITTAL REVIEW

- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
 - 1. Notations may be made directly on submitted items and/or listed on appended Submittal Review cover sheet.
- D. Architect's actions on items submitted for review:
 - 1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "No Exceptions Taken", or language with same legal meaning.
 - b. "Make Corrections Noted", or language with same legal meaning.
 - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
 - 2. Not Authorizing fabrication, delivery, and installation:
 - a. "Amend and Resubmit".
 - 1) Resubmit revised item, with review notations acknowledged and incorporated.
 - 2) Non-responsive resubmittals may be rejected.
 - b. "Rejected - See Remarks".
 - 1) Submit item complying with requirements of Contract Documents.
- E. Architect's actions on items submitted for information:
 - 1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 - 2. Items for which action was taken:
 - a. "Reviewed" - no further action is required from Contractor.

END OF SECTION

This page intentionally left blank

SECTION 014000
QUALITY REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Submittals.
- B. Quality assurance.
- C. Testing and inspection agencies and services.
- D. Control of installation.
- E. Manufacturers' field services.
- F. Defect Assessment.

1.2 RELATED REQUIREMENTS

- A. Section 012100 - Allowances: Allowance for payment of testing services.

1.3 REFERENCE STANDARDS

- A. ASTM C1021 - Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2008 (Reapproved 2023).
- B. ASTM C1077 - Standard Practice for Agencies Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Testing Agency Evaluation; 2024.
- C. ASTM C1093 - Standard Practice for Accreditation of Testing Agencies for Masonry; 2023.
- D. ASTM D3740 - Standard Practice for Minimum Requirements for Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction; 2023.
- E. ASTM E329 - Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection; 2023.
- F. ASTM E543 - Standard Specification for Agencies Performing Nondestructive Testing; 2021.
- G. ASTM E699 - Standard Specification for Agencies Involved in Testing, Quality Assurance, and Evaluating of Manufactured Building Components; 2016.
- H. IAS AC89 - Accreditation Criteria for Testing Laboratories; 2021.

1.4 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Test Reports: After each test/inspection, promptly submit two copies of report to Architect and to Contractor.

1. Test report submittals are for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Owner's information.

1.5 Quality Assurance

A. Testing Agency Qualifications:

1. Prior to start of work, submit agency name, address, and telephone number, and names of full time registered Engineer and responsible officer.
2. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
3. Qualification Statement: Provide documentation showing testing laboratory is accredited under IAS AC89.

1.6 Testing and Inspection Agencies and Services

- A. Owner will employ services of an independent testing agency to perform certain specified testing and inspection; payment for cost of services will be derived from allowance specified in Section 012100; see Section 012100 and applicable sections for description of services included in allowance.
- B. Contractor shall employ and pay for services of an independent testing agency to perform other specified testing and inspection.
- C. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- D. Contractor Employed Agency:
 1. Testing agency: Comply with requirements of ASTM E329, ASTM E543, ASTM E699, ASTM C1021, ASTM C1077, ASTM C1093, and ASTM D3740.
 2. Inspection agency: Comply with requirements of ASTM D3740 and ASTM E329.
 3. Laboratory Qualifications: Accredited by IAS according to IAS AC89.
 4. Testing Equipment: Calibrated at reasonable intervals either by NIST or using an NIST established Measurement Assurance Program, under a laboratory measurement quality assurance program.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.

- D. 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.
- E. Have work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.2 TESTING AND INSPECTION

- A. See individual specification sections for testing and inspection required.
- B. Testing Agency Duties:
 - 1. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 - 2. Perform specified sampling and testing of products in accordance with specified standards.
 - 3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 4. Promptly notify Architect and Contractor of observed irregularities or non-compliance of Work or products.
 - 5. Perform additional tests and inspections required by Architect.
 - 6. Submit reports of all tests/inspections specified.
- C. Limits on Testing/Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the Work.
 - 3. Agency may not assume any duties of Contractor.
 - 4. Agency has no authority to stop the Work.
- D. Contractor Responsibilities:
 - 1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
 - 2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
 - 3. Provide incidental labor and facilities:
 - a. To provide access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.
 - d. To provide storage and curing of test samples.
 - 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
 - 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
 - 6. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.

- E. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- F. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

3.3 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance equipment as applicable, and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

3.4 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not complying with specified requirements.

END OF SECTION

SECTION 015000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Temporary telecommunications services.
- B. Temporary sanitary facilities.
- C. Temporary Controls: Barriers, enclosures, and fencing.
- D. Security requirements.
- E. Vehicular access and parking.
- F. Waste removal facilities and services.
- G. Project identification sign.
- H. Field offices.

1.2 RELATED REQUIREMENTS

- A. Section 015100 - Temporary Utilities.
- B. Section 015213 - Field Offices and Sheds.
- C. Section 015500 - Vehicular Access and Parking.

1.3 TEMPORARY UTILITIES - See Section 015100

1.4 TELECOMMUNICATIONS SERVICES

- A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.
- B. Telecommunications services shall include:
 - 1. Windows-based personal computer dedicated to project telecommunications, with necessary software and laser printer.
 - 2. Internet Connections: Minimum of one; DSL modem or faster.
 - 3. Email: Account/address reserved for project use.
 - 4. Facsimile Service: Minimum of one dedicated fax machine/printer, with dedicated phone line.

1.5 TEMPORARY SANITARY FACILITIES

- A. Contractor to provide and maintain required facilities and enclosures. Provide at time of project mobilization.

- B. Maintain daily in clean and sanitary condition.

1.6 BARRIERS

- A. General Construction Contract to provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.7 FENCING

- A. Site enclosure fence shall be provided by General Construction Contract.
- B. Construction: Commercial grade chain link fence.
- C. Provide 6 foot high fence around construction site; equip with vehicular and pedestrian gates with locks.

1.8 EXTERIOR ENCLOSURES

- A. Contractor to provide temporary insulated weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

1.9 INTERIOR ENCLOSURES

- A. Provide temporary partitions and ceilings as indicated to separate work areas from Owner-occupied areas, to prevent penetration of dust and moisture into Owner-occupied areas, and to prevent damage to existing materials and equipment.
- B. Construction: Framing and reinforced polyethylene sheet materials with closed joints and sealed edges at intersections with existing surfaces:

1.10 SECURITY - See Section 013553

- A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.

1.11 VEHICULAR ACCESS AND PARKING - See Section 015500

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
- B. Coordinate access and haul routes with governing authorities and Owner.

- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Provide means of removing mud from vehicle wheels before entering streets.
- E. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.
- F. Existing parking areas may be used for construction parking.

1.12 WASTE REMOVAL

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Provide containers with lids. Remove trash from site periodically.
- C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.
- D. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.13 PROJECT IDENTIFICATION

- A. Provide project identification sign of design, construction, and location approved by Owner.
- B. No other signs are allowed without Owner permission except those required by law.

1.14 FIELD OFFICES - See Section 015213

- A. Office: Weathertight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack, and drawing display table.
- B. Provide space for Project meetings, with table and chairs to accommodate 6 persons.
- C. Locate offices a minimum distance of 30 feet from existing and new structures.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

This page intentionally left blank

SECTION 015100
TEMPORARY UTILITIES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Temporary Utilities: Provision of electricity, lighting, heat, ventilation, and water.

1.2 REFERENCE STANDARDS

- A. 29 CFR 1926 - Safety and Health Regulations for Construction; Current Edition.

1.3 TEMPORARY ELECTRICITY

- A. Cost: By Contractor.
- B. Connect to Owner's existing power service.
 - 1. Do not disrupt Owner's need for continuous service.
 - 2. Provide separate metering and reimburse Owner for cost of energy used.
- C. Complement existing power service capacity and characteristics as required.
- D. Provide power outlets for construction operations, with branch wiring and distribution boxes located at each floor. Provide flexible power cords as required.
- E. Provide main service disconnect and over-current protection at convenient location and meter.
- F. Permanent convenience receptacles may be utilized during construction.
- G. Provide adequate distribution equipment, wiring, and outlets to provide single phase branch circuits for power and lighting.

1.4 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain LED, compact fluorescent, or high-intensity discharge lighting as suitable for the application for construction operations in accordance with requirements of 29 CFR 1926 and authorities having jurisdiction.
- B. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- C. Maintain lighting and provide routine repairs.
- D. Permanent building lighting may be utilized during construction.

1.5 TEMPORARY HEATING

- A. Cost of Energy: By Contractor.

- B. Provide heating devices and heat as needed to maintain specified conditions for construction operations.
- C. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.
- D. Owner's existing heat plant may be used.
 - 1. Exercise measures to conserve energy.
 - 2. Enclose building prior to activating temporary heat.
 - 3. Provide separate metering and reimburse Owner for cost of energy used.
- E. Prior to operation of permanent equipment for temporary heating purposes, verify that installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

1.6 TEMPORARY COOLING

- A. Cost of Energy: By Contractor.
- B. Provide cooling devices and cooling as needed to maintain specified conditions for construction operations.
- C. Maintain maximum ambient temperature of 80 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.
- D. Owner's existing cooling plant may be used.
 - 1. Exercise measures to conserve energy.
 - 2. Enclose building prior to activating temporary cooling.
 - 3. Provide separate metering and reimburse Owner for cost of energy used.
- E. Prior to operation of permanent equipment for temporary cooling purposes, verify that installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

1.7 TEMPORARY VENTILATION

- A. Utilize existing ventilation equipment. Extend and supplement equipment with temporary fan units as required to maintain clean air for construction operations.

1.8 TEMPORARY WATER SERVICE

- A. Cost of Water Used: By Contractor.
- B. Connect to existing water source.
 - 1. Provide separate metering and reimburse Owner for cost of water used.

2578-08 Pearl River Public Library
- Windows Replacement

NYSED Control #
50-03-08-03-6-005-007

2578-08

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

This page intentionally left blank

SECTION 016000
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Re-use of existing products.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations.
- E. Maintenance materials, including extra materials, spare parts, tools, and software.

1.2 RELATED REQUIREMENTS

- A. Section 012500 - Substitution Procedures: Substitutions made during procurement and/or construction phases.
- B. Section 017419 - Construction Waste Management and Disposal: Waste disposal requirements potentially affecting product selection, packaging and substitutions.

1.3 SUBMITTALS

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

PART 2 PRODUCTS

2.1 EXISTING PRODUCTS

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
- B. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.

2.2 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.
- B. Use of products having any of the following characteristics is not permitted:
 - 1. Containing lead, cadmium, or asbestos.

2.3 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming Two or More Manufacturers **without** a Provision for Substitutions: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers **with** a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

2.4 MAINTENANCE MATERIALS

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver to Project site; obtain receipt prior to final payment.

PART 3 EXECUTION

3.1 SUBSTITUTION LIMITATIONS

- A. See Section 012500 - Substitution Procedures.

3.2 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.

- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.3 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 017419.
 - 1. Structural Loading Limitations: Handle and store products and materials so as not to exceed static and dynamic load-bearing capacities of project floor and roof areas.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Arrange storage of materials and products to allow for visual inspection for the purpose of determination of quantities, amounts, and unit counts.
- E. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- F. For exterior storage of fabricated products, place on sloped supports above ground.
- G. Provide off-site storage and protection when site does not permit on-site storage or protection.
- H. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- I. Comply with manufacturer's warranty conditions, if any.
- J. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- K. Prevent contact with material that may cause corrosion, discoloration, or staining.
- L. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- M. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

This page intentionally left blank

SECTION 017000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition, _____.
- C. Pre-installation meetings.
- D. Cutting and patching.
- E. Cleaning and protection.
- F. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.

1.2 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate Contractor.

1.3 PROJECT CONDITIONS

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- B. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
- C. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
- D. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

1.4 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.1 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 016000 - Product Requirements.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work,

assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.2 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.3 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation and installation procedures.
 - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.4 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.5 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
 - 1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.

2. Insulate existing ducts or pipes that are exposed to outdoor ambient temperatures by alterations work.
- C. Remove existing work as indicated and as required to accomplish new work.
 1. Remove items indicated on drawings.
 2. Relocate items indicated on drawings.
 3. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- D. Protect existing work to remain.
 1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
- E. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
- F. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- G. Clean existing systems and equipment.
- H. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- I. Do not begin new construction in alterations areas before demolition is complete.
- J. Comply with all other applicable requirements of this section.

3.6 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
 1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.
 4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-complying work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.

- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- I. Patching:
 - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 - 2. Match color, texture, and appearance.
 - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.7 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.8 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.9 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.10 FINAL CLEANING

- A. Use cleaning materials that are nonhazardous.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Clean filters of operating equipment.
- F. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
- G. Clean site; sweep paved areas, rake clean landscaped surfaces.
- H. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.11 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

END OF SECTION

SECTION 017419
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.1 WASTE MANAGEMENT REQUIREMENTS

- A. Owner requires that this project generate the least amount of trash and waste possible.
- B. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.
- C. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.
- D. Contractor Reporting Responsibilities: Submit periodic Waste Disposal Reports; report landfill disposal, incineration, recycling, salvage, and reuse regardless of to whom the cost or savings accrues; use the same units of measure on required reports.
- E. Develop and follow a Waste Management Plan designed to implement these requirements.
- F. Methods of trash/waste disposal that are not acceptable are:
 - 1. Burning on the project site.
 - 2. Burying on the project site.
 - 3. Dumping or burying on other property, public or private.
 - 4. Other illegal dumping or burying.
- G. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials.

1.2 RELATED REQUIREMENTS

- A. Section 012500 - Substitution Procedures.
- B. Section 013000 - Administrative Requirements: Additional requirements for project meetings, reports, submittal procedures, and project documentation.
- C. Section 015000 - Temporary Facilities and Controls: Additional requirements related to trash/waste collection and removal facilities and services.
- D. Section 016000 - Product Requirements: Waste prevention requirements related to product substitutions.
- E. Section 016000 - Product Requirements: Waste prevention requirements related to delivery, storage, and handling.
- F. Section 017000 - Execution and Closeout Requirements: Trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

1.3 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.
- B. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
- C. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.
- D. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.
- E. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
- F. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- G. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- H. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- I. Return: To give back reusable items or unused products to vendors for credit.
- J. Reuse: To reuse a construction waste material in some manner on the project site.
- K. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- L. Sediment: Soil and other debris that has been eroded and transported by storm or well production run-off water.
- M. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
- N. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- O. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- P. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

1.4 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittal procedures.
- B. Waste Management Plan: Include the following information:
 - 1. Analysis of the trash and waste projected to be generated during the entire project construction cycle, including types and quantities.

2. Landfill Options: The name, address, and telephone number of the landfill(s) where trash/waste will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all project trash/waste in the landfill(s).
 3. Landfill Alternatives: List all waste materials that will be diverted from landfills by reuse, salvage, or recycling.
 4. Meetings: Describe regular meetings to be held to address waste prevention, reduction, recycling, salvage, reuse, and disposal.
 5. Materials Handling Procedures: Describe the means by which materials to be diverted from landfills will be protected from contamination and prepared for acceptance by designated facilities; include separation procedures for recyclables, storage, and packaging.
 6. Transportation: Identify the destination and means of transportation of materials to be recycled; i.e. whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler.
- C. Waste Disposal Reports: Submit at specified intervals, with details of quantities of trash and waste, means of disposal or reuse, and costs; show both totals to date and since last report.
1. Submit updated Report with each Application for Progress Payment; failure to submit Report will delay payment.
 2. Submit Report on a form acceptable to Owner.
 3. Landfill Disposal: Include the following information:
 - a. Identification of material.
 - b. Amount, in tons or cubic yards, of trash/waste material from the project disposed of in landfills.
 - c. State the identity of landfills, total amount of tipping fees paid to landfill, and total disposal cost.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 4. Incinerator Disposal: Include the following information:
 - a. Identification of material.
 - b. Amount, in tons or cubic yards, of trash/waste material from the project delivered to incinerators.
 - c. State the identity of incinerators, total amount of fees paid to incinerator, and total disposal cost.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 5. Recycled and Salvaged Materials: Include the following information for each:
 - a. Identification of material, including those retrieved by installer for use on other projects.
 - b. Amount, in tons or cubic yards, date removed from the project site, and receiving party.
 - c. Transportation cost, amount paid or received for the material, and the net total cost or savings of salvage or recycling each material.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 - e. Certification by receiving party that materials will not be disposed of in landfills or by incineration.
 6. Material Reused on Project: Include the following information for each:
 - a. Identification of material and how it was used in the project.
 - b. Amount, in tons or cubic yards.
 - c. Include weight tickets as evidence of quantity.

7. Other Disposal Methods: Include information similar to that described above, as appropriate to disposal method.

PART 2 PRODUCTS

2.1 PRODUCT SUBSTITUTIONS

- A. See Section 016000 and Section 012500.
- B. For each proposed product substitution, submit the following information in addition to requirements specified in Section 016000:
 1. Relative amount of waste produced, compared to specified product.
 2. Cost savings on waste disposal, compared to specified product, to be deducted from the Contract Sum.
 3. Proposed disposal method for waste product.
 4. Markets for recycled waste product.

PART 3 EXECUTION

3.1 WASTE MANAGEMENT PROCEDURES

- A. See Section 013000 for additional requirements for project meetings, reports, submittal procedures, and project documentation.
- B. See Section 015000 for additional requirements related to trash/waste collection and removal facilities and services.
- C. See Section 016000 for waste prevention requirements related to delivery, storage, and handling.
- D. See Section 017000 for trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

3.2 WASTE MANAGEMENT PLAN IMPLEMENTATION

- A. Manager: Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.
- B. Communication: Distribute copies of the Waste Management Plan to job site foreman, each subcontractor, Owner, and Architect.
- C. Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.
- D. Meetings: Discuss trash/waste management goals and issues at project meetings.
 1. Prebid meeting.
 2. Preconstruction meeting.
 3. Regular job-site meetings.
- E. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.

1. Provide containers as required.
 2. Provide adequate space for pick-up and delivery and convenience to subcontractors.
 3. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.
- F. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.
- G. Recycling: Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.
- H. Reuse of Materials On-Site: Set aside, sort, and protect separated products in preparation for reuse.
- I. Salvage: Set aside, sort, and protect products to be salvaged for reuse off-site.

END OF SECTION

This page intentionally left blank

SECTION 017800
CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Project record documents.
- B. Operation and maintenance data.
- C. Warranties and bonds.

1.2 RELATED REQUIREMENTS

- A. Section 013000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- B. Individual Product Sections: Specific requirements for operation and maintenance data.
- C. Individual Product Sections: Warranties required for specific products or Work.

1.3 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
 - 1. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
 - 2. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 3. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Addenda.
 - 3. Change Orders and other modifications to the Contract.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Record Drawings: Legibly mark each item to record actual construction including:
 - 1. Field changes of dimension and detail.
 - 2. Details not on original Contract drawings.

3.2 OPERATION AND MAINTENANCE DATA

- A. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- B. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- C. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.3 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
 - 1. Product data, with catalog number, size, composition, and color and texture designations.
 - 2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Additional information as specified in individual product specification sections.
- D. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.4 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

- A. For Each Item of Equipment and Each System:
 - 1. Description of unit or system, and component parts.
 - 2. Identify function, normal operating characteristics, and limiting conditions.
 - 3. Include performance curves, with engineering data and tests.
 - 4. Complete nomenclature and model number of replaceable parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.
- C. Include color coded wiring diagrams as installed.
- D. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- E. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Provide servicing and lubrication schedule, and list of lubricants required.
- G. Include sequence of operation by controls manufacturer.
- H. Provide control diagrams by controls manufacturer as installed.
- I. Include test and balancing reports.
- J. Additional Requirements: As specified in individual product specification sections.

3.5 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

- A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- C. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- E. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- F. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.

- G. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- H. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- I. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- J. Arrangement of Contents: Organize each volume in parts as follows:
 - 1. Project Directory.
 - 2. Table of Contents, of all volumes, and of this volume.
 - 3. Operation and Maintenance Data: Arranged by system, then by product category.
 - a. Source data.
 - b. Operation and maintenance data.
 - c. Field quality control data.
 - d. Photocopies of warranties and bonds.

3.6 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Include originals of each in operation and maintenance manuals, indexed separately on Table of Contents.

END OF SECTION

SECTION 024100
DEMOLITION

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Selective demolition of building elements.

1.2 RELATED REQUIREMENTS

- A. Section 011000 - Summary: Limitations on Contractor's use of site and premises.
- B. Section 015000 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
- C. Section 017000 - Execution and Closeout Requirements: Project conditions; protection of bench marks, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.
- D. Section 017419 - Construction Waste Management and Disposal: Limitations on disposal of removed materials; requirements for recycling.

1.3 REFERENCE STANDARDS

- A. 29 CFR 1926 - Safety and Health Regulations for Construction; Current Edition.

PART 3 EXECUTION

2.1 DEMOLITION

- A. Remove window units indicated, for disposal.

2.2 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with requirements in Section 017000.
- B. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - 3. Provide, erect, and maintain temporary barriers and security devices.
 - 4. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
 - 5. Conduct operations to minimize effects on and interference with adjacent structures and occupants.

6. Do not close or obstruct roadways or sidewalks without permits from authority having jurisdiction.
 7. Conduct operations to minimize obstruction of public and private entrances and exits. Do not obstruct required exits at any time. Protect persons using entrances and exits from removal operations.
 8. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon, or limit access to their property.
- C. Do not begin removal until receipt of notification to proceed from Owner.
- D. Protect existing structures and other elements to remain in place and not removed.
1. Provide bracing and shoring.
 2. Prevent movement or settlement of adjacent structures.
 3. Stop work immediately if adjacent structures appear to be in danger.
- E. Minimize production of dust due to demolition operations. Do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
- F. Hazardous Materials:
1. Hazardous Materials: Comply with 29 CFR 1926 and state and local regulations.

2.3 SELECTIVE DEMOLITION FOR ALTERATIONS

- A. Existing construction and utilities indicated on drawings are based on casual field observation and existing record documents only.
1. Verify construction and utility arrangements are as indicated.
 2. Report discrepancies to Architect before disturbing existing installation.
 3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- B. Separate areas in which demolition is being conducted from areas that remain occupied.
1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 015000 .
- C. Maintain weatherproof exterior building enclosure, except for interruptions required for replacement or modifications; prevent water and humidity damage.
- D. Remove existing work as indicated and required to accomplish new work.
1. Remove items indicated on drawings.
- E. Protect existing work to remain.
1. Prevent movement of structure. Provide shoring and bracing as required.
 2. Perform cutting to accomplish removal work neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
 4. Patch to match new work.

2.4 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Remove materials not to be reused on site; comply with requirements of Section 017419 - Waste Management.

- C. Leave site in clean condition, ready for subsequent work.
- D. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION

This page intentionally left blank

SECTION 061053
MISCELLANEOUS ROUGH CARPENTRY

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Roofing nailers and cant strips.
- B. Exterior wall framing.
- C. Preservative treated wood materials.
- D. Concealed wood blocking, nailers, and supports.

1.2 REFERENCE STANDARDS

- A. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2023.
- B. AWWA U1 - Use Category System: User Specification for Treated Wood; 2023.
- C. PS 20 - American Softwood Lumber Standard; 2021.
- D. WWPA G-5 - Western Lumber Grading Rules; 2021.

1.3 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide technical data on wood preservative materials and application instructions.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

PART 2 PRODUCTS

2.1 GENERAL REQUIREMENTS

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
 - 1. Species: Douglas Fir-Larch, unless otherwise indicated.
 - 2. If no species is specified, provide species graded by the agency specified; if no grading agency is specified, provide lumber graded by grading agency meeting the specified requirements.
 - 3. Grading Agency: Grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee (www.alsc.org) and who provides grading service for the species and grade specified; provide lumber stamped with grade mark

unless otherwise indicated.

4. Lumber of other species or grades is acceptable provided structural and appearance characteristics are equivalent to or better than products specified.

2.2 DIMENSION LUMBER

- A. Grading Agency: Western Wood Products Association; WWP A G-5.
- B. Sizes: Nominal sizes as indicated on drawings, S4S.
- C. Moisture Content: S-dry or MC19.
- D. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
 1. Lumber: S4S, No.2 or Standard Grade.
 2. Boards: Standard or No.3.

2.3 ACCESSORIES

- A. Fasteners and Anchors:
 1. Metal and Finish: Hot-dipped galvanized steel complying with ASTM A153/A153M for high humidity and preservative-treated wood locations, unfinished steel elsewhere.

2.4 FACTORY WOOD TREATMENT

- A. Treated Lumber and Plywood: Comply with requirements of AWWA U1 - Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.
 1. Preservative-Treated Wood: Provide lumber and plywood marked or stamped by an ALSC-accredited testing agency, certifying level and type of treatment in accordance with AWWA standards.
- B. Preservative Treatment:
 1. Preservative Pressure Treatment of Lumber Above Grade: AWWA U1, Use Category UC3B, Commodity Specification A.
 - a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
 - b. Treat lumber in contact with roofing, flashing, or waterproofing.
 - c. Treat lumber in contact with masonry or concrete.
 - d. Treat lumber less than 18 inches above grade.
 2. Preservative Pressure Treatment of Plywood Above Grade: AWWA U1, Use Category UC2 and UC3B, Commodity Specification F using waterborne preservative to 0.25 lb/cu ft retention.
 - a. Kiln dry plywood after treatment to maximum moisture content of 19 percent.
 - b. Treat plywood in contact with roofing, flashing, or waterproofing.
 - c. Treat plywood in contact with masonry or concrete.
 - d. Treat plywood less than 18 inches above grade.

PART 3 EXECUTION

3.1 INSTALLATION - GENERAL

- A. Select material sizes to minimize waste.

- B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.
- C. Where treated wood is used on interior, provide temporary ventilation during and immediately after installation sufficient to remove indoor air contaminants.

3.2 BLOCKING, NAILERS, AND SUPPORTS

- A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.
- B. In framed assemblies that have concealed spaces, provide solid wood fireblocking as required by applicable local code, to close concealed draft openings between floors and between top story and roof/attic space; other material acceptable to code authorities may be used in lieu of solid wood blocking.
- C. In walls, provide blocking attached to studs as backing and support for wall-mounted items, unless item can be securely fastened to two or more studs or other method of support is explicitly indicated.
- D. Where ceiling-mounting is indicated, provide blocking and supplementary supports above ceiling, unless other method of support is explicitly indicated.

3.3 ROOF-RELATED CARPENTRY

- A. Coordinate installation of roofing carpentry with deck construction, framing of adjacent wall openings, and window installation.

3.4 CLEANING

- A. Waste Disposal: See Section 017419 - Construction Waste Management and Disposal.
 - 1. Comply with applicable regulations.
 - 2. Do not burn scrap on project site.
 - 3. Do not burn scraps that have been pressure treated.
 - 4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or "waste-to-energy" facilities.
- B. Do not leave wood, shavings, sawdust, etc. on the ground or buried in fill.
- C. Prevent sawdust and wood shavings from entering the storm drainage system.

END OF SECTION

This page intentionally left blank

SECTION 079200
JOINT SEALANTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Nonsag gunnable joint sealants.
- B. Joint backings and accessories.

1.2 REFERENCE STANDARDS

- A. ASTM C661 - Standard Test Method for Indentation Hardness of Elastomeric-Type Sealants by Means of a Durometer; 2015 (Reapproved 2022).
- B. ASTM C919 - Standard Practice for Use of Sealants in Acoustical Applications; 2022.
- C. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2018.
- D. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2016 (Reapproved 2023).
- E. ASTM C1248 - Standard Test Method for Staining of Porous Substrate by Joint Sealants; 2022.
- F. ASTM C1330 - Standard Specification for Cylindrical Sealant Backing for Use with Cold Liquid-Applied Sealants; 2023.
- G. SCAQMD 1168 - Adhesive and Sealant Applications; 1989, with Amendment (2022).

1.3 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittal procedures.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Nonsag Sealants:
 - 1. Tremco Commercial Sealants & Waterproofing: www.tremcosealants.com.
 - 2. An approved equal.
 - 3. Substitutions: See Section 016000 - Product Requirements.

2.2 JOINT SEALANT APPLICATIONS

- A. Scope:
 - 1. Do Not Seal:
 - a. Intentional weep holes in masonry.
 - b. Joints indicated to be covered with expansion joint cover assemblies.
 - c. Joints where sealant is specified to be furnished and installed by manufacturer of product to be sealed.

- d. Joints where sealant installation is specified in other sections.
- e. Joints between suspended ceilings and walls.

B. Exterior Joints: Use nonsag nonstaining silicone sealant, unless otherwise indicated.

C. Interior Joints: Use nonsag polyurethane sealant, unless otherwise indicated.

2.3 JOINT SEALANTS - GENERAL

A. Sealants and Primers: Provide products having lower volatile organic compound (VOC) content than indicated in SCAQMD 1168.

2.4 NONSAG JOINT SEALANTS

A. Nonstaining Silicone Sealant: ASTM C920, Grade NS, Uses M and A; not expected to withstand continuous water immersion or traffic.

- 1. Movement Capability: Plus and minus 35 percent, minimum.
- 2. Nonstaining to Porous Stone: Nonstaining to light-colored natural stone when tested in accordance with ASTM C1248.
- 3. Dirt Pick-Up: Reduced dirt pick-up compared to other silicone sealants.
- 4. Hardness Range: 15 to 35, Shore A, when tested in accordance with ASTM C661.
- 5. Color: Match adjacent finished surfaces.
- 6. Service Temperature Range: Minus 20 to 180 degrees F.

B. Polyurethane Sealant: ASTM C920, Grade NS, Uses M and A; single or multi-component; not expected to withstand continuous water immersion or traffic.

- 1. Movement Capability: Plus and minus 50 percent, minimum.
- 2. Hardness Range: 20 to 35, Shore A, when tested in accordance with ASTM C661.
- 3. Color: Match adjacent finished surfaces.
- 4. Service Temperature Range: Minus 40 to 180 degrees F.

2.5 ACCESSORIES

A. Masking Tape: Self-adhesive, nonabsorbent, nonstaining, removable without adhesive residue, and compatible with surfaces adjacent to joints and sealants.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that joints are ready to receive work.
- B. Verify that backing materials are compatible with sealants.
- C. Verify that backer rods are of the correct size.

3.2 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.

- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.

3.3 INSTALLATION

- A. Install this work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Provide joint sealant installations complying with ASTM C1193.
- C. Install acoustical sealant application work in accordance with ASTM C919.
- D. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer.
- E. Install bond breaker backing tape where backer rod cannot be used.
- F. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.
- G. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
- H. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.

END OF SECTION

This page intentionally left blank

SECTION 085300
PLASTIC WINDOWS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Polymer steel-reinforced Supera 74 Passive windows.
- B. Configurations of windows required: fixed, in-swing casement, and out-swing awning.

1.2 REFERENCES

- A. Publications listed below are part of this specification to the extent they are referenced. When publications are cited in these specifications by use of shortened names or by standard number alone, it must be understood that reference is made to the full publication and edition as listed here.
- B. AAMA/WDMA/CSA 101/I.S.2/A440-08/12: North American Fenestration Standard/Specification for windows, doors, and skylights (use appropriate specifications depending on certification for each product type).
- C. NFRC: National Fenestration Rating Council:
 - 1. 100: Procedure for Determining Fenestration Product U-Factors
 - 2. 200: Procedure for Determining Fenestration Product Solar Heat Gain Coefficient and Visible Transmittance at Normal Incidence
 - 3. 500: Procedure for Determining Fenestration Product Condensation Resistance Values
- D. E 90-09: Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements
- E. E 413: Classification for Rating Sound Insulation
- F. E 1332: Standard Classification for Rating Outdoor-Indoor Sound Attenuation
- G. E 2235-04 (2012): Standard Test Method for Determination of Decay Rates for Use in Sound Insulation Test Methods
- H. E 2190: Standard Specification for Insulating Glass Unit Performance Evaluation.
- I. ANSI Z97.1-2015 and CPSC 16 CRF 1201 (1977)
- J. American Society of Civil Engineers: ASCE 7-05 Minimum Design Loads for Buildings and Other Structures, ASCE/SEI 2010

1.3 PERFORMANCE REQUIREMENTS FOR WINDOWS

- A. Windows shall meet a rating of DP 40.1 specifications in accordance with ANSI/AAMA/NWDA 101/I.S.2/A440-08/12.
- B. Windows shall be CW Class.

- C. Windows Air Leakage - Fixed Unit, ASTM E 283: Window air leakage when tested at 75 Pa (1.57 psf) shall be 0.1 cfm/ft² or less.
- D. Windows Air Leakage - Operable Unit, ASTM E 283: Window air leakage when tested at 75 Pa (1.57 psf) shall be 0.1 cfm/ft² or less.
- E. Windows Water Penetration - Fixed Unit, ASTM E 547 and ASTM E 331: No water penetration through window when tested under static pressure of 290 Pa (6.06 psf).
- F. Windows Water Penetration - Operable Unit, ASTM E 547 and ASTM E 331: No water penetration through window when tested under static pressure of 290 Pa (6.06 psf).
- G. Thermal Performance: Windows have been tested in accordance with the NFRC. The products were evaluated in full compliance with NFRC requirements. The Windows, including glass and Polymer framing, shall have a thermal transmittance of:
 - 1. U-factor (Btu/hr/ft²/°F): Fixed: 0.15 maximum/ U-factor (Btu/hr/ft²/°F): Fixed Center of Glass: 0.117 maximum
 - 2. U-factor (Btu/hr/ft²/°F): Operable: 0.19 maximum/U-factor (Btu/hr/ft²/°F): Operable Center of Glass: 0.118 maximum
 - 3. SHGC: Fixed: 0.3 maximum/SHGC: Fixed Center of Glass: 0.36 maximum
 - 4. SHGC: Operable: 0.2 maximum/SHGC: Operable Center of Glass: 0.37 maximum
 - 5. VT: Fixed: 0.51 minimum/VT: Fixed Center of Glass: 0.63 minimum
 - 6. VT: Operable: 0.33 minimum/VT: Operable Center of Glass: 0.64 minimum

1.4 THERMAL MOVEMENT

- A. Allow for thermal movement of the window based on site mean temperature +/- 70 F, window/element size and coefficient of linear expansion of Polymer.

1.5 ACOUSTICAL PERFORMANCE

- A. Windows shall meet or exceed requirements of OITC, when tested in accordance to ASTM E 1332; or STC, when tested according to ASTM E 90. The windows, including glass and Polymer framing, shall have an acoustical performance of:
 - 1. Fixed window: STC: 28-33, OITC: 20-25.
 - 2. Operable windows: STC: 33, OITC: 24.

1.6 SUBMITTALS

- A. Shop Drawings: Submit manufacturer's shop drawings, indicating dimensions, construction, component connections and locations, anchorage methods and locations, hardware locations, and installation details.
- B. Product Data: Submit manufacturer's product data, including installation instructions

1.7 DELIVERY

- A. A temporary covering shall protect exposed surfaces after completing fabrication of products.
- B. Deliver in manufacturer's original packaging with labels intact.

1.8 STORAGE AND HANDLING

- A. Products are heavy and fragile. Special care, sufficient manpower, tools, and equipment shall be used for unloading, transporting, warehousing, and installing the products. Two forklifts should be used to unload container on job site.
- B. Industrial straps (at least 5,000 lbs.) MUST be used to unload large pallets.
- C. Store window units in an upright position in a clean and dry storage area above ground to protect from weather.
- D. Cover materials with tarpaulins or plastic hung on frames to provide air circulation and prevent contaminants from contacting polymer.
- E. Remove all paper type wrappings and interleaving that are wet or which could become wet when unloading materials.
- F. Glass must never be stored or transported in a horizontal/flat orientation.
- G. Store crated glass in a cool, dry, and well-ventilated area where it will not be subject to rain or direct sun.
- H. Minimize handling by scheduling shipments by floors and by initially locating crated products as close to their installation as possible.
- I. Use mechanized window handling and installation equipment with vacuum suction cups for windows heavier than 150 lbs.
- J. For a more information about storage and handling windows, refer to the complete and current instructions are available at <https://www.intuswindows.com/support-documents/>

1.9 INTUS Windows LIMITED WARRANTY*:

- A. The products supplied by Seller shall be free from material defects, in material and workmanship, for a period of 10 years from the date of substantial completion of the project.
- B. Clear insulating glass with stainless steel or warm edge spacers is warranted against seal failure resulting in visible obstruction through the glass for 10 years from the SOW date under the normal use conditions. Glass is warranted against stress cracks caused by manufacturing defects for one (1) year from the SOW date
- C. The polymer white profiles without laminate will resist cracking, peeling, chalking, blistering, flaking, and significant ultraviolet discoloration (greater than 6 Delta E) caused by natural environmental atmospheric conditions for the period of 5 years from the SOW date.
- D. Non-glass components are warranted to be free from manufacturing defects for 5 years from the SOW date.
- E. The architectural louvers will be free from defects in material and workmanship for a period of 5 years from the SOW date.
 - 1. Finish Warranty:
 - a. AAMA 2604 finish is warranted for a period of 10 years from the SOW date.
 - b. AAMA 2605 finish is warranted for a period of 20 years from the SOW date.

*The following limited warranty is subject to conditions and exclusions. There are certain conditions or applications over which INTUS Windows has no control. Defect or problems as a result of such conditions or applications are not the responsibility of INTUS Windows. For a full INTUS Windows limited warranty, refer to the complete and current warranty information which is available at <https://www.intuswindows.com/support-documents/#9-warranty>.

PART 2 PRODUCTS

2.1 MANUFACTURER

- A. INTUS Windows: 2720 Prosperity Ave Suite 400-1, Fairfax, Virginia 22031. 1-888-380-9940. www.INTUSWindows.com.

2.2 MATERIALS

- A. Window system: Supera 74 Passive; fixed, in-swing casement, and out-swing awning windows.
- B. Minimum Outside Nominal Wall Thickness:
1. Primary frame and sash extrusions exterior walls: 0.106" (2.7mm)
 2. Secondary extrusions (e.g. glazing stops and closures): 0.059" (1.5mm)
- C. Face dimensions (nominal): as indicated on Architectural Drawings.
- D. The frames feature accessory grooves which allow for snap-in attachment of Polymer nailing flange, trim profile(s) and mulled window joint covers.
- E. Window Sash and Frame shall be configured to receive glazing beads (stops) that snap into the interior side of the insulating glass.
- F. Reinforcement:
1. Galvanized steel shall be in size, configuration, and location within the window as indicated in the test reports and INTUS Windows Supera Reinforcement instructions.
- G. Weather seals:
1. Co-extruded polymer replaceable weather seals:
 - a. Shapes, designs, and thickness as needed to satisfy performance requirements
 - b. Standard color: black
- H. Glass:
1. Glass shall comply with requirements of AAMA/WDMA/CSA 101.I.S.2/A440-05, Section 10.2
 2. Insulating glass panels shall be triple-glazed and have an overall nominal thickness of 2"
 3. Glazing type: annealed float glass, tempered.
 4. Glass type: clear, low-e coated (ClimaGuard)
 5. Glass thickness: 4mm and 6mm as indicated on drawings
 6. Filling: Argon
 7. Spacer: Warm edge spacer, 12 mm, 14, mm and 16 mm as indicated on drawings

2.3 HARDWARE

- A. Provide manufacturer's standard single handle turn-tilt multi-point locking system. Locking points interact with a manually operated handle to bring window sashes into a turn or a tilt position.
- B. Standard hardware is used for securing window sashes and to position them in different ventilation positions. Normally it is necessary to overcome the counter force of a seal when closing. Any other type of usage is not in accordance with the intended application. Windows for special applications (i.e. burglar-resistance or for installation in humid conditions / in environments with corrosive atmospheric substances) require special fittings with separately agreed performance criteria, designed for the particular application.
- C. Handle: Provide standard handle. Standard Color: White
- D. Limiters: 4" limiter without friction, 4" limiter with friction

2.4 FASTENERS

- A. Exposed fasteners shall be selected to prevent galvanic reaction with any reinforcement materials fastened.
- B. Above criteria is applicable to screws used to secure internal reinforcement and to fasteners used in window mulling connections, if required.
- C. Avoid exposed fasteners to greatest extent possible.
- D. Where exposed fasteners are unavoidable in finished surfaces, use flathead countersunk Phillips head screws.
- E. Installation anchors must be approved by the responsible engineer/architect for the project.

2.5 INSECT SCREEN

- A. Aluminum frame profile with fiberglass net.
- B. Frame finish: to match the exterior window frame finish.
- C. Net finish: grey
- D. Shipped separately, installed by the client.
- E. Insect screens are mounted on the outside of the window. They must be removable from the inside.

2.6 INSTALLATION ACCESSORIES

- A. Mounting brackets and screws

2.7 FINISH

- A. Standard Colors: White interior, White exterior

- B. Protection:
 - 1. Provide film to protect exposed finished surfaces during shipment, storage, and installation whenever possible
 - 2. Film shall not affect factory finish after finished component is installed and film is stripped, no residue, adhesive, or film covering, visual non-uniformity or other deleterious effects or substances shall remain on surfaces
 - 3. Factory applied protective film must be removed immediately after installation
 - 4. When cleaning agents/paint etc. are applied to the building the windows must be protected

PART 3 EXECUTION

3.1 EXAMINATION

- A. Site Verification of Conditions: Before installation, examine window openings and adjacent building structure where windows will be applied for conditions that will prevent proper execution of this portion of Work and endanger permanency. Do not proceed with installation until defects have been corrected.
- B. Verify sealant compatibility and adhesion to Polymer in conjunction with sealant manufacturer.
- C. Acceptance of Condition: Beginning installation confirms acceptance of existing conditions.

3.2 INSTALLATION

- A. General Requirements:
- B. Comply with manufacturer's instruction and recommendations for installation of work.
- C. Do not erect warped, bowed, deformed, or otherwise damaged or defaced members. Replace materials that are damaged during installation as directed.
- D. Set units level, plumb, and true to line, with uniform joints. Support units on shims and secure in place by approved installation anchors/fasteners that properly engage into supporting structure.
- E. Insulation must be used around the perimeter of the window in accordance with shop drawings and the insulation manufacturer's guidelines. Insulation must allow for expansion and contraction of the installed window.
- F. Flashing and other materials used around window opening shall be corrosion-resistant, non-staining, non-bleeding, and compatible with adjoining materials.
- G. Erection Tolerances:
 - 1. Variations from Plumb: +/- 1/8" maximum in window height
 - 2. Variations from Level: +/- 1/8" maximum in 10' run, non-cumulative
- H. Comply with manufacturer's written instructions for installing windows, hardware, accessories, and other components. For installation procedures and requirements not addressed in manufacturer's written instructions, comply with installation requirements in ASTM E 2112.

3.3 FIELD QUALITY CONTROL

A. Field Check for Water Leakage:

1. Newly installed fenestration product(s) shall be field tested in accordance with AAMA 502-12, "Voluntary Specification for Field Testing of Newly Installed Fenestration Products."
2. AAMA 502-12 test shall be performed during construction, prior to an issuance of the building occupancy permit, but no later than six months after installation of the fenestration products.
3. Architect will determine the quantity and type(s) of window(s) to be tested.
4. In case of water penetration take corrective action and re-test as necessary until the problem is resolved.
5. Default field test conditions are not the same as NAFS requirements for lab testing.
6. Unless otherwise specified, water test shall be conducted at a static test pressure equal or less to 2/3 of the tested and rated laboratory performance per AAMA/WDMA/CSA 101/I.S. 2/A440.
7. CW class windows shall be tested to a complete four-cycle water penetration resistance test in accordance with ASTM E547. Each complete cycle shall consist of 5 minutes with the pressure applied and 1 minute with the pressure released, during which the water spray is continuously applied. The total test duration shall be a minimum of 24 minutes.
8. Unless otherwise specified the air test shall be conducted at 1.5 times of the tested and rated laboratory performance per AAMA/WDMA/CSA 101/I.S. 2/A440. Or minimum window performance grade rating as per AAMA/WDMA/CSA 101/I.S. 2/A440.

3.4 ADJUSTING

- A. Weather seal contact shall be checked, and any required final hardware adjustment made for proper operation and performance of units.
- B. Adjustments/maintenance should be made at least once per year.

3.5 CLEANING

- A. Remove visible labels and adhesive residue according to manufacturer's instruction.
- B. Clean completed system in compliance with manufacturer's recommendations, inside and out, promptly after erection and installation of glass and sealants. Remove excess glazing and joint sealants, dirt, and other substances from finished surfaces promptly after erection.
- C. Remove protective material from prefinished surfaces.
- D. Wash down exposed surfaces using a solution of mild detergent in warm water applied with soft, clean wiping cloths. Take care to remove dirt from corners. Wipe surfaces clean.

3.6 PROTECTION

- A. Institute protective measures and other precautions needed to assure Work will be without damage or deterioration, other than normal weathering, at time of acceptance.

- B. Protect windows from damage by chemicals, solvents, paint or other construction operations that may cause damage.

END OF SECTION