

**City Hall
1st and 2nd Floor Counter Remodel and
Entrance Door Replacement**

RFB# 23-BM24

**BIDDING DOCUMENTS
4/21/2023**

SPECIFICATIONS



Owner:
City of Sun Prairie
300 E. Main Street
Sun Prairie, WI 53590

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SECTION 00 11 13
OFFICIAL NOTICE OF BID
CITY OF SUN PRAIRIE, WISCONSIN
RFB# 23-BM24

The City of Sun Prairie **Building Maintenance Department** will receive written bids for the **City Hall 1st & 2nd Floor Counter Remodel and Entrance Door Replacement** until **2 p.m. local time, June 6th, 2023**, at the City Clerk's Office, 300 East Main Street, Sun Prairie, Wisconsin, 53590, at which time the bids will be publicly opened and read aloud.

Bidders are invited on the following work:

In general, the work consists of the remodeling of the 1st and 2nd floor reception counters at the City Hall to accommodate new open office area. This project will also replace the existing City Hall entrance doors and hardware to provide an updated secure entry system.

Plans and bid documents are published on bid distribution networks DemandStar and VendorNet.

A Pre-bid conference will be held on **May 23rd, 2023 at 10:00 a.m.** for the purposes of reviewing the site.

Attendance is strongly encouraged by all bidders. Bidders are asked to meet at the main entrance of the City Hall for the conference.

No bid shall be considered unless accompanied by a certified or cashier's check or bid bond equal to 10% of the bid amount payable to the City of Sun Prairie as a guarantee that if their bid is accepted, the bidder will execute and file a Contract within ten (10) days after such acceptance. The accepted bidder will execute and file the Agreement and the Performance and Payment Bonds in the amount equal to 100% of the bid amount within ten (10) days of Notice of Award.

All questions about the meaning or intent of these documents shall be submitted to the Owner –via email at nlor@cityofsunprairie.com, with the **RFB# 23-BM24** in the subject line, no later than **3:00 P.M. May 30th, 2023**. Interpretations or clarifications considered necessary by the Owner in response to such questions will be issued by Addenda via Demandstar and VendorNet. Questions received after this day and time will not be answered.

All applicable charter and statutory provisions are incorporated into said Contract. The successful bidder shall be required to conform to all Federal and State OSHA requirements.

Prevailing wage does not apply to this project; however, “living” wages do apply.

The City of Sun Prairie and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax.

The City of Sun Prairie reserves the right to reject any or all bids or to waive any informalities in the bidding process.

Bids may be held by the City of Sun Prairie for a period not to exceed sixty (60) days from the bid opening for the purpose of reviewing the bids and investigating the qualifications of the bidders, prior to awarding of the Contract.

**SECTION 00 21 13
INSTRUCTIONS TO BIDDERS**

1. DEFINED TERMS

Terms used in these Instructions to Bidders, which are defined in the Standard General Conditions of the Construction Contract, have meanings assigned to them in the General Conditions. The term "Bidder" means one who submits a Bid directly to Owner, as distinct from a sub-bidder, who submits a bid to a Bidder. The term "Successful Bidder" means the lowest, qualified, responsible and responsive Bidder to whom Owner (based on Owner's evaluation as thereafter provided) makes an award. The term "Bidding Documents" includes the Official Notice, Instructions to Bidders, the Bid Form, Specifications, and the Contract Documents (including all Addenda issued prior to receipt of Bids).

2. COPIES OF BIDDING DOCUMENTS

2.1 Complete sets of Bidding Documents must be used in preparing Bids; neither the City nor the **Maintenance Department** assumes any responsibility for errors in misinterpretations resulting from the use of incomplete sets of Bidding Documents.

2.2 The City and **Maintenance Department** in making copies of bidding documents available on the above terms do so only for the purpose of obtaining bids on the work and do not confer a license or grant for any other use.

3. QUALIFICATIONS OF BIDDERS

To demonstrate qualifications to perform the work, each Bidder must be prepared to submit within five days of the City's request evidence, such as financial data, previous experience, present commitments and other such data as may be called for below (or in the Supplementary Instructions). Each Bid must contain evidence of Bidder's qualifications to do business in Wisconsin or covenant to obtain such qualifications prior to award of the contract. A "Bidder's Qualifications Statement" is included for use.

4. EXAMINATION OF BIDDING DOCUMENTS AND SITE

4.1 It is the responsibility of each Bidder before submitting a Bid to:

- a. Examine the Bidding Documents thoroughly.
- b. Visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing of the work. Bidder is responsible for the final and complete accurate measurement of all areas of the work and must submit their bid based on their measurement.
- c. Consider Federal, State, and local laws and regulations that may affect cost, progress, performance or furnishing of the work;
- d. Study and carefully correlate Bidder's observations with the Contract Documents
- e. Notify the Owner of all conflicts, errors or discrepancies in the Contract Documents.

4.2 On request in advance, the City will provide each Bidder access to the site to conduct such explorations and tests as each Bidder deems necessary for submission of a Bid. Bidder shall clean up and restore the site to its former condition upon completion of such explorations (if any).

4.3 The submission of a Bid will constitute an incontrovertible representation by Bidder that the Bidder has complied with every requirement of Article 4, that without exception the Bid is premised upon performing and furnishing the work required by the Bidding Documents and such means, methods, techniques, sequences or procedures of construction as may be indicated in or required by the Bidding Documents, and that the Bidding Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the work.

5. INTERPRETATIONS AND ADDENDA

- 5.1 All questions about the meaning or intent of the Bidding Documents are to be directed to the **Owner** via email at nlor@cityofsunprairie.com. Interpretations or clarifications considered necessary by the **Owner** in response to such questions will be issued by Addenda via Demandstar and VendorNet.
- 5.2 All requests for interpretation must be received by **3:00 P.M. on May 30th, 2023**. Addenda will be issued no later than 5 days prior to the date fixed for the opening of Bids. Failure of any Bidder to receive any such Addendum or interpretation shall not relieve such Bidder from any obligations under his Bid as submitted. All Addendas so issued shall become part of the Bidding Documents.
- 5.3 Oral and other interpretations or clarifications will be without legal effect.
- 5.4 Addenda may also be issued to modify the Bidding Documents as deemed advisable by the City or the Owner.

6. BID SECURITY

- 6.1 Each Bid must be accompanied by bid security made payable to the City in an amount of ten (10) percent of the Bidder's maximum Bid price and in the form of a certified or bank check or a Bid Bond (on form attached) issued by a surety meeting the approval of the City.
- 6.2 The Bid security of the successful Bidder will be retained until such Bidder has executed the Agreement and furnished the required contract security, whereupon the Bid security will be returned. If the successful Bidder fails to execute and deliver the Agreement and furnish the required contract security within fifteen days after the Notice of Award, the City may annul the Notice of Award and the Bid security of the Bidder will be forfeited. The Bid security of other Bidders whom the City believes to have a reasonable chance of receiving the award may be retained by the City until the earlier of the seventh (7th) day after the effective date of the Agreement or the sixty-first (61st) day after the Bid opening, whereupon Bid security furnished by such Bidders will be returned. Bid security with bids that are not competitive will be returned within seven (7) days after the Bid opening.

7. CONTRACT TIME

The numbers of days within which, or the dates by which, the work is to be substantially completed and ready for final payment (the Contract Time) are set forth in the Bid Form and the Agreement.

8. LIQUIDATED DAMAGES

Does not apply to this project.

9. SUBSTITUTE OR "OR-EQUAL" ITEMS

The contract, if awarded, will be on the basis of materials and equipment described in the drawings or specified in the Specifications without consideration of possible substitute or "or-equal" items. Whenever it is indicated in the drawings or specified in the specifications that a substitute or "or-equal" item of material or equipment may be furnished or used by Contractor if acceptable to the Owner, application for such acceptance will not be considered by the Owner, until after the effective date of the Agreement.

10. SUB-CONTRACTORS, SUPPLIERS AND OTHERS

- 10.1 If the Supplementary Conditions require the identity of certain Sub-Contractors, suppliers and other persons and organizations (including those who are to furnish the principal items of material and equipment) to be submitted to the City in advance of the specified date prior to the effective date of the Agreement, the apparent successful Bidder, and any other Bidder so requested, shall within seven days after the bid opening submit to the City a list of all such Sub-Contractors, suppliers and other persons and organizations proposed for those portions of the work for which such identification is required. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Sub-Contractor, supplier, other person or organization, either may before the Notice of Award is given request the apparent

successful Bidder to submit an acceptable substitute without an increase in Bid price. If apparent successful Bidder declines to make any such substitution, the City may award the contract to the next lowest Bidder that proposes to use acceptable Sub-Contractors, suppliers and other persons and organizations. The declining to make requested substitutions will not constitute grounds for sacrificing the Bid security of any Bidder. Any Sub-Contractor, supplier, other person or organization listed and to whom the City or the Building Maintenance Supervisor does not make written objection prior to the giving of the Notice of Award will be deemed acceptable to the City and the Supervisor subject to revocation of such acceptance after the effective date of the Agreement.

10.2 In contracts where the Contract Price is on the basis of cost of the work plus a fee, the apparent successful Bidder, prior to the Notice of Award, shall identify in writing to the City those portions of the work that such Bidder proposes to subcontract and after the Notice of Award may only subcontract other portions of the work with the City's written consent.

10.3 No Contractor shall be required to employ any Sub-Contractor, supplier, other person or organization against which Contractor has reasonable objection.

11. INCOME TAX

All Bidders, whether a corporation, partnership, or individual, who are nonresidents of the State of Wisconsin, shall comply with Section 71.10 (14) of the Wisconsin Statutes.

12. SALES AND EXCISE TAX

The City of Sun Prairie and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax. Each Bid shall include all taxes in effect at the time the Bid is submitted. Bidders who are uncertain as to what items are subject to tax, or who required further explanation or clarification, are requested to contact the Wisconsin Department of Taxation, State Office Building, Madison, Wisconsin. If the tax laws are subsequently amended by legislation during the life of this Contract, the Contract will be adjusted to reflect the net change caused by such amendment.

13. BID FORM

13.1 The Bid Form is included with the bidding documents. The Bid must not be separated from the attached volume.

13.2 All blanks on the Bid Form must be completed in ink. The price of each item on the form must be stated in words and numerals. In case of a conflict, words will take precedence.

13.3 Bids by corporations must be executed in the corporate name by the President or Vice President (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the Secretary or an Assistant Secretary. The corporate address and state of incorporation must be shown below the signature.

13.4 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and official address for the partnership must be shown below the signature.

13.5 All names must be printed below the signature.

13.6 The bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).

13.7 The address and telephone number of communications regarding the Bid must be shown.

13.8 All Bids must be signed before a Notary Public or other Officer authorized to administer oaths.

14. SUBMISSION OF BIDS

14.1 Bids shall be submitted at the time and place indicated in the Official Notice of Bid and shall be enclosed in an opaque sealed envelope, marked with the project title (and, if applicable, the designated portion of the project for which the Bid is submitted) and name and address of the Bidder and accompanied by the bid security and other required documents. If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "**BID ENCLOSED**" on the face of it.

14.2 No bid will be considered which is received after the closing time.

15. MODIFICATION OR WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

16. OPENING OF BIDS

Bids will be opened and (unless obviously non-responsible) read aloud publicly. An abstract of the amounts of the base bids and major alternates (if any) will be made available to Bidders after the opening of Bids. Upon opening of bids, the City of Sun Prairie shall become the owner of all submitted bids and bids are subject to open records requests.

17. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

All Bids will remain subject to acceptance for sixty days after the day of the Bid opening, but the City may, in its sole discretion, release any Bid and return the Bid security prior to that date.

18. PUBLIC RECORD LAW COMPLIANCE

It is the intention of City to maintain an open and public process in the solicitation, submission, review, and approval of contacts.

- a The parties acknowledge that City is a municipal corporation legally bound to comply with the Wisconsin Public Records Law and Open Meetings Law (see sections 19.32-19.39 and 19.81-19.98, Wis. Statutes) and that, unless otherwise clearly allowed by law to be an exception to the Public Record Law and confidential, all aspects of this agreement are subject to open disclosure and are a matter of public record. It is further agreed to that neither party will take any action to obstruct the operation of these laws. To comply with any request under said Public Record Law, the provider/contractor herein shall produce copies of all materials, gathered or produced or modified pursuant to this Contract to City, in their original (i.e., electronic or digital, etc.) format at actual cost of reproduction, without profit. According to Wisconsin case law, even if records are created or maintained by, or in the custody of, the provider as an independent contractor, they, along with the raw data used to create the record, are nevertheless public records that must be made available to the public within a reasonable time and without delay upon request by any person, and in the format in which they were created. Provider/contractor agrees to hold City, its agents, officials and employees harmless and to indemnify them and City for all costs, fees, including all reasonable attorney fees and expenses of all kinds, and any judgments, orders, injunctions, writs of mandamus, and damages or expense of whatever kind for which City or its agents, officials or employees may expend or be held liable due to the Provider/contractor's failure to comply with the Wisconsin Public Records and Open Meetings laws, or with this Agreement.
- b Any Public Records Law request received directly by a contractor related to this Contract with City shall immediately be reported to the City Administrator.

19. AWARD OF CONTRACT

19.1 The City reserves the right to reject any and all Bids, to waive any and all informalities not involving price, time or changes in the work and to negotiate contract terms with the successful Bidder, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional Bids. Also, the City reserves the right to reject the Bid of any Bidder if the City believes that it would not be in the best interest of the project to make an award to the Bidder, whether because the Bid is not responsive or

the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City.

- 19.2 Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 19.3 Bids which are incomplete, unbalanced, conditional or obscure or which contain additions not called for, erasures, alterations, or irregularities of any kind, or which do not comply with the Instructions to Bidders may be rejected at the option of the City.
- 19.4 In evaluating Bids, the City will consider the qualifications of the bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 19.5 The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the Bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligations of the Contract Documents and to complete the work contemplated therein.
- 19.6 The City shall be satisfied that the Bidder involved:
 1. maintains a permanent place of business;
 2. has adequate plant equipment to do the work properly and expeditiously;
 3. has a suitable financial status to meet obligations incident to the work;
 4. has appropriate technical experience; and
 5. can submit a satisfactory performance record.
- 19.7 The City may consider the qualifications and experience of Sub-Contractors, suppliers, and other persons and organizations proposed for those portions of the work as to which the identity of Sub-Contractors, suppliers, and other persons and organizations must be submitted as provided in the Supplementary Conditions. The City also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the work when such data is required to be submitted prior to the Notice of Award.
- 19.8 The City may conduct such investigations as the City deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Sub-Contractors, suppliers, and other persons and organizations to perform and furnish the work in accordance with the Contract Documents to the City's satisfaction with the prescribed time.
- 19.9 If the contract is to be awarded, it will be awarded to the lowest Bidder whose evaluation by the City indicates to the City that the award will be in the best interest to the project.
- 19.10 If the contract is to be awarded, the City will give the successful Bidder a Notice of Award within sixty (60) days after the day of the Bid opening.

20. CANCELLATION

The City of Sun Prairie reserves the right to cancel any contract in whole or part without penalty due to no appropriation of funds or for failure of the Contractor to comply with the terms, conditions, and specifications of this contract.

21. CONTRACT SECURITY

When the successful Bidder delivers the executed Agreement to the City, it must be accompanied by the required performance and payment bonds.

22. SIGNING OF AGREEMENT

When the City gives a Notice of Award to the successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within 15 days thereafter, Contractor shall sign and deliver the required number of counterparts of the Agreement and attached documents to the City with the required Bonds. Within 10 days thereafter the City shall deliver one fully signed counterpart to Contractor.

In case the successful Bidder fails to sign the Agreement within the above prescribed time, the City may at its' option consider that the Bidder has abandoned the contract, in which case the Bid security accompanying the Bid shall become the property of the City.

23. TERMINATION OF CONTRACT

The City of Sun Prairie may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the Contractor. Upon termination, the agency's liability will be limited to the pro rata cost of the services performed as of the date of the termination plus expenses incurred with the prior written approval of the agency. In the event that the Contractor terminates the contract, for any reason whatsoever, it will refund to the agency within 30 days of said termination, all payments made hereunder by the agency to the Contractor for work not completed or not accepted by the agency. Such termination will require written notice to that effect to be delivered by the Contractor to the agency not less than 30 days prior to said termination.

24. PAYMENT TERMS AND INVOICING

The City of Sun Prairie normally will pay properly submitted vendor invoices within 30 days of receipt providing goods and/or services have been delivered, installed, and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including references to purchase order number and submittal to the correct address for processing. A good faith dispute creates an exception to prompt payment.

**SECTION 00 41 00
BID FORM**

To: City of Sun Prairie, Maintenance Department
300 East Main Street, Sun Prairie, WI 53590

From: _____ (Contractor)
_____ (Business Address)
_____ (City, State, Zip)
_____ (Telephone Number)
_____ (Email)

For: **RFB# 23-BM24 City of Sun Prairie – 1st & 2nd Floor Counter Remodels Entrance Door Replacement**

Due: 02:00 P.M. (Central Time), June 6th, 2023

TO WHOM IT MAY CONCERN:

- A. The undersigned has carefully examined the Drawings and Specifications and all other Contract Documents relating to the project, acquainted himself with the site and all other conditions relevant to the work and made all evaluations and investigations necessary to a full understanding of any difficulties which may be encountered in performing the work.
- B. The undersigned hereby proposes and agrees to furnish all labor, materials, equipment, tools, taxes, services and all other things necessary or appropriate for the proper and complete execution of the work for the lump sum of:

BASE BID

_____ DOLLARS
(\$ _____).

- C. The Bidder submits herewith a certified check or Bid Bond in the sum of ten percent (10%) of the Lump Sum bid amount and payable to the party as designated in the advertisement inviting proposals, to be retained by and become the property of the Owner of the work, in the event the undersigned shall fail to execute the contract and bond and return the same to the office of the Owner within ten (10) days after having been notified in writing to do so unless otherwise extended by the Owner, in writing; otherwise to be returned.
- D. The undersigned further proposes and agrees that the work will be completed no later than **8 months from the Notice to Proceed.**
- E. The undersigned agrees that in the event the contract work cannot be completed by the date specified previously, and the Owner does not grant an extension of the completion date, the work shall be discontinued temporarily. It shall be understood that the Owner will permit work to resume only during that time allotted by the Owner.
- F. The undersigned agrees that permission to bid on future work for the Owner may not be granted until the undersigned's work in progress is complete; the Contractor shall be notified in writing by the Owner. The

undersigned further agrees that the Contract Documents, including all contractor's responsibilities, shall remain enforced during the postponement of work.

- G. The undersigned agrees to take sole physical and financial responsibility for all efforts required to ensure the premises associated with the work are in a suitable condition, as judged by the Owner, during the postponement of work. The undersigned further agrees to hold harmless the Owner for physical and financial responsibilities required to resume work after postponement.
- H. The undersigned submits herein a cost breakdown of the base bid, unit prices and alternate bids as directed on the Bid Form. Any or all of the alternate bids may be selected by the Owner and added to, or subtracted from, the base bid sum as applicable.
- I. The undersigned agrees, if this proposal is accepted, to enter into an agreement on the Owner's Standard Agreement Form for the base bid sum, adjusted for any alternate bids selected by the Owner. The undersigned further agrees to furnish a performance and payment bond, for 100 percent of the total Contract Price.
- J. The undersigned agrees that extra or additional work may be compensated on the basis of actual cost plus:

 _____ % for overhead and profit if performed by Contractor.

 _____ % for overhead and profit if performed by Subcontractor(s).
- K. In submitting this proposal, it is understood that the Owner reserves the right to reject any or all bids, waive any formalities or technicalities in any bid and to make an award in the best interest of the Owner. It is further understood and agreed that this proposal may not be withdrawn for a period of ninety (90) days after the date set for bid receipt.

Will the Contractor accept credit card for payment without any additional fees? _____ Yes _____ No

Will the Contractor accept Electronic Funds Transfer (EFT) for payment? _____ Yes _____ No

Completed W-9 attached? _____ Yes _____ No

ADDENDA

The undersigned hereby acknowledges receipt of the following addenda which shall become part of the Contract Documents:

Addendum Number (1) Dated _____

Addendum Number (2) Dated _____

Addendum Number (3) Dated _____

Corporation Partnership

Respectfully submitted,

Individual Other

Signature

State of Incorporation
(if applicable)

Printed Name

Title

Date

END OF SECTION

**SECTION 00 43 13
TEN (10) % BID BOND**

(The following 10% Bid Bond is to be executed and submitted with the bid.)

KNOW ALL MEN BY THESE PRESENTS:

THAT _____ (hereinafter called the Principal) as Principal and the a corporation created and existing under the laws of the State of _____ , with its' principal office in the City of _____ (hereinafter called the Surety), as Surety, are held and firmly bound unto _____ (hereinafter called the Owner, in the full and just sum of _____ Dollars (\$ _____), good and lawful money of the United States of American, to the payment of which sum of money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this _____ day of _____, .

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Owner shall make any award to the Principal for _____ according to the terms of the Bid made by the Principal therefore, and the Principal shall duly make and enter into a contract with the Owner in accordance with the terms of said Bid and award and shall give Bond for the faith performance thereof with _____ Surety or Sureties approved by the Owner; or if the Principal shall, in case of failure so to do, pay to the Owner the amount of this Bond, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed.

(IF INDIVIDUAL OR FIRM)

ATTEST:

(IF CORPORATION)

Principal

(Corporate Surety)
By _____

Attest: _____

SECTION 00 45 13
BIDDERS QUALIFICATIONS STATEMENT

SUBMITTED BY: CORPORATION ()
NAME: PARTNERSHIP ()
ADDRESS: INDIVIDUAL ()
JOINT VENTURE ()
PRINCIPAL OFFICE: OTHER ()

RE: RFB# 23-BM24

1) TYPE OF WORK (explain each type of work performed by your organization)

2) ORGANIZATION

- A. How many years has your organization been in business?
- B. How many years has your organization been in business under its present business name?

3) LICENSING

- A. List jurisdictions and trade categories in which your organization is legally qualified to do business.

4) EXPERIENCE

- A. List the categories of work that your organization normally performs with its own forces and state for how many years your organization has been involved in each.
- B. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a contract? (If the answer is yes, please attach details.)
- C. List any projects your organization has completed for the City of Sun Prairie in the past 10 years. Include the name of the City department and contact on the project:
- D. On a separate sheet, list major projects of similar nature that your organization has in progress, giving the name of the project, owner, contract amount, percent complete, and scheduled completion date.
 - State total worth of work in progress and under contract.
- E. On a separate sheet, list the major projects of similar nature your organization has completed in the past five years, giving the name of the project, owner, contract amount, date of completion, and percentage of the work performed with your own forces.
 - State the average annual amount of work performed during the past five years.

5) REFERENCES

A. Surety:

1. Name of bonding company:
2. Name and address of agent:

6) FINANCING

Financial Statement must be provided upon request.

7) SIGNATURE

Dated this _____ day of _____, 2023.

Name of Organization: _____

By: _____

Printed Name: _____

Title: _____



CITY OF
SUN PRAIRIE
Wisconsin

CITY OF SUN PRAIRIE
CONTRACT FOR
CONSTRUCTION SERVICES

Contract #: 21-BM40

Title: Multiple Buildings Remodel

Department: Maintenance Department

Start Date: Click or tap to enter a date.

End Date: Click or tap to enter a date.

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CONTRACT FOR PURCHASE OF SERVICES

I. NOTICE TO CONTRACTORS

A. PARTIES

This is a contract between the City of Sun Prairie, located in Dane County, Wisconsin, hereinafter referred to as “City”, and VENDOR of CITY, Wisconsin hereinafter referred to as “Contractor”.

The Contractor is a:

(To be completed by Contractor and copy of Contractor’s W9 shall be given to the City of Sun Prairie Finance Department)

- Corporation
- General Partnership
- Limited Liability Company
- LLP
- Sole Proprietor
- Unincorporated Association
- Other: _____

B. PURPOSE

The purpose of this contract is as set forth in Section 3.

C. SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS

Contractor will perform the following services and be paid according to the following schedule(s) or attachment(s): [Click or tap here to enter text.](#)

D. TERM AND EFFECTIVE DATE

This contract shall become effective upon execution by the Mayor, on behalf of the City of Sun Prairie, unless another effective date is specified in the attachment(s) incorporated in Section 3, however in no case shall work commence before execution by the City of Sun Prairie. The term of this contract shall be from **START DATE** to **END DATE** with the option to extend for XXXXX upon the same or more favorable terms and conditions, and under mutual agreement of both parties.

E. ENTIRE AGREEMENT

This contract for purchase of services, including any and all attachments, exhibits and other documents referenced in Section 3 (hereafter, “Agreement” or “Contract”) is the entire agreement of the parties and supersedes any and all oral contracts and negotiations between the parties.

F. ASSIGNABILITY/SUBCONTRACTING

Contractor shall not assign or subcontract any interest of obligation under this contract without the City's prior written approval. All of the services required hereunder will be performed by the Contractor and employees of the Contractor.

G. DESIGNATED REPRESENTATIVE

Contractor designates NAME OF AGENT as contract agent with primary responsibility for the performance of this contract. In case this contract agent is replaced by another for any reason, the Contractor will designate another contract agent within seven (&) calendar days of the time the first terminates his or her employment or responsibility using the procedure set for in Section O, Notices.

In the event of the death, disability, removal or resignation of the person designated above as the contract agent, the City may accept another person as the contract agent or may terminate this agreement under Section Y, at its option.

H. PROSECUTION AND PROGRESS

Services under this agreement shall commence upon written order from the City to the contractor. This order will constitute authorization to proceed.

The Contractor shall complete the services under this agreement within the time for completion specified in the Scope of Services, including any amendments. The Contractor's services are completed when the City notifies the Contractor in writing that the services are complete and are acceptable. The time for completion shall not be extended because of any delay attributable to the Contractor, but may be extended by the City in the event of a delay attributable to the City, or in the event of unavoidable delay caused by war, insurrection, natural disaster, or other unexpected event beyond the control of the Contractor. If at any time the Contractor believes that the time for completion of the work should be extended because of unavoidable delay caused by an unexpected event, or because of a delay attributable to the City, the Contractor shall notify the City as soon as possible, but not later than seven (7) calendar days after such an event. Such notice shall include any justification for an extension of time and shall identify the amount of time claimed to be necessary to complete the work.

Services by the Contractor shall proceed continuously and expeditiously through completion of each phase of the work.

Progress reports documenting the extent of completed services shall be prepared by the Contractor and submitted to the city with each invoice under Section X of this agreement, and at such other times as the City may specify.

The Contractor shall notify the City in writing when the Contractor has determined that the services under this agreement have been completed. When the City determines that

the services are complete and are acceptable, the City will provide written notification to the Contractor, acknowledging formal acceptance of the completed services.

I. AMENDMENT

This contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto. Any other change in any provision of this contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this contract.

J. EXTRA SERVICES

The City may require the Contractor to perform extra services or decreased services, according to the procedure set forth in Section X. Extra services or decreased services means services which are not different in kind or nature from the services called for in the Scope of Services, Section C, but which may increase or decrease the quantity and kind of labor or materials or expense of performing the services. Extra services may not increase the total contract price, as set forth in Section W, unless the contract is amended as provided in Section I above.

K. NO WAIVER

No failure to exercise and no delay in exercising any right, power or remedy hereunder on the part of the City or Contractor shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the City or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

L. NON-DISCRIMINATION

In the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment regardless of age, ancestry, arrest and conviction record, color, creed, disability, genetic testing, honest testing, marital status, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state, national origin, pregnancy or childbirth, race, religion, sex (including sexual harassment), sexual orientation, and use or nonuse of lawful products off of the employer's premises during nonworking hours.

M. AFFIRMATIVE ACTION

The following language applies to all contractors employing fifteen (15) or more employees:

The Contractor agrees that, within thirty (30) days after the effective date of this contract, the Contractor will provide to the City of Sun Prairie Finance Department, certain workforce utilization statistics, using a form provided by the City.

If the contract is still in effect, or if the City enters into a new agreement with the Contractor, within one year after the date on which the form was required to be provided, the Contractor will provide updated workforce information using a second form, also to be furnished by the City. The second form will be submitted to the City of Sun Prairie Finance Department no later than one year after the date on which the first form was required to be provided.

Articles of Agreement, Request for Exemption, and Release of Payment
The Articles of Agreement beginning on the next page apply to all Contractors, unless determined to be exempt under the following table and procedures:

Number of Employees	Less than \$25,000 Aggregate Annual Business with the City*	\$25,000 or More Aggregate Annual Business with the City*
14 or less	Exempt**	Exempt**
15 or more	Exempt**	Not Exempt

*As determined by the Finance Director

**As determined by the Department of Civil Rights

Exempt Status: In this section, “Exempt” means the Contractor is exempt from the Articles of Agreement in Section M (5) shall apply and contractor shall select option A or B under Article 4 therein and file an Affirmative Action Plan.

Request for Exemption – Fewer than 15 Employees: Contractors who believe they are exempt based on number of employees shall submit a Request for Exemption on a form provided by the City of Sun Prairie Finance Department within thirty (30) days of the effective date of this contract.

Exemption – Annual Aggregate Business: The City of Sun Prairie Finance Department will determine, at the time this contract is presented for signature, if the Contractor is exempt because it will have less than \$25,000 in annual aggregate business with the City in the calendar year. Contractors with 15 or more employees will lose this exemption and become subject to Section M (5) upon reaching \$25,000 or more annual aggregate business with the City within the calendar year.

Release of Payment: All non-exempt contractors must have an approved Affirmative Action plan meeting the requirements of Article 4 below on file with the City of Sun Prairie Finance Department within thirty (30) days of the effective date of this contract and prior to release of payment by the City. Contractors that are exempt based on number of employees agree to file a Request for Exemption with the City of Sun Prairie

Finance Department within thirty (30) days of the effective date and prior to release of payment by the City.

Articles of Agreement

ARTICLE I

The Contractor shall take affirmative action in accordance with the provisions of this contract to insure that all applicants are employed, and that employees are treated during employment without regard to age, ancestry, arrest and conviction record, color, creed, disability, genetic testing, honest testing, marital status, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state, national origin, pregnancy or childbirth, race, religion, sex (including sexual harassment), sexual orientation, and use or nonuse of lawful products off of the employer's premises during nonworking hours and that the employer shall provide harassment-free work environment for the realization of the potential of each employee. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship insofar as it is within the control of the Contractor. The Contractor agrees to post in conspicuous places available to employees and applicants notices of the nondiscrimination clauses in this contract.

ARTICLE II

The Contractor shall in all solicitations or advertisements for employee placed on or behalf of the Contractors state that all qualified applicants will be employed without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or nation origin.

ARTICLE III

The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers representative of the Contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

ARTICLE IV

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Sun Prairie including the contract compliance requirements. The Contractor warrants and certifies that one of the following paragraphs is true (check one):

Contractor has prepared and has on file an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR part 60-2, as established by 43 FR 51400 November 3, 1978, including appendices required by City of Sun Prairie ordinances

or it has prepared and has on file a model affirmative action plan approved by the City of Sun Prairie Finance Department.

Within thirty (30) days after the effective date of this contract, contractor will complete an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR Part 60-2, as established by 43 FR 51400, November 3, 1978, including appendices required by the City of Sun Prairie within thirty (30) days after the effective date of this contract, it will complete a model affirmative action plan approved by the City of Sun Prairie Finance Department.

Contractor believes it is exempt from filing an affirmative action plan because it has fewer than fifteen (15) employees and has filed, or will file within thirty (30) days after the effective date of this contract, a form required by the City to confirm exempt status based on number of employees. If the City determines that the Contractor is not exempt, the Articles of Agreement will apply.

ARTICLE V

(This Article applies only to Public Works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action policy of the City of Sun Prairie, including the contract compliance requirements. The Contractor agrees to submit the model affirmative action plan for Public Works Contractors in a form approved by the City of Sun Prairie Finance Department.

ARTICLE VI

The Contractor will maintain records as required by the City of Sun Prairie and will provide the City of Sun Prairie Finance Department with access to such records and to persons who have relevant and necessary information. The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

ARTICLE VII

In the event of the Contractor or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action provisions of this contract, it is agreed that the City at its option may do any or all of the following:

Cancel, terminate or suspend this contract in whole or part.

Declare the Contractor ineligible for further City contracts until the Affirmative Action requirements are met.

Recover on behalf of the City from the Contractor 0.5 percent of the contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed five percent (5%) of the contract price, or five thousand dollars (\$5,000), whichever is less. Under Public Works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime Contractor in the manner described above. The preceding sentence shall not be construed to prohibit a prime Contractor from recovering the amount of such damage from the noncomplying subcontractor.

ARTICLE VIII

(This Article applies to Public Works contracts only.)

The Contractor shall include the above provisions of this Contract in every subcontract so that such provisions will be binding upon each subcontractor. The Contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

ARTICLE IX

The Contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this contract.

N. SEVERABILITY

It is mutually agreed that in case any provision of this contract is determined by any court of law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this contract remain in full force and effect.

O. NOTICES

All notices to be given under the terms of this contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, to the addresses of the parties listed below:

FOR THE CITY:

300 E. Main St

Sun Prairie, WI 53590

FOR THE CONTRACTOR:

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

P. STATUS OF CONTRACTOR/INDEPENDENT/TAX FILING

It is agreed that the Contractor is an independent Contractor and not an employee of the City, and that any persons who the Contractor utilizes and provides services under this contract are employees of the Contractor and are not employees of the City of Sun Prairie.

Contractor shall provide its taxpayer identification number (or social security number) to the City of Sun Prairie Finance Department, 300 East Main Street, Sun Prairie, WI. 53590, prior to payment. The Contractor is informed that as an independent contractor, s/he may have a responsibility to make estimated tax returns, file tax returns, and pay income taxes and make social security payments on the amounts received under this contract and that no amounts will be withheld from payments made to this Contractor for these purposes and that payment of taxes and making social security payments are solely the responsibility and obligation of the Contractor. The Contractor is further informed that s/he may be subject to civil and/or criminal penalties if she/he fails to properly report income and pay taxes and social security taxes on the amount received under this contract.

Q. GOODWILL

Any and all goodwill arising out of this contract insures solely to the benefit of the City; Contractor waives all claims to benefit of such goodwill.

R. THIRD PARTY RIGHTS

This contract is intended to be solely between the parties hereto. No part of this contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

S. AUDIT AND RETAINING OF DOCUMENTS

The Contractor agrees to provide all reports requested by the City including, but not limited to, financial statements and reports, reports and accounting of services rendered, and any other reports or documents requested. Financial and service reports shall be provided according to a schedule (when applicable) to be included in this contract. Any other reports or documents shall be provided within five (5) working days after the Contractor receives the City's written requests, unless the parties agree in writing on a longer period. Payroll records and any other documents relating to the performance of service under the terms of this contract shall be retained by the Contractor for a period of three (3) years after completion of all work under this contract, in order to be available for audit by the City or its designee.

T. CHOICE OF LAW AND FORUM SELECTION

This contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties agree, for any claim or suite or other dispute relating to this contract that cannot be mutually resolved, the venue shall be a court of competent jurisdiction within the State of Wisconsin and the parties agree to submit themselves to the jurisdiction of said court, to the exclusion of any other judicial district that may have jurisdiction over such a dispute according to any law.

U. COMPLIANCE WITH APPLICABLE LAWS

The Contractor shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations, which in any manner affect the services or conduct of the Contractor and its agents and employees.

V. CONFLICT OF INTEREST

The Contractor warrants that it and its agents and employees have no public or private interest, and will not acquire directly or indirectly any such interest, which would conflict in any manner with the performance of the services under this Agreement. The Contractor shall not employ or contract with any person currently employed by the City for any services included under the provisions of this Agreement.

W. COMPENSATION

It is expressly understood and agreed that in no event with the total compensation for services under this contract exceed \$ _____.

X. BASIS FOR PAYMENT

GENERAL

The City will pay the Contractor for the completed and accepted services rendered under this contract on the basis and at the contract price set forth in Section W of this contract. The City will pay the Contractor for completed and approved "extra services", if any, if such "extra services" are authorized according to the procedure established in this section. The rate of payment for "extra services" shall be the rate established in this contract. Such payment shall be full compensation for services rendered and for all labor, material, supplies, equipment and incidentals necessary to complete the services.

The Contractor shall submit invoices, in the form or format approved by the City, specified in the Scope of Services, Section C of this contract. The City will pay the Contractor in accordance with the schedule set forth in the Scope of Services. The final invoice shall be submitted to the City within three months of completion of services under this Agreement.

Should this Agreement contain more than one service, a separate invoice and a separate final statement shall be submitted for each individual service.

Payment shall not be construed as City acceptance of unsatisfactory or defective services or improper materials.

Final payment of any balance due the Contractor will be made upon accepted by the City of the services under the Agreement and upon receipt by the City of documents required to be returned or to be furnished by the Contractor under this Agreement.

The City has the equitable right to set off against any sum due and payable to the Contractor under this Agreement, any amount the City determines the Contractor owes the City, whether arising under this Agreement or under any other Agreement or otherwise.

Compensation in excess of the total Contract price will not be allowed unless authorized by an amendment under Section I, AMENDMENT.

The City will not compensate for unsatisfactory performance by the Contractor.

SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICE

Written orders regarding the services, including extra services or decreased services, will be given by the City, using the procedure set forth in Section O, NOTICES.

The City may, by written order, request extra services or decreased services, as defined in Section J of this contract. Unless the Contractor believes the extra services entitle it to extra compensation or additional time, the Contractor shall proceed to furnish the necessary labor, materials, and professional services to complete the services within the time limits specified in the Scope of Services, Section C of this Agreement, including any amendments under Section I of this Agreement.

If in the Contractor's opinion the order for extra service would entitle it to extra compensation or extra time, or both, the Contractor shall not proceed to carry out the extra service, but shall notify the City, pursuant to Section O of this Agreement. The notification shall include the justification for the claim for extra compensation or extra time, or both, and the amount of additional fee or time requested.

The City shall review the Contractor's submittal and respond in writing, either authorizing the Contractor to perform the extra service, or refusing to authorize it. The Contractor shall not receive additional compensation or time unless the extra compensation is authorized by the City in writing.

Y. DEFAULT/TERMINATION

In the event the Contractor shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unresolved for a period of ten (10) days after written notice thereof to Contractor, the City may, at its option and in addition to all other rights and remedies which it may have at law or in equity against contractor, including expressly the specific enforcement hereof,

forthwith have the cumulative right to immediately terminate this contract and all rights of Contractor under this contract.

Notwithstanding paragraph A., above, the City may in its sole discretion and without any reason terminate this Agreement at any time by furnishing the Contractor within ten (10) days' written notice of termination. In the event of termination under this subsection, the City will pay for all work completed by the Contractor and accepted by the City.

Z. INDEMNIFICATION

To the fullest extent allowable by law, Contractor hereby indemnifies and shall defend and hold harmless City of Sun Prairie, its elected and appointed officials, officers, employees, or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement regardless if liability without fault is sought to be imposed on City of Sun Prairie. Contractor's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this Agreement.

In any and all claims against the City of Sun Prairie, or any of its directors, officers, employees, or authorized representatives or volunteers by an employee of the Consultant, any subcontractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Consultant or any subcontractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce and other right or obligation of indemnity that would otherwise exist as to the City of Sun Prairie under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

Contractor shall reimburse City of Sun Prairie, its elected and appointed officials, officers, employees, or authorized representatives or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the

indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City of Sun Prairie, or any of its elected and appointed officials, officers, employees or authorized representatives or volunteers.

AA. LAWS, REGULATIONS AND PERMITS

The Contractor shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the project. The Contractor shall also be liable for all violations of the law in connection with work furnished by the Contractor. If the Contractor observes that the drawings or specifications are at variance with any law or ordinance, rule or regulation, he/she shall promptly notify the City of Sun Prairie engineer in writing and any necessary changes shall be made by written instruction or change order. If the Contractor performs any work that it knew or should have known to be contrary to such laws, ordinances, rules or regulations and without giving notice to the City of Sun Prairie engineer, the Contractor shall bear all costs arising therefrom.

BB. SAFETY AND SECURITY

The Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. The Contractor shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work.

In carrying out its work, the Contractor shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statute and regulatory requirements including Wisconsin labor Code; and the U.S. Department of Transportation Omnibus transportation employee Testing Act. Safety precautions, as applicable, shall include but not be limited to: adequate life protection and life-saving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of safety measures.

The Contractor shall be responsible for the safeguarding of all utilities. At least two working days before beginning work, the Contractor shall call the "Diggers Hotline" Service in order to determine the location of substructures. The Contractor shall immediately notify the City of Sun Prairie and the utility owner if he/she disturbs, disconnects, or damages any utility.

In accordance with Wisconsin Labor regulations, the Contractor shall submit to the City of Sun Prairie specific plans to show details of provisions for worker protection from caving ground during excavations of trenches of five feet or more in depth. The excavation/trench safety plan shall be submitted to and accepted by the City of Sun

Prairie prior to starting excavation. The trench safety plan shall have details showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground. If such a plan varies from the shoring system standards established by the State of Wisconsin, a Wisconsin registered civil or structural engineer shall prepare the plan, a note shall be included stating that the registered civil or structural engineer certifies that the plan complies with the applicable construction codes in Wisconsin or that the registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping, or other provisions of the existing law or regulations. In no event shall the Contractor use a shoring, sloping or protective system less effective than that required by the State. Submission of this plan in no way relieves the Contractor of the requirement to maintain safety in all areas. If excavation or trench work requiring a permit is to be undertaken, the Contractor shall submit his/her permit with the excavation/trench work safety plan to the City of Sun Prairie before work begins. The names and telephone numbers of at least two medical doctors practicing in the vicinity and the telephone number of the local ambulance service shall be prominently displayed adjacent to telephones.

CC. INSURANCE

INSURANCE REQUIREMENTS

Unless otherwise specified in this Agreement, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Worker's Compensation and Employers Liability Insurance – The Contractor shall cover or insure under the applicable Wisconsin labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor/Consultant shall provide statutory covers for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Commercial General Liability and Automobile Liability Insurance – The Contractor/Consultant shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage – Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)

Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

Limits – The Contractor/Consultant shall maintain limits no less than the following:

General Liability – One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504 endorsement provided to the City of Sun Prairie) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.

Automobile Liability – One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.

Umbrella Liability – Three million dollars (\$3,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.

Required Provisions – The general liability and automotive liability policies are to contain or be endorsed to contain the following provisions:

The City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033 for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Contractors; products and completed operations of the Contractor; premises occupied or used by the Contractor; and vehicles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

For any claims related to this project, the Contractor's insurance shall be primary insurance as respects the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the City of Sun Prairie, its directors, officers, employees, or authorized representatives or volunteers shall not contribute to it. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Contractor, except after thirty ((30) days) (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City of Sun Prairie.

Such liability insurance shall indemnify the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon, or assumed under contract by, the Contractor for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability

with a minimum of a 24-month policy extension, explosion, collapse, underground excavation, and removal of lateral support, and shall not contain an exclusion for what is commonly referred to by the insurers as the "XCU" hazards. The automobile liability policy shall cover all owned, non-owned, and hired vehicles.

All of the insurance shall be provided on policy forms and through companies satisfactory to the City of Sun Prairie, and shall have a minimum A.M. Best's rating of A-VII.

Deductibles and Self-Insured Retentions – Any deductible or self-insured retention must be declared to and approved by the City of Sun Prairie. At the option of the City of Sun Prairie, its elected and appointed officials, officers, employees, or authorized representatives or volunteers, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

Evidences of Insurance – Prior to execution of the agreement, the Contractor shall file with the City of Sun Prairie, a certificate of insurance (Acord Form 25-S) signed by the insurer's representative as well as endorsements evidencing the coverage required by this agreement. CG 20 10 11 85 covers all bases OR Form CG 20 10 07 04 for ongoing work exposure AND Form CG 20 37 07 04 for products-completed operations exposure. Contractor will also provide form CG 28 04 10 93, Earlier Notice of Cancellation with 30 days' notice.

Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-8.

Responsibility for Work – Until the completion and final acceptance by the City of Sun Prairie of all the work under and implied by this agreement, the work shall be under the Contractor's responsibility care and control. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erectments, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

Sub-Contractors – In the event that the Contractor employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

DD. OWNERSHIP OF CONTRACT PRODUCT

All of the work product, including, but not limited to, documents, materials, files, reports, data, including magnetic tapes, disks of computer-aided designs or other electronically stored data or information (the "Documents"), which the Contractor prepares pursuant to the terms and conditions of this contract are the sole property of the City. The Contractor will not publish any such materials or use them for any research or publication, other than as expressly required or permitted by this contract, without the prior written permission of the City. The grant or denial of such permission shall be at the City's sole discretion.

The Contractor intends that the copyright to the Documents shall be owned by the City, whether as author (as a Work Made for Hire), or by assignment from Contractor to City. The parties expressly agree that the Documents shall be considered a Work Made for Hire as defined by Title 17, United States Code, Section 101(2).

As further consideration for the City entering into this contract, the Contractor hereby assigns to the City all of the Contractor's rights, title, interest and ownership in the Documents, including the right to procure the copyright therein and the right to secure any renewals, reissues and extensions of any such copyright in any foreign country. The City shall be entitled to the sole and exclusive benefit of the Documents, including the copyright thereto, and whenever required by the City, the Contractor shall at no additional compensation, execute all documents of assignment of the full and exclusive benefit and copyright thereof to the City. Any subcontractors and other independent Contractors who prepare portions of the Documents shall be required by the Contractor to execute an assignment of ownership in favor of the City before commencing work.

EE. PUBLIC RECORD LAW COMPLIANCE

It is the intention of City to maintain an open and public process in the solicitation, submission, review, and approval of contacts.

The parties acknowledge that City is a municipal corporation legally bound to comply with the Wisconsin Public Records Law and Open Meetings Law (see sections 19.32-19.39 and 19.81-19.98, Wis. Statutes) and that, unless otherwise clearly allowed by law to be an exception to the Public Record Law and confidential, all aspects of this agreement are subject to open disclosure and are a matter of public record. It is further agreed to that neither party will take any action to obstruct the operation of these laws. To comply with any request under said Public Record Law, the provider/contractor herein shall produce copies of all materials, gathered or produced or modified pursuant to this Contract to City, in their original (i.e., electronic or digital, etc.) format at actual cost of reproduction, without profit. According to Wisconsin case law, even if records are created or maintained by, or in the custody of, the provider as an independent contractor, they, along with the raw data used to create the record, are nevertheless public records that must be made available to the public within a reasonable time and without delay upon request by any person, and in the format in which they were created. Provider/contractor agrees to hold City, its agents, officials and employees harmless and to indemnify them and City for all costs, fees, including all reasonable attorney fees and expenses of all kinds, and any judgments, orders, injunctions, writs of mandamus, and damages or expense of whatever kind for which City or its agents, officials or employees may expend or be held liable due to the Provider/contractor's failure to comply with the Wisconsin Public Records and Open Meetings laws, or with this Agreement.

Any Public Records Law request received directly by a contractor related to this Contract with City shall immediately be reported to the City Administrator.

FF. LIVING WAGE (Applicable to contracts exceeding \$5000)

Unless exempt, the Contractor agrees to pay all employees employed by the Contractor in the performance of this contract, whether on a full-time or part-time basis, a base wage of not less than minimum hourly wage.

GG. WEAPONS PROHIBITION

Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons, including concealed weapons, in the course of performance of work under this contract, other than while at the Contractor's or subcontractor's own business premises. The requirement shall apply to vehicles used at any City work site and vehicles used to perform any work under this contract, except vehicles that are employee's "own motor vehicle" pursuant to Wis. Stat. sec. 175.60(15m).

HH. IT NETWORK CONNECTION POLICY

If this Contract includes services such as software support, software maintenance, network services, system development services and/or will require a network connection to the City network, is hereby incorporated and made a part of this contract and Contractor agrees to comply with the City's computer use policy.

II. AUTHORITY

Contractor represents that it has the authority to enter into this contract. If the Contractor is not an individual, the person signing on behalf of the Contractor represents and warrants that she/he has been duly authorized to bind the Contractor and sign this contract on the Contractor's behalf.

JJ. COUNTERPARTS, CONTRACT DELIVERY

This contract may be signed in counterparts, each of which shall be taken together as a whole to comprise a single document. Executed copies of the originally signed contract must be delivered or mailed to the City of Sun Prairie Clerk's Office. Copies of the contract exchanged by facsimile, electronic scanned copy or similar technology shall not be considered a valid signed contract.

II. SCOPE OF SERVICES

||

III. REQUIRED FORMS FROM CONTRACTOR

Bid Form
Bid Bond
Qualification Statement
Instructions for Executing the Contract
Performance Bond
Payment Bond
Certificate of Insurance
Insurance Endorsements

SAMPLE

IN WITNESS WHEREOF, the parties hereto have set their hands at Sun Prairie, Wisconsin.

CITY OF SUN PRAIRIE
A municipal government

CONTRACTOR

By: _____
Paul Esser, Mayor

(Name of Contracting Entity)

Date: _____

By: _____
(Signature)

By: _____
Elena Hilby, City Clerk

(Print Name and Title of Person Signing)

Date: _____

Date: _____

Approved as to Form:

By: _____
(Signature)

By: _____
Click or tap here to enter text., City
Attorney
Stafford & Rosenbaum, LLP

(Print Name and Title of Person Signing)

Date: _____

Date: _____

By: _____
Kristin Vander Kooi, City Treasurer

Date: _____

SECTION 00 54 10
INSTRUCTIONS FOR EXECUTING THE CONTRACT

If the contract is signed by the Secretary of the corporation, the certificate below should be executed by some other officer of the corporation, under the corporate seal. In lieu of the foregoing certificate, there may be attached to the contract copies of so much of the records of the corporation as will show the official character and authority of the officers signing, duly certified by the Secretary of Assistant Secretary under the corporate seal to be true copies.

The full name and business address of the Contractor should be inserted, and the contract should be signed with his official signature. Please have the name of the signing party printed under all signatures to the contract.

If the Contractor should be a partnership, each partner should sign the contract. If the Contract is not signed by each partner, there should be attached to the contract a duly authenticated power of attorney evidencing the signer's authority to sign such contract for and in behalf of the partnership.

If the Contractor be an individual, the trade name (if the Contractor by operating under a trade name) should be indicated in the contract and the contract should be signed by such an individual. If signed by other than the Contractor there should be attached to the contract a duly authenticated Power of Attorney evidencing the signer's authority to execute such a contract for and in behalf of the Contractor.

If the Contractor is a corporation, the following certificate should be executed:

I, _____, certify that I am the _____

Secretary of the corporation named as Contractor herein above; that who signed foregoing contract on behalf of said corporation was then of said corporation; that said Contract was duly signed for and in behalf of said corporation by authority of its governing body, and is written within the scope of its corporate powers.

(CORPORATE SEAL AND SIGNATURE)

(PRINT NAME)

**SECTION 00 61 13.13
PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That _____
(NAME OF CONTRACTOR)

(ADDRESS OF CONTRACTOR)

_____ hereinafter call Principal, and

(NAME OF SURETY)

(ADDRESS OF SURETY)

hereinafter called Surety, are held and firmly bound unto

City of Sun Prairie
300 East Main Street
Sun Prairie, WI 53590

hereinafter called Owner, in the penal sum of _____
_____ Dollars (\$ _____)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION, is that such whereas, the Principal entered into a certain Contract with the Owner, dated the _____ day of _____, _____, a copy of which is hereto attached and made a part hereof for the construction of:

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term thereof, and any extensions thereof which may be granted by the City with or without notice to the Surety and during the one year guarantee period, and if he shall satisfy all claims and demands incurred under such Contract, and shall fully indemnify and save harmless the City from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the City all outlay and expense which the City may incur in making good any default, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to terms of the Contract or to the Work to be performed thereunder of the Specification accompanying the same shall in any wise affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the Specifications.

PROVIDED, FURTHER, that no final settlement between the City and the Principal shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in four counterparts, each of which shall be deemed an original, this the _____ day of _____, .

ATTEST

(PRINCIPAL) By _____ (PRINCIPAL)

(SEAL) _____ (ADDRESS)

(WITNESS AS TO PRINCIPAL)

(ADDRESS)

(SURETY)

ATTEST

(SURETY) SECRETARY By _____ (ATTORNEY IN FACT)

(SEAL) _____ (ADDRESS)

(WITNESS AS TO SURETY)

(ADDRESS)

NOTES:

- 1. Date of Bond must not be prior to date of Contract. If Principal is a partnership, all partners should execute Bond.
- 2. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

**SECTION 00 61 13.16
PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS:

That:

(NAME OF CONTRACTOR)

(ADDRESS OF CONTRACTOR)

a _____ hereinafter call Principal, and

(NAME OF SURETY)

(ADDRESS OF SURETY)

hereinafter called Surety, are held and firmly bound unto

(NAME OF OWNER)

(ADDRESS OF OWNER)

hereinafter called Owner, in the penal sum of _____
_____ Dollars (\$ _____)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION, is that such whereas, the Principal entered into a certain Contract with the Owner, dated the _____ day of _____, _____, a copy of which is hereto attached and made a part hereof for the construction of:

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term thereof, and any extensions thereof which may be granted by the City with or without notice to the Surety and during the one- year guarantee period, and if he/she shall satisfy all claims and demands incurred under such Contract, and shall fully indemnify and save harmless the City from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the City all outlay and expense which the City may incur in making good any default, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to terms of the Contract or to the Work to be performed thereunder of the Specification accompanying the same shall in any wise affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the Specifications.

PROVIDED, FURTHER, that no final settlement between the City and the Principal shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in four counterparts, each of which shall be deemed an original, this the _____ day of _____, .

ATTEST

(PRINCIPAL) By _____
(PRINCIPAL)

(SEAL) _____
(ADDRESS)

(WITNESS AS TO PRINCIPAL)

(ADDRESS)

(SURETY)

ATTEST

(SURETY) SECRETARY By _____
(ATTORNEY IN FACT)

(SEAL) _____
(ADDRESS)

(WITNESS AS TO SURETY)

(ADDRESS)

NOTES:

- 1. Date of Bond must not be prior to date of Contract. If Principal is a partnership, all partners should execute Bond.
- 2. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

SECTION 00 73 16
INSURANCE REQUIREMENTS

INDEMNIFICATION – Construction

To the fullest extent allowable by law, Contractor hereby indemnifies and shall defend and hold harmless City of Sun Prairie, its elected and appointed officials, officers, employees, or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement regardless if liability without fault is sought to be imposed on City of Sun Prairie. Contractor's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this Agreement.

In any and all claims against the City of Sun Prairie, or any of its directors, officers, employees, or authorized representatives or volunteers by an employee of the Consultant, any subcontractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Consultant or any subcontractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce and other right or obligation of indemnity that would otherwise exist as to the City of Sun Prairie under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

Contractor shall reimburse City of Sun Prairie, its elected and appointed officials, officers, employees, or authorized representatives or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City of Sun Prairie, or any of its elected and appointed officials, officers, employees or authorized representatives or volunteers.

LAWS, REGULATIONS AND PERMITS - Construction

The Contractor shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the project. The Contractor shall also be liable for all violations of the law in connection with work furnished by the Contractor. If the Contractor observes that the drawings or specifications are at variance with any law or ordinance, rule or regulation, he/she shall promptly notify the City of Sun Prairie engineer in writing and any necessary changes shall be made by written instruction or change order. If the Contractor performs any work that it knew or should have known to be contrary to such laws, ordinances, rules or regulations and without giving notice to the City of Sun Prairie engineer, the Contractor shall bear all costs arising therefrom.

SAFETY AND SECURITY – Construction

The Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. The Contractor shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work.

In carrying out its work, the Contractor shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statute and regulatory requirements including Wisconsin labor Code; and the

U.S. Department of Transportation Omnibus transportation employee Testing Act. Safety precautions, as applicable, shall include but not be limited to: adequate life protection and life-saving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of safety measures.

The Contractor shall be responsible for the safeguarding of all utilities. At least two working days before beginning work, the Contractor shall call the "Diggers Hotline" Service in order to determine the location of substructures. The Contractor shall immediately notify the City of Sun Prairie and the utility owner if he/she disturbs, disconnects, or damages any utility.

In accordance with Wisconsin Labor regulations, the Contractor shall submit to the City of Sun Prairie specific plans to show details of provisions for worker protection from caving ground during excavations of trenches of five feet or more in depth. The excavation/trench safety plan shall be submitted to and accepted by the City of Sun Prairie prior to starting excavation. The trench safety plan shall have details showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground. If such a plan varies from the shoring system standards established by the State of Wisconsin, a Wisconsin registered civil or structural engineer shall prepare the plan, a note shall be included stating that the registered civil or structural engineer certifies that the plan complies with the applicable construction codes in Wisconsin or that the registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping, or other provisions of the existing law or regulations. In no event shall the Contractor use a shoring, sloping or protective system less effective than that required by the State. Submission of this plan in no way relieves the Contractor of the requirement to maintain safety in all areas. If excavation or trench work requiring a permit is to be undertaken, the Contractor shall submit his/her permit with the excavation/trench work safety plan to the City of Sun Prairie before work begins. The names and telephone numbers of at least two medical doctors practicing in the vicinity and the telephone number of the local ambulance service shall be prominently displayed adjacent to telephones.

INSURANCE REQUIREMENTS – Construction

Unless otherwise specified in this Agreement, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Worker's Compensation and Employers Liability Insurance – The Contractor shall cover or insure under the applicable Wisconsin labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor/Consultant shall provide statutory covers for work related injuries and employer's liability insurance with limits of \$1,000,00 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Commercial General Liability and Automobile Liability Insurance – The Contractor/Consultant shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage – Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

Limits – The Contractor/Consultant shall maintain limits no less than the following:

1. General Liability – One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504 endorsement provided to the City of Sun Prairie) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability – One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
3. Umbrella Liability – Three million dollars (\$3,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.

Required Provisions – The general liability and automotive liability policies are to contain or be endorsed to contain the following provisions:

1. The City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033 for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Contractors; products and completed operations of the Contractor; premises occupied or used by the Contractor; and vehicles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
2. For any claims related to this project, the Contractor's insurance shall be primary insurance as respects the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the City of Sun Prairie, its directors, officers, employees, or authorized representatives or volunteers shall not contribute to it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Contractor, except after sixty ((60) days) (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City of Sun Prairie.
6. Such liability insurance shall indemnify the City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon, or assumed under contract by, the Contractor for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
7. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability with a minimum of a 24-month policy extension, explosion, collapse, underground excavation, and removal of lateral support, and shall not contain an exclusion for what is commonly referred to by the insurers as the "XCU" hazards. The automobile liability policy shall cover all owned, non-owned, and hired vehicles.
8. All of the insurance shall be provided on policy forms and through companies satisfactory to the City of Sun Prairie, and shall have a minimum A.M. Best's rating of A- VII.

Deductibles and Self-Insured Retentions – Any deductible or self-insured retention must be declared to and approved by the City of Sun Prairie. At the option of the City of Sun Prairie, its elected and appointed officials, officers, employees, or authorized representatives or volunteers, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

Evidences of Insurance – Prior to execution of the agreement, the Contractor shall file with the City of Sun Prairie, a certificate of insurance (Acord Form 25-S) signed by the insurer's representative evidencing the coverage required by this agreement. CG 20 10 11 85 covers all bases OR Form CG 20 10 07 04 for ongoing work exposure AND Form CG 20 37 07 04 for products-completed operations exposure. Contractor will also provide form CG 28 04 10 93, Earlier Notice of Cancellation with 30 days' notice.

Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-8.

Responsibility for Work – Until the completion and final acceptance by the City of Sun Prairie of all the work under and implied by this agreement, the work shall be under the Contractor’s responsibility care and control. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erections, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

Sub-Contractors – In the event that the Contractor employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Contractor’s responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

SECTION 00 73 16.10
INSURANCE FORMS - EXAMPLES

INDEX OF FORMS:

Standard ISO Additional Insured Endorsements.....	
CG 20 10 07 04	1
CG 20 26 07 04.....	1
CG 20 37 07 04.....	1
Early Notice of Cancellation.....	1

**SECTION 01 10 00
SUMMARY**

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work under Owner's separate contracts.
5. Owner-furnished/Contractor-installed (OFICI) products.
6. Contractor's use of site and premises.
7. Coordination with occupants.
8. Work restrictions.
9. Specification and Drawing conventions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.2 PROJECT INFORMATION

A. Project Identification: 1st and 2nd Floor Counter Remodel and Entrance Door Replacement.

1. Project Location: City Hall, 300 E. Main Street, Sun Prairie, WI 53590.

B. Owner: City of Sun Prairie, 300 E. Main Street, Sun Prairie, WI 53590.

1. Owner's Representative: New Lor, Facilities Supervisor, City of Sun Prairie, nlor@cityofsunprairie.com 608-825-0858.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

B. In general, the work consists of the remodeling of the 1st and 2nd floor reception counters at the City Hall to accommodate new open office area. This project will also replace the existing City Hall entrance doors and hardware to provide an updated secure entry system.

C. The Fire Protection and Electrical work included within these Documents are scoping in nature. Delegated Design and Electrical work shall be provided by the Contractor.

1. Coordination of all Mechanical, Fire Protection and Electrical Systems shall be the provided by the Contractor.
2. Supporting building and structural work required to complete all Mechanical, Fire Protection and Electrical work shall be provided by the Contractor.

D. Type of Contract:

1. Project will be constructed under a single prime contract.

1.4 WORK PERFORMED BY OWNER

- A. Cooperate fully with Owner, so work may be carried out smoothly, without interfering with or delaying Work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.
- B. Concurrent Work: Owner will perform the following construction operations at Project site. Those operations will be conducted simultaneously with Work under this Contract.

1.5 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.

1.6 OWNER-FURNISHED/OWNER-INSTALLED (OFOI) PRODUCTS

- A. The Owner will furnish and install products indicated.
- B. Owner-Furnished/Owner-Installed (OFOI) Products:
 1. Modular Office Furniture
 - a. EBI; Terry Vaughn, terryv@ebiweb.com 608-469-0254

1.7 OWNER-FURNISHED/CONTRACTOR-INSTALLED (OFCI) PRODUCTS

- A. Owner's Responsibilities: Owner will furnish products indicated and perform the following, as applicable:
 1. Provide to Contractor Owner-reviewed Product Data, Shop Drawings, and Samples.
 2. Provide for delivery of Owner-furnished products to Project site.
 3. Upon delivery, inspect, with Contractor present, delivered items.
 - a. If Owner-furnished products are damaged, defective, or missing, arrange for replacement.
 4. Obtain manufacturer's inspections, service, and warranties.
 5. Inform Contractor of earliest available delivery date for Owner-furnished products.
- B. Contractor's Responsibilities: The Work includes the following, as applicable:
 1. Designate delivery dates of Owner-furnished products in Contractor's construction schedule, utilizing Owner-furnished earliest available delivery dates.
 2. Review Owner-reviewed Product Data, Shop Drawings, and Samples, noting discrepancies and other issues in providing for Owner-furnished products in the Work.
 3. Receive, unload, handle, store, protect, and install Owner-furnished products.
 4. Make building services connections for Owner-furnished products.

5. Protect Owner-furnished products from damage during storage, handling, and installation and prior to Substantial Completion.
6. Repair or replace Owner-furnished products damaged following receipt.

C. Owner-Furnished/Contractor-Installed (OFCI) Products:

1. Transaction Monitor

1.8 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Restricted Use of Site: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Limits on Use of Site: Limit use of Project site to **areas within the Contract limits** indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 1. Driveways, Walkways, and Entrances: Keep driveways, parking lot, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
- D. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.9 COORDINATION WITH OCCUPANTS

- A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.

1.10 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 8 a.m. to 5 p.m., Monday through Friday, unless otherwise indicated.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 1. Notify **Owner** not less than **five (5)** days in advance of proposed utility interruptions.

- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify **Owner** not less than **five (5)** days in advance of proposed disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products, **alcoholic beverages**, and other controlled substances **on Owner's property** is not permitted.
- F. Employee Identification: **Provide** identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

1.11 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
 - 3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
 - 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.
- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

**SECTION 01 20 00
PRICE AND PAYMENT PROCEDURES**

PART 1 - GENERAL

1.1 SUBSTITUTION PROCEDURES

- . Substitutions include changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor after award of the Contract.
 - 1. Substitution Request Form: Use CSI Form 13.1A.
 - . Submit one digital copy of each request for product substitution.
 - . Submit requests within 14 days after the Notice to Proceed, the Notice of Award.
 - . Do not submit unapproved substitutions on Shop Drawings or other submittals.
 - . Identify product to be replaced and show compliance with requirements for substitutions. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified, a list of changes needed to other parts of the Work required to accommodate proposed substitution, and any proposed changes in the Contract Sum or the Contract Time should the substitution be accepted.
 - . Owner will review the proposed substitution and notify Contractor of its acceptance or rejection. If the substitution results in a change in contract sum or time, a change order will be executed.

1.2 CONTRACT MODIFICATION PROCEDURES

- . Owner will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on expedient written correspondence.
- B. Owner-Initiated Proposal Requests: Owner will issue a detailed description of proposed changes in the Work.
 - 1. Proposal Requests are not instructions either to stop work in progress or to execute the proposed change.
 - . Within time specified in Proposal Request 7 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time.
- . Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate within 14 days of a claim by submitting a request for a change to Owner.
- . On Owner's approval of a Proposal Request, Owner will issue a Change Order for signatures of Owner and Contractor on AIA Document G701, for all changes to the Contract Sum or the Contract Time.
- . Owner may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 - 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.

- F. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

1.3 PAYMENT PROCEDURES

- A. Submit a Schedule of Values at least 30 days before the initial Application for Payment. Break down the Contract Sum into at least one line item for each Specification Section in the Project Manual table of contents. Coordinate the schedule of values with Contractor's construction schedule.
 - 1. Arrange schedule of values consistent with format of AIA Document G703.
 - 2. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
 - 3. Provide separate line items in the schedule of values for initial cost of materials and for total installed value of that part of the Work.
- B. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- C. All partial payments shall have five (5%) percent of the amount retained until the final payment is made.
- D. Submit one digital copy of each application for payment according to the schedule established in Owner/Contractor Agreement.
 - 1. With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
 - 2. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 - a. Include insurance certificates, proof that taxes, fees, and similar obligations were paid, and evidence that claims have been settled.
 - b. Include consent of surety to final payment on AIA Document G707.
 - c. Submit final meter readings for utilities, a record of stored fuel, and similar data as of the date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

**SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS**

PART 1 - GENERAL

1.1 PROJECT MANAGEMENT AND COORDINATION

- . Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work.
- B. Requests for Information (RFIs): On discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI. Use AIA Document G716-2004 or forms acceptable to Owner.
- . Schedule and conduct progress meetings at Project site at bi-weekly intervals. Notify Owner of meeting dates and times. Require attendance of each subcontractor or other entity concerned with current progress or involved in planning, coordination, or performance of future activities.
 - 1. Contractor will record minutes and distribute to everyone concerned, including Owner.

1.2 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- . Please send digital copy of submittals to nlor@cityofsunprairie.com with the project number identified in the subject line. Submittals not sent through this address are subject to rejection.
- B. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - . Submit one digital copy of each action submittal. Owner will return one digital copy.
 - . Submit one digital copy of each informational submittal. Owner will not return copies.
 - . Submit one set of physical material and/or color samples for selection. The Contractor shall submit all interior and exterior samples together for coordinated selection.
 - . Owner will discard submittals received from sources other than Contractor.
 - . Place a permanent label or title block on each submittal for identification. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Owner. Include the following information on the label:
 - 1. Project name.
 - . Date.
 - . Name and address of Contractor.
 - . Name and address of subcontractor or supplier.
 - . Number and title of appropriate Specification Section.
 - . **Provide Summary or index of proposed products and assemblies. Without this information, Submittals will be subject to rejection.**
 - . Identify deviations from the Contract Documents on submittals.

- . Contractor's Construction Schedule Submittal Procedure: Submit one digital copy of schedule prior to 7 days of Commencement of the Work.
- . All digital submittals shall be sent to [n r n r r e](mailto:n_r_n_r_re). Limit file size to 10mb or 10 mb total per transmission. Otherwise, coordinate alternative submittal of larger files with Owner.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. Product Data: Mark each copy to show applicable products and options. Include the following:
 1. Manufacturer's written recommendations, product specifications, and installation instructions.
 2. Wiring diagrams showing factory-installed wiring.
 3. Printed performance curves and operational range diagrams.
 4. Testing by recognized testing agency.
 5. Compliance with specified standards and requirements.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. Submit on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 42 inches (762 by 1067 mm). Include the following:
 1. Dimensions and identification of products.
 2. Fabrication and installation drawings and roughing-in and setting diagrams.
 3. Wiring diagrams showing field-installed wiring.
 4. Notation of coordination requirements.
 5. Notation of dimensions established by field measurement.
- C. Samples: Submit Samples for review of kind, color, pattern, and texture and for a comparison of these characteristics between submittal and actual component as delivered and installed. Include name of manufacturer and product name on label.

2.2 INFORMATIONAL SUBMITTALS

- A. Qualification Data: Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Schedule: Submit a comprehensive, fully developed, schedule prior to 7 days of date established for commencement of the Work.

PART 3 - EXECUTION

3.1 SUBMITTAL REVIEW

- . Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Owner. **Provide Summary or index of proposed products and assemblies. Without this information, Submittals will be subject to rejection.**
- B. Owner will review each action submittal, make marks to indicate corrections or modifications required, will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- . Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION

**SECTION 01 40 00
QUALITY REQUIREMENTS**

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- . Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Testing and inspecting services shall be performed by independent testing agencies.
- B. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements, comply with the most stringent requirement. Refer uncertainties to Owner for a decision.
- . Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum. The actual installation may exceed the minimum within reasonable limits. Indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Owner for a decision.
- . Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - . Project title and number.
 - . Name, address, and telephone number of testing agency.
 - . Dates and locations of samples and tests or inspections.
 - . Record of temperature and weather conditions at time of sample taking and testing and inspecting.
 - . Names of individuals making tests and inspections.
 - . Description of the Work and test and inspection method.
 - . Complete test or inspection data, test and inspection results, an interpretation of test results, and comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 - . Name and signature of laboratory inspector.
 - 1 . Recommendations on retesting and reinspecting.
- . Permits, Licenses, and Certificates: Each trade will be required to pull permits for the work from the City of Sun Prairie Building Inspection. However, there will be no charge for these permits.
- . Testing Agency Qualifications: An independent agency with the experience and capability to conduct testing and inspecting indicated; and where required by authorities having jurisdiction, that is acceptable to authorities.
- . Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- . Testing Agency Responsibilities: Cooperate with Owner and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.

1. Promptly notify Owner and Contractor of irregularities or deficiencies in the Work observed during performance of its services.
 - . Do not release, revoke, alter, or increase requirements of the Contract Documents or approve or accept any portion of the Work.
 - . Do not perform any duties of Contractor.

- I. Associated Services: Cooperate with testing agencies and provide reasonable auxiliary services as requested. Provide the following:
 1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Security and protection for samples and for testing and inspecting equipment.

- J. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
 1. Schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

**SECTION 01 42 00
REFERENCES**

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- B. Abbreviations and Acronyms: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

AA	Aluminum Association, Inc. (The)
AAADM	American Association of Automatic Door Manufacturers
AABC	Associated Air Balance Council
AAMA	American Architectural Manufacturers Association
AASHTO	American Association of State Highway and Transportation Officials
AATCC	American Association of Textile Chemists and Colorists
ABAA	Air Barrier Association of America
ABMA	American Bearing Manufacturers Association
ACI	American Concrete Institute
ACPA	American Concrete Pipe Association
AEIC	Association of Edison Illuminating Companies, Inc. (The)
AF&PA	American Forest & Paper Association
AGA	American Gas Association
AGC	Associated General Contractors of America (The)
AHA	American Hardboard Association (Now part of CPA)
AHAM	Association of Home Appliance Manufacturers
AI	Asphalt Institute
AIA	American Institute of Architects (The)
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute

AITC	American Institute of Timber Construction
ALCA	Associated Landscape Contractors of America (Now PLANET - Professional Landcare Network)
ALSC	American Lumber Standard Committee, Incorporated
AMCA	Air Movement and Control Association International, Inc.
ANSI	American National Standards Institute
AOSA	Association of Official Seed Analysts, Inc.
APA	Architectural Precast Association
APA	APA - The Engineered Wood Association
APA EWS	APA - The Engineered Wood Association; Engineered Wood Systems (See APA - The Engineered Wood Association)
API	American Petroleum Institute
ARI	Air-Conditioning & Refrigeration Institute
ARMA	Asphalt Roofing Manufacturers Association
ASCE	American Society of Civil Engineers
ASCE/SEI	American Society of Civil Engineers/Structural Engineering Institute (See ASCE)
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASME	ASME International (American Society of Mechanical Engineers International)
ASSE	American Society of Sanitary Engineering
ASTM	ASTM International (American Society for Testing and Materials International)
AWCI	Association of the Wall and Ceiling Industry
AWCMA	American Window Covering Manufacturers Association (Now WCMA)
AWI	Architectural Woodwork Institute
AWPA	American Wood Protection Association (Formerly: American Wood Preservers' Association)
AWS	American Welding Society
AWWA	American Water Works Association
BHMA	Builders Hardware Manufacturers Association

BIA	Brick Industry Association (The)
BICSI	BICSI, Inc.
BIFMA	BIFMA International (Business and Institutional Furniture Manufacturer's Association International)
BISSC	Baking Industry Sanitation Standards Committee
BWF	Badminton World Federation (Formerly: IBF - International Badminton Federation)
CCC	Carpet Cushion Council
CDA	Copper Development Association
CEA	Canadian Electricity Association
CEA	Consumer Electronics Association
CFFA	Chemical Fabrics & Film Association, Inc.
CGA	Compressed Gas Association
CIMA	Cellulose Insulation Manufacturers Association
CISCA	Ceilings & Interior Systems Construction Association
CISPI	Cast Iron Soil Pipe Institute
CLFMI	Chain Link Fence Manufacturers Institute
CRRC	Cool Roof Rating Council
CPA	Composite Panel Association
CPPA	Corrugated Polyethylene Pipe Association
CRI	Carpet and Rug Institute (The)
CRSI	Concrete Reinforcing Steel Institute
CSA	Canadian Standards Association
CSA	CSA International (Formerly: IAS - International Approval Services)
CSI	Cast Stone Institute
CSI	Construction Specifications Institute (The)
CSSB	Cedar Shake & Shingle Bureau
CTI	Cooling Technology Institute (Formerly: Cooling Tower Institute)

DHI	Door and Hardware Institute
EIA	Electronic Industries Alliance
EIMA	EIFS Industry Members Association
EJCDC	Engineers Joint Contract Documents Committee
EJMA	Expansion Joint Manufacturers Association, Inc.
ESD	ESD Association (Electrostatic Discharge Association)
ETL SEMCO	Intertek ETL SEMCO (Formerly: ITS - Intertek Testing Service NA)
FIBA	Federation Internationale de Basketball (The International Basketball Federation)
FIVB	Federation Internationale de Volleyball (The International Volleyball Federation)
FM Approvals	FM Approvals LLC
FM Global	FM Global (Formerly: FMG - FM Global)
FMRC	Factory Mutual Research (Now FM Global)
FRSA	Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc.
FSA	Fluid Sealing Association
FSC	Forest Stewardship Council
GA	Gypsum Association
GANA	Glass Association of North America
GRI	(Part of GSI)
GS	Green Seal
GSI	Geosynthetic Institute
HI	Hydraulic Institute
HI	Hydronics Institute
HMMA	Hollow Metal Manufacturers Association (Part of NAAMM)
HPVA	Hardwood Plywood & Veneer Association

HPW	H. P. White Laboratory, Inc.
IAS	International Approval Services (Now CSA International)
IBF	International Badminton Federation (Now BWF)
ICEA	Insulated Cable Engineers Association, Inc.
ICRI	International Concrete Repair Institute, Inc.
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The)
IESNA	Illuminating Engineering Society of North America
IEST	Institute of Environmental Sciences and Technology
IGCC	Insulating Glass Certification Council
IGMA	Insulating Glass Manufacturers Alliance
ILI	Indiana Limestone Institute of America, Inc.
ISO	International Organization for Standardization Available from ANSI
ISSFA	International Solid Surface Fabricators Association
ITS	Intertek Testing Service NA (Now ETL SEMCO)
ITU	International Telecommunication Union
KCMA	Kitchen Cabinet Manufacturers Association
LMA	Laminating Materials Association (Now part of CPA)
LPI	Lightning Protection Institute
MBMA	Metal Building Manufacturers Association
MFMA	Maple Flooring Manufacturers Association, Inc.
MFMA	Metal Framing Manufacturers Association, Inc.
MH	Material Handling (Now MHIA)
MHIA	Material Handling Industry of America
MIA	Marble Institute of America

MPI	Master Painters Institute
MSS	Manufacturers Standardization Society of The Valve and Fittings Industry Inc.
NAAMM	National Association of Architectural Metal Manufacturers
NACE	NACE International (National Association of Corrosion Engineers International)
NADCA	National Air Duct Cleaners Association
NAGWS	National Association for Girls and Women in Sport
NAIMA	North American Insulation Manufacturers Association
NBGQA	National Building Granite Quarries Association, Inc.
NCAA	National Collegiate Athletic Association (The)
NCMA	National Concrete Masonry Association
NCPI	National Clay Pipe Institute
NCTA	National Cable & Telecommunications Association
NEBB	National Environmental Balancing Bureau
NECA	National Electrical Contractors Association
NeLMA	Northeastern Lumber Manufacturers' Association
NEMA	National Electrical Manufacturers Association
NETA	InterNational Electrical Testing Association
NFHS	National Federation of State High School Associations
NFPA	NFPA (National Fire Protection Association)
NFRC	National Fenestration Rating Council
NGA	National Glass Association
NHLA	National Hardwood Lumber Association
NLGA	National Lumber Grades Authority
NOFMA	NOFMA: The Wood Flooring Manufacturers Association (Formerly: National Oak Flooring Manufacturers Association)
NOMMA	National Ornamental & Miscellaneous Metals Association
NRCA	National Roofing Contractors Association

NRMCA	National Ready Mixed Concrete Association
NSF	NSF International (National Sanitation Foundation International)
NSSGA	National Stone, Sand & Gravel Association
NTMA	National Terrazzo & Mosaic Association, Inc. (The)
NTRMA	National Tile Roofing Manufacturers Association (Now TRI)
NWWDA	National Wood Window and Door Association (Now WDMA)
OPL	Omega Point Laboratories, Inc. (Now ITS)
PCI	Precast/Prestressed Concrete Institute
PDCA	Painting & Decorating Contractors of America
PDI	Plumbing & Drainage Institute
PGI	PVC Geomembrane Institute
PLANET	Professional Landcare Network (Formerly: ACLA - Associated Landscape Contractors of America)
PTI	Post-Tensioning Institute
RCSC	Research Council on Structural Connections
RFCI	Resilient Floor Covering Institute
RIS	Redwood Inspection Service
SAE	SAE International
SDI	Steel Deck Institute
SDI	Steel Door Institute
SEFA	Scientific Equipment and Furniture Association
SEI/ASCE	Structural Engineering Institute/American Society of Civil Engineers (See ASCE)
SGCC	Safety Glazing Certification Council
SIA	Security Industry Association
SIGMA	Sealed Insulating Glass Manufacturers Association (Now IGMA)
SJI	Steel Joist Institute

SMA	Screen Manufacturers Association
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association
SMPTE	Society of Motion Picture and Television Engineers
SPFA	Spray Polyurethane Foam Alliance (Formerly: SPI/SPFD - The Society of the Plastics Industry, Inc.; Spray Polyurethane Foam Division)
SPIB	Southern Pine Inspection Bureau (The)
SPRI	Single Ply Roofing Industry
SSINA	Specialty Steel Industry of North America
SSPC	SSPC: The Society for Protective Coatings
STI	Steel Tank Institute
SWI	Steel Window Institute
SWRI	Sealant, Waterproofing, & Restoration Institute
TCA	Tile Council of America, Inc. (Now TCNA)
TCNA	Tile Council of North America, Inc.
TIA/EIA	Telecommunications Industry Association/Electronic Industries Alliance
TMS	The Masonry Society
TPI	Truss Plate Institute, Inc.
TPI	Turfgrass Producers International
TRI	Tile Roofing Institute
UL	Underwriters Laboratories Inc.
UNI	Uni-Bell PVC Pipe Association
USAV	USA Volleyball
USGBC	U.S. Green Building Council
USITT	United States Institute for Theatre Technology, Inc.
WASTEC	Waste Equipment Technology Association
WCLIB	West Coast Lumber Inspection Bureau
WCMA	Window Covering Manufacturers Association

WCSC	Window Covering Safety Council (Formerly: WCMA - Window Covering Manufacturers Association)
WDMA	Window & Door Manufacturers Association (Formerly: NWWDA - National Wood Window and Door Association)
WI	Woodwork Institute (Formerly: WIC - Woodwork Institute of California)
WIC	Woodwork Institute of California (Now WI)
WMMPA	Wood Moulding & Millwork Producers Association
WSRCA	Western States Roofing Contractors Association
WWPA	Western Wood Products Association

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Temporary utilities.
- B. Temporary sanitary facilities.
- C. Temporary Controls: Barriers, enclosures and fencing.
- D. Vehicular access and parking.
- E. Waste removal facilities and services.
- F. Project identification sign.
- G. Storage.

1.2 TEMPORARY UTILITIES

- A. Owner will provide the following:
 - 1. Water and Electric Power: Available from Owner's existing system without metering and without payment of use charges. Provide connections and extension of services as required for construction operations.
 - 2. Coordinate with Owner to arrange time when service will be interrupted, if necessary to make connections for temporary service and limit short term shut down of services.
- B. Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections and traffic conditions.
- C. Enforce strict discipline in use of temporary utilities. To minimize waste and abuse, limit availability to essential and intended uses.

1.3 TEMPORARY SANITARY FACILITIES

- A. Contractor should arrange with Owner to use nearby existing toilet facilities.
- B. Maintain daily in clean and sanitary condition.
- C. At end of construction, return facilities to same or better condition as originally found.

1.4 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site 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 and for public access to existing building.
- C. Maintain existing exits.
- D. Provide protection for plants designated to remain. Replace damaged plants.
- E. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.
- F. Provide temporary signage on barriers directing public access to walkways and parking lot access.

1.5 FENCING

- A. Provide 6 foot (1.8 m) high fence around work area; equip with vehicular and pedestrian gates with locks.

1.6 EXTERIOR ENCLOSURES

- A. 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.

1.7 SECURITY

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

1.8 VEHICULAR ACCESS AND PARKING

- 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. Existing parking areas located at project site may be used for construction parking. Coordinate with Owner.

1.9 WASTE REMOVAL

- A. See Section 01 74 19 - Construction Waste Management and Disposal, for additional requirements.
- B. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- C. Provide containers with lids. Remove trash from site periodically.
- D. 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.
- E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.10 PROJECT IDENTIFICATION

- A. Contractor may provide project identification sign of design and construction.
- B. Erect on site at location indicated.
- C. No other signs are allowed without Owner permission except those required by law.

1.11 STORAGE

- A. Provide storage and other support facilities as necessary for construction operations. Store combustible containers apart from building.
- B. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- C. Locate offices a minimum distance of 30 feet (10 m) from existing and new structures.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

**SECTION 01 60 00
PRODUCT REQUIREMENTS**

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- . The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
- B. Comparable Product Requests:
 - 1. Submit request for consideration of each comparable product. Do not submit unapproved products on Shop Drawings or other submittals.
 - . Identify product to be replaced and show compliance with requirements for comparable product requests. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified.
 - . Owner will review the proposed product and notify Contractor of its acceptance or rejection.
 - . Basis-of-Design Product Specification Submittal: Show compliance with requirements.
 - . Compatibility of Options: If Contractor is given option of selecting between two or more products, select product compatible with products previously selected.
 - . Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - . Deliver products to Project site in manufacturer's original sealed container or packaging, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - . Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
 - . Store materials in a manner that will not endanger Project structure.
 - . Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 - . Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. Provide products that comply with the Contract Documents, are undamaged, and are new at the time of installation.
 - 1. Provide products complete with accessories, trim, finish, and other devices and components needed for a complete installation and the intended use and effect.
 - 2. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.

B. Product Selection Procedures:

1. Where Specifications name a single manufacturer and product, provide the named product that complies with requirements.
2. Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements.
3. Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
4. Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
5. Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements for "comparable product requests" for consideration of an unnamed manufacturer's product.
6. Where Specifications name a single product, or refer to a product indicated on Drawings, as the "basis-of-design," provide the named product. Comply with provisions for "comparable product requests" for consideration of an unnamed product by another manufacturer.

C. Where Specifications require "match Owner's sample," provide a product that complies with requirements and matches Owner's sample. Owner's decision will be final on whether a proposed product matches.

D. Unless otherwise indicated, Owner will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 70 00
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 - GENERAL

1.1 CLOSEOUT SUBMITTALS

- A. Record Drawings: Maintain a set of prints of the Contract Drawings as record Drawings. Mark to show actual installation where installation varies from that shown originally.
- B. Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
- C. Operation and Maintenance Data: Submit one digital and one (1) hard copies of manual. Organize data into three-ring binders with identification on front and spine of each binder, and envelopes for folded drawings. Include the following:
 - a. Manufacturer's operation and maintenance documentation.
 - b. Maintenance and service schedules.
 - c. Maintenance service contracts.
 - d. Emergency instructions.
 - e. Spare parts list.
 - f. Wiring diagrams.
 - g. Copies of warranties.

1.2 CLOSEOUT PROCEDURES

- . Substantial Completion: Before requesting Substantial Completion inspection, complete the following:
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - . Advise Owner of pending insurance changeover requirements.
 - . Submit specific warranties, maintenance service agreements, and similar documents.
 - . Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - . Submit record Drawings, operation and maintenance manuals and similar final record information.
 - . Deliver tools, spare parts, extra materials, and similar items.
 - . Remove temporary facilities and controls.
 - . Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
 - . Complete final cleaning requirements.
 - 1 . Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Request an inspection for Substantial Completion. On receipt of request, Owner will proceed with inspection or advise Contractor of unfulfilled requirements. Owner will prepare the

Certificate of Substantial Completion after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.

- . Request inspection for Final Completion, once the following are complete:
 1. Submit a copy of Substantial Completion inspection list stating that each item has been completed or otherwise resolved for acceptance.
 - . Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- . Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
- . Submit a written request for final inspection for acceptance. On receipt of request, Owner will proceed with inspection or advise Contractor of unfulfilled requirements. Owner will prepare final Certificate for Payment after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION AND PREPARATION

- A. Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance.
 1. Verify compatibility with and suitability of substrates.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.
- C. Take field measurements as required to fit the Work properly. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication.
- D. Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- E. Surface and Substrate Preparation: Comply with manufacturer's written recommendations for preparation of substrates to receive subsequent work.

3.2 INSTALLATION

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated. Make vertical work plumb and make horizontal work level.
- B. Comply with manufacturer's written instructions and recommendations.

- C. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- D. Use products, cleaners, and installation materials that are not considered hazardous.
- E. Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place. Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed.

3.1 CUTTING AND PATCHING

- . Provide temporary support of work to be cut. Do not cut structural members **or operational elements** without prior written approval of Owner.
- B. Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to **minimize** interruption to occupied areas.
 - . Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
 1. Restore exposed finishes of patched areas and extend finish restoration into adjoining construction in a manner that will minimize evidence of patching and refinishing.
 - . Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.

3.2 CLEANING

- A. Clean Project site and work areas daily, including common areas. Dispose of materials lawfully.
 1. Remove liquid spills promptly.
 2. Where dust would impair proper execution of the Work.
 3. Remove debris from concealed spaces before enclosing the space.
- B. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion:
 1. Remove labels that are not permanent.
 2. Clean transparent materials.
 3. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances. Sweep concrete floors broom clean.
 4. Clean Project site, yard, and grounds, in areas disturbed by construction activities. Sweep paved areas; remove stains, spills, and foreign deposits. Rake grounds to a smooth, even-textured surface.

3.1 DEMONSTRATION AND TRAINING

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system. Include a detailed review of the following:
 - 1. Include instruction for basis of system design and operational requirements, review of documentation, emergency procedures, operations, adjustments, troubleshooting, maintenance, and repairs.

END OF SECTION

SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Performance Requirements: Achieve end-of-Project rates for salvage/recycling of 50 percent by weight of total nonhazardous solid waste generated by the Work.

1.2 SUBMITTALS

- A. Waste Management Plan: Submit plan within seven days of date established for commencement of the Work.
- B. Waste Reduction Progress Reports: Submit concurrent with each Application for Payment. Include total quantity of waste, total quantity of waste salvaged and recycled, and percentage of total waste salvaged and recycled.
- C. Records of Donations and Sales: Receipts for salvageable waste donated or sold to individuals and organizations. . Indicate whether organization is tax exempt.
- D. Recycling and Processing Facility Records: Manifests, weight tickets, receipts, and invoices.
- E. Landfill and Incinerator Disposal Records: Manifests, weight tickets, receipts, and invoices.
- F. Waste Management Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Administrative Requirements." Review methods and procedures related to waste management.
- G. Waste Management Plan: Develop a waste management plan consisting of waste identification, waste reduction work plan, and cost/revenue analysis. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.
 - 1. Salvaged Materials for Reuse: Identify materials that will be salvaged and reused.
 - 2. Salvaged Materials for Sale: Identify materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
 - 3. Salvaged Materials for Donation: Identify materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
 - 4. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.

Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PLAN IMPLEMENTATION

- A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
- B. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work occurring at Project site.
- C. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.

3.2 SALVAGING DEMOLITION WASTE

- A. Comply with requirements in Section 024116 "Structure Demolition" for salvaging demolition waste.
- B. Salvaged Items for Reuse in the Work: Clean salvaged items and install salvaged items to comply with installation requirements for new materials and equipment.
- C. Salvaged Items for Owner's Use: Clean salvaged items and store in a secure area until delivery to Owner.
- D. Doors and Hardware: Brace open end of door frames. Except for removing door closers, leave door hardware attached to doors.
- E. Lighting Fixtures: Separate lamps by type and protect from breakage

3.3 RECYCLING WASTE

- A. General: Recycle paper and beverage containers used by on-site workers.
- B. Packaging:
 - 1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
 - 2. Polystyrene Packaging: Separate and bag materials.
 - 3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
 - 4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.
- C. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.
- D. Metals: Separate metals by type.

- E. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location. Remove edge trim and sort with other metals. Remove and dispose of fasteners.
- F. Acoustical Ceiling Panels and Tile: Stack large clean pieces on wood pallets and store in a dry location.
- G. Metal Suspension System: Separate metal members including trim, and other metals from acoustical panels and tile and sort with other metals.
- H. Carpet **and Pad**: Roll large pieces tightly after removing debris, trash, adhesive, and tack strips.
- I. Piping: Reduce piping to straight lengths and store by type and size. Separate supports, hangers, valves, sprinklers, and other components by type and size.
- J. Conduit: Reduce conduit to straight lengths and store by type and size.

3.4 DISPOSAL OF WASTE

- A. Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
- B. Do not burn waste materials.

END OF SECTION

**SECTION 02 41 19
SELECTIVE DEMOLITION**

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Demolition and removal of selected portions of building or structure.
- 2.
3. Salvage of existing items to be reused or recycled.

1.2 MATERIALS OWNERSHIP

A. Unless otherwise indicated, demolition waste becomes property of Contractor.

B. Items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.

1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

1.3 PREINSTALLATION MEETINGS

A. Predemolition Conference: Conduct conference at **Project site**.

1.4 INFORMATIONAL SUBMITTALS

A. Engineering Survey: Submit engineering survey of condition of building.

B. Proposed Protection Measures: Submit sketches that indicate the measures proposed for protecting individuals and property **for dust control**. Indicate proposed locations and construction of barriers.

C. Schedule of selective demolition activities with starting and ending dates for each activity.

1.5 CLOSEOUT SUBMITTALS

A. Inventory of items that have been removed and salvaged.

1.6 FIELD CONDITIONS

A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.

B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.

1. Before selective demolition, Owner will remove the following items:
 - a. Vending machine in Break Room in Administration building.

- b. Shop equipment in the Parks Office/ Shop.
- C. Notify Owner of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
- D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
 - 1. If suspected hazardous materials are encountered, do not disturb; immediately notify Owner. Hazardous materials will be removed by Owner under a separate contract.
- E. Storage or sale of removed items or materials on-site is not permitted.
- F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
 - 1. Maintain fire-protection facilities in service during selective demolition operations.
- G. Arrange selective demolition schedule so as not to interfere with Owner's operations.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

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

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.
- B. Inventory and record the condition of items to be removed and salvaged.

3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.
- B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
 - 1. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
 - 2. Disconnect, demolish, and remove plumbing and HVAC systems, equipment, and components indicated on Drawings to be removed.
 - a. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.

- b. Piping to Be Abandoned in Place: Drain piping and cap or plug piping with same or compatible piping material and leave in place.
- c. Equipment to Be Removed: Disconnect and cap services and remove equipment.
- d. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
- e. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.
- f. Ducts to Be Removed: Remove portion of ducts indicated to be removed and plug remaining ducts with same or compatible ductwork material.
- g. Ducts to Be Abandoned in Place: Cap or plug ducts with same or compatible ductwork material and leave in place.

3.3 PROTECTION

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
- B. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
- C. Remove temporary barricades and protections where hazards no longer exist.

3.4 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
 - 1. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
 - 2. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
 - 3. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
 - 4. Maintain fire watch during and for at least one half hour after flame-cutting operations.
 - 5. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 - 6. Dispose of demolished items and materials promptly. **Comply with requirements in Section 017419 "Construction Waste Management and Disposal."**
- B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

C. Removed and Salvaged Items:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers.
3. Store items in a secure area until delivery to Owner.
4. Transport items to Owner's storage area **designated by Owner**.
5. Protect items from damage during transport and storage.

D. Removed and Reinstalled Items:

1. Clean and repair items to functional condition adequate for intended reuse.
2. Pack or crate items after cleaning and repairing. Identify contents of containers.
3. Protect items from damage during transport and storage.
4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

E. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition **and cleaned** and reinstalled in their original locations after selective demolition operations are complete.

3.5 CLEANING

A. Remove demolition waste materials from Project site **and recycle or dispose of them according to Section 017419 "Construction Waste Management and Disposal."**

1. Do not allow demolished materials to accumulate on-site.
2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
3. Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."

B. Burning: Do not burn demolished materials.

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

END OF SECTION 02 41 19

SECTION 06 10 53
MISCELLANEOUS ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Wood blocking and nailers.
 2. Plywood backing panels.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of process and factory-fabricated product.

1.3 INFORMATIONAL SUBMITTALS

- A. Evaluation Reports: For the following, from ICC-ES:
1. Preservative-treated wood.
 2. Fire-retardant-treated wood.
 3. Power-driven fasteners.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.
1. Factory mark each piece of lumber with grade stamp of grading agency.
 2. Dress lumber, S4S, unless otherwise indicated.
- B. Maximum Moisture Content of Lumber: **19 percent** unless otherwise indicated.

2.2 WOOD-PRESERVATIVE-TREATED MATERIALS

- A. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or does not comply with requirements for untreated material.
- B. Mark lumber with treatment quality mark of an inspection agency approved by the ALSC Board of Review.
- C. Application: Treat **items indicated on Drawings, and the following:**
1. Wood, blocking, **furring**, and similar concealed members in contact with masonry or concrete.

2.3 FIRE-RETARDANT-TREATED MATERIALS

- A. Fire-Retardant-Treated Lumber and Plywood by Pressure Process: Products with a flame-spread index of 25 or less when tested according to ASTM E84, and with no evidence of significant progressive combustion when the test is extended an additional 20 minutes, and with the flame front not extending more than 10.5 feet (3.2 m) beyond the centerline of the burners at any time during the test.
 - 1. Interior Type A: Treated materials shall have a moisture content of 28 percent or less when tested according to ASTM D3201 at 92 percent relative humidity. Use where exterior type is not indicated.
- B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent.
- C. Identify fire-retardant-treated wood with appropriate classification marking of qualified testing agency.
- D. Application: Treat **items indicated on Drawings, and the following:**
 - 1. Concealed blocking.
 - 2. Plywood backing panels.

2.4 MISCELLANEOUS LUMBER

- A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
 - 1. Blocking.
 - 2. Nailers.
 - 3. Grounds.
 - 4. Utility shelving.
- B. Dimension Lumber Items: **Construction or No. or Standard, Stud, or No. 3** grade lumber of any species.
- C. Concealed Boards: **19** percent maximum moisture content of **any of the following** species and grades:
 - 1. Mixed southern pine or southern pine, **No. 2** grade; SPIB.
 - 2. Eastern softwoods, **No. 2** Common grade; NELMA.

2.5 PLYWOOD BACKING PANELS

- A. Equipment Backing Panels: Plywood, DOC PS 1, **Exposure 1, C-D Plugged, fire-retardant treated**, in thickness indicated or, if not indicated, not less than **3/4-inch (19-mm)** nominal thickness.

2.6 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
 - 1. Where carpentry is exposed to weather, in ground contact, pressure-preservative treated, or in area of high relative humidity, provide fasteners **with hot-dip zinc coating complying with ASTM A153/A153M.**
- B. Screws for Fastening to Metal Framing: **ASTM C1002 or ASTM C954**, length as recommended by screw manufacturer for material being fastened.
- C. Power-Driven Fasteners: Fastener systems with an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC70.

2.7 MISCELLANEOUS MATERIALS

- A. Adhesives for Gluing **Furring** to Concrete or Masonry: Formulation complying with ASTM D3498 that is approved for use indicated by adhesive manufacturer.
 - 1. VOC content Maximum 50g/L less water.
- B. Flexible Flashing: Composite, self-adhesive, flashing product consisting of a pliable, **butyl rubber or rubberized-asphalt** compound, bonded to a high-density polyethylene film, aluminum foil, or spunbonded polyolefin to produce an overall thickness of not less than 0.025 inch (0.6 mm).

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Framing Standard: Comply with AF&PA's WCD 1, "Details for Conventional Wood Frame Construction," unless otherwise indicated.
- B. Set carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit carpentry accurately to other construction. Locate nailers, blocking, **grounds**, and similar supports to comply with requirements for attaching other construction.
- C. Install plywood backing panels by fastening to studs; coordinate locations with utilities requiring backing panels. **Install fire-retardant-treated plywood backing panels with classification marking of testing agency exposed to view.**
- D. Do not splice structural members between supports unless otherwise indicated.
- E. Comply with AWWPA M4 for applying field treatment to cut surfaces of preservative-treated lumber.
- F. Securely attach carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
 - 1. Table 2304.9.1, "Fastening Schedule," in ICC's International Building Code.
 - 2. ICC-ES evaluation report for fastener.

3.2 PROTECTION

- A. Protect wood that has been treated with inorganic boron (SBX) from weather. If, despite protection, inorganic boron-treated wood becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

END OF SECTION

**SECTION 07 92 00
JOINT SEALANTS**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Nonstaining silicone joint sealants.
 - 2. Urethane joint sealants.
 - 3. Mildew-resistant joint sealants.
 - 4. Latex joint sealants.

1.2 ACTION SUBMITTALS

- A. Product data.
- B. Samples: Manufacturer's standard color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.

1.3 INFORMATIONAL SUBMITTALS

- A. Sample warranties.

1.4 CLOSEOUT SUBMITTALS

- A. Warranty Documentation:
 - 1. Manufacturers' special warranties.
 - 2. Installer's special warranties.

1.5 QUALITY ASSURANCE

- A. Qualifications:
 - 1. Installers: Authorized representative who is trained and approved by manufacturer.

PART 2 - PRODUCTS

2.1 JOINT SEALANTS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.
- B. Colors of Exposed Joint Sealants: **As selected by Owner from manufacturer's full range.**

2.2 NONSTAINING SILICONE JOINT SEALANTS

- A. Nonstaining Joint Sealants: No staining of substrates when tested in accordance with ASTM C1248.
- B. Silicone, Nonstaining, S, NS, 50, NT: Nonstaining, single-component, nonsag, plus 50 percent and minus 50 percent movement capability, nontraffic-use, neutral-curing silicone joint sealant; ASTM C920, Type S, Grade NS, Class 50, Use NT.

2.3 URETHANE JOINT SEALANTS

- A. Urethane, S, P, 35, T, NT: Single-component, pourable, plus 35 percent and minus 35 percent movement capability, traffic- and nontraffic-use, urethane joint sealant; ASTM C920, Type S, Grade P, Class 35, Uses T and NT.
- B. Urethane, M, P, 50, T, NT: Multicomponent, pourable, plus 50 percent and minus 50 percent movement capability, traffic- and nontraffic-use, urethane joint sealant; ASTM C920, Type M, Grade P, Class 50, Uses T and NT.

2.4 MILDEW-RESISTANT JOINT SEALANTS

- A. Mildew-Resistant Joint Sealants: Formulated for prolonged exposure to humidity with fungicide to prevent mold and mildew growth.
- B. Silicone, Mildew Resistant, Acid Curing, S, NS, 25, NT: Mildew-resistant, single-component, nonsag, plus 25 percent and minus 25 percent movement capability, nontraffic-use, acid-curing silicone joint sealant; ASTM C920, Type S, Grade NS, Class 25, Use NT.

2.5 LATEX JOINT SEALANTS

- A. Acrylic Latex: Acrylic latex or siliconized acrylic latex, ASTM C834, Type OP, Grade NF.

2.6 JOINT-SEALANT BACKING

- A. Sealant Backing Material, General: Nonstaining; compatible with joint substrates, sealants, primers, and other joint fillers; and approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C1330, **Type C (closed-cell material with a surface skin) Type O (open-cell material) Type B (bicellular material with a surface skin) or any of the preceding types, as approved in writing by joint-sealant manufacturer for joint application indicated**, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

2.7 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
 - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
 - 2. Clean porous joint substrate surfaces by brushing, grinding, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
 - a. Concrete.
 - b. Unglazed surfaces of ceramic tile.
 - c. Metal panels.
 - 3. Remove laitance and form-release agents from concrete.
 - 4. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
 - a. Metal.
 - b. Glass.
 - c. Porcelain enamel.
 - d. Glazed surfaces of ceramic tile.
- B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.2 INSTALLATION OF JOINT SEALANTS

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

- B. Sealant Installation Standard: Comply with recommendations in ASTM C1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - 1. Do not leave gaps between ends of sealant backings.
 - 2. Do not stretch, twist, puncture, or tear sealant backings.
 - 3. Remove absorbent sealant backings that have become wet before sealant application, and replace them with dry materials.
- D. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
 - 1. Place sealants so they directly contact and fully wet joint substrates.
 - 2. Completely fill recesses in each joint configuration.
 - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 - 1. Remove excess sealant from surfaces adjacent to joints.
 - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 - 3. Provide concave joint profile in accordance with Figure 8A in ASTM C1193 unless otherwise indicated.
 - 4. Provide flush joint profile at exterior joints in horizontal traffic surfaces in accordance with Figure 8B in ASTM C1193.
- F. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.
- G. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out, remove, and repair damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

3.3 JOINT-SEALANT SCHEDULE

- A. Exterior joints in horizontal traffic surfaces:
 - 1. Joint Locations:
 - a. Isolation and contraction joints in cast-in-place concrete slabs.
 - 2. Joint Sealant: **Urethane, M, P, 50, T, NT**.
 - 3. Joint-Sealant Color: **As selected by Architect from manufacturer's full range of colors.**
- B. Exterior joints in vertical surfaces and horizontal nontraffic surfaces.

1. Joint Locations:
 - a. Joints between metal panels.
 - b. Joints between different materials listed above.
 - c. Perimeter joints between materials listed above and frames of doors, windows and louvers.
 - d. Other joints as indicated on Drawings.
 2. Joint Sealant: **Silicone, nonstaining, S, NS, 50, NT.**
 3. Joint-Sealant Color: **As selected by Owner from manufacturer's full range of colors.**
- C. Interior joints in horizontal traffic surfaces
1. Joint Locations:
 - a. Isolation joints in cast-in-place concrete slabs.
 - b. Control and expansion joints in tile flooring.
 - c. Joints between cast in place concrete slabs and floor drains.
 - d. Other joints as indicated on Drawings.
 2. Joint Sealant: **Urethane, S, P, 35, T, NT**
 3. Joint-Sealant Color: **As selected by Owner from manufacturer's full range of colors.**
- D. Interior joints in vertical surfaces and horizontal nontraffic surfaces not subject to significant movement:
1. Joint Locations:
 - a. Control joints on exposed interior surfaces of exterior walls.
 - b. Perimeter joints between interior wall surfaces and frames of **interior doors windows.**
 - c. Other joints as indicated on Drawings.
 2. Joint Sealant: **Acrylic latex**
 3. Joint-Sealant Color: **As selected by Owner from manufacturer's full range of colors.**
- E. Mildew-resistant interior joints in vertical surfaces and horizontal nontraffic surfaces:
1. Joint Locations:
 - a. Joints between plumbing fixtures and adjoining walls, floors, and counters.
 - b. Tile control and expansion joints where indicated.
 2. Joint Sealant: **Silicone, mildew resistant, acid curing, S, NS, 25, NT.**
 3. Joint-Sealant Color: **As selected by Architect from manufacturer's full range of colors**
- F. Concealed mastics:
1. Joint Locations:
 - a. Aluminum thresholds.
 - b. Sill plates.
 - c. Other joints as indicated on Drawings.
 2. Joint Sealant: **Butyl-rubber based.**
 3. Joint-Sealant Color: **As indicated by manufacturer's designations**

END OF SECTION

**SECTION 08 14 16
FLUSH WOOD DOORS**

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Five-ply flush wood veneer-faced doors for transparent finish.
2. Factory **finishing** flush wood doors.
3. Factory fitting flush wood doors to frames and factory machining for hardware.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product, including the following:

1. Door core materials and construction.
2. Door edge construction
3. Door face type and characteristics.
4. Door trim for openings.
5. Factory-machining criteria.
6. Factory-**finishing** specifications.

B. Shop Drawings: Indicate location, size, and hand of each door; elevation of each type of door; construction details not covered in Product Data; and the following:

1. Door schedule indicating door location, type, size, fire protection rating, and swing.
2. Door elevations, dimension and locations of hardware, lite and, and glazing thicknesses.
3. Details of frame for each frame type, including dimensions and profile.
4. Dimensions and locations of blocking for hardware attachment.
5. Clearances and undercuts.
6. Requirements for veneer matching.

C. Samples: For **factory-finished door**.

PART 2 - PRODUCTS

2.1 FLUSH WOOD DOORS, GENERAL

A. Quality Standard: In addition to requirements specified, comply with **ANSI/WDMA I.S. 1A**.

2.2 SOLID-CORE, FIVE-PLY FLUSH WOOD VENEER-FACED DOORS FOR TRANSPARENT FINISH

A. Interior Doors: WD

1. Performance Grade: ANSI/WDMA I.S. 1A **Heavy Duty**.
2. Performance Grade:
 - a. ANSI/WDMA I.S. 1A Heavy Duty

3. Faces: Single-ply wood veneer not less than 1/50 inch (0.508 mm) thick.
 - a. Species: **White Maple**
 - b. Cut: **Plain sliced (flat sliced)**.
 - c. Match between Veneer Leaves: **Book** match.
 - d. Assembly of Veneer Leaves on Door Faces: **Running** match.
4. Exposed Vertical Edges: **Same species as faces -Architectural Woodwork Standards edge Type A.**
5. Core for Non-Fire-Rated Doors:
 - a. ANSI A208.1, **Grade LD-1** particleboard.
 - 1) Blocking: Provide wood blocking in particleboard-core doors as **needed to eliminate through-bolting hardware**:
 - a) Screw Withdrawal, Face: **475 lb (2110 N)**.
 - b) Screw Withdrawal, Edge: **475 lb (2110 N)**.
6. Construction: Five plies, hot-pressed bonded (vertical and horizontal edging is bonded to core), with entire unit abrasive planed before veneering.

2.3 LIGHT FRAMES AND LOUVERS

- A. Wood Beads for Light Openings in Wood Doors: Provide manufacturer's standard wood beads unless otherwise indicated.
 1. Wood Species: **Same species as door faces.**
 2. Profile: **Recessed tapered beads.**

2.4 FABRICATION

- A. Factory fit doors to suit frame-opening sizes indicated.
 1. Comply with clearance requirements of referenced quality standard for fitting unless otherwise indicated.
 2. Comply with NFPA 80 requirements for fire-rated doors.
- B. Factory machine doors for hardware that is not surface applied.
 1. Locate hardware to comply with DHI-WDHS-3.
 2. Comply with final hardware schedules, door frame Shop Drawings, ANSI/BHMA-156.115-W, and hardware templates.
 3. Coordinate with hardware mortises in metal frames, to verify dimensions and alignment before factory machining.
 4. For doors scheduled to receive electrified locksets, provide factory-installed raceway and wiring to accommodate specified hardware.
- C. Openings: Factory cut and trim openings through doors.
 1. Light Openings: Trim openings with moldings of material and profile indicated.
 2. Glazing: Factory install glazing in doors indicated to be factory finished. Comply with applicable requirements in Section 088000 "Glazing."

2.5 FACTORY FINISHING

- A. Comply with referenced quality standard for factory finishing.
 - 1. Complete fabrication, including fitting doors for openings and machining for hardware that is not surface applied, before finishing.
 - 2. Finish faces, all four edges, edges of cutouts, and mortises.
 - 3. Stains and fillers may be omitted on bottom edges, edges of cutouts, and mortises.
- B. Factory finish doors where indicated in schedules or on Drawings as factory finished.
- C. Transparent Finish:
 - 1. **ANSI/WDMA I.S. 1A Grade: Custom.**
 - 2. Finish: ANSI/WDMA I.S. 1A TR-8 UV Cured Acrylated Polyester/Urethane
 - 3. Staining: **As selected by Owner from manufacturer's full range.**
 - 4. Effect: **Open-grain finish .**
 - 5. Sheen: **Satin.**

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Hardware: For installation, see **Section 087100 "Door Hardware."**
- B. Install doors to comply with manufacturer's written instructions and referenced quality standard, and as indicated.
- C. Install frames level, plumb, true, and straight.
 - 1. Shim as required with concealed shims. Install level and plumb to a tolerance of 1/8 inch in 96 inches (3.2 mm in 2400 mm).
 - 2. Anchor frames to anchors or blocking built in or directly attached to substrates.
 - a. Secure with countersunk, concealed fasteners and blind nailing.
 - b. Use fine finishing nails **or finishing screws** for exposed fastening, countersunk, and filled flush with woodwork.
 - 1) For factory-finished items, use filler matching finish of items being installed.
- D. Factory-Finished Doors: Restore finish before installation if fitting or machining is required at Project site.

3.2 ADJUSTING

- A. Operation: Rehang or replace doors that do not swing or operate freely.
- B. Finished Doors: Replace doors that are damaged or that do not comply with requirements. Doors may be repaired or refinished if Work complies with requirements and shows no evidence of repair or refinishing.

END OF SECTION

SECTION 08 41 13
ALUMINUM FRAMED ENTRANCES AND STOREFRONTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Aluminum-framed storefront systems.
 - 2. Aluminum-framed entrance door systems.

1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at **Project site**

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For aluminum-framed entrances and storefronts. Include plans, elevations, sections, full-size details, and attachments to other work.
 - 1. Show connection to and continuity with adjacent thermal, weather, air, and vapor barriers.
 - 2. Include point-to-point wiring diagrams.
- C. Samples: For each type of exposed finish required.
- D. Entrance Door Hardware Schedule: Prepared by or under supervision of supplier, detailing fabrication and assembly of entrance door hardware, as well as procedures and diagrams.
- E. Delegated Design Submittal: For aluminum-framed entrances and storefronts, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

1.4 INFORMATIONAL SUBMITTALS

- A. Energy Performance Certificates: NFRC-certified energy performance values from manufacturer.
- B. Product test reports.
- C. Source quality-control reports.
- D. Field quality-control reports.
- E. Sample warranties.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and maintenance data.

1.6 QUALITY ASSURANCE

A. Qualifications:

1. Installers: An entity that employs installers and supervisors who are trained and approved by manufacturer and that employs a qualified glazing contractor for this Project who is certified under the North American Contractor Certification Program (NACC) for Architectural Glass & Metal (AG&M) contractors.
2. Delegated Design Engineer: A professional engineer who is legally qualified to practice in **WI** < where Project is located and who is experienced in providing engineering services of the type indicated.
3. Testing Agency: Qualified in accordance with ASTM E699 for testing indicated and acceptable to Owner .

B. Product Options: Information on Drawings and in Specifications establishes requirements for aesthetic effects and performance characteristics of assemblies. Aesthetic effects are indicated by dimensions, arrangements, alignment, and profiles of components and assemblies as they relate to sightlines, to one another, and to adjoining construction.

1. Do not change intended aesthetic effects, as judged solely by Owner except with Owner's approval. If changes are proposed, submit comprehensive explanatory data to Owner for review.

1.7 WARRANTY

A. Special Warranty: **Installer** agrees to repair or replace components of aluminum-framed entrances and storefronts that do not comply with requirements or that fail in materials or workmanship within specified warranty period.

1. Warranty Period: **Two** years from date of Substantial Completion.

B. Special Finish Warranty, Factory-Applied Finishes: Standard form in which manufacturer agrees to repair finishes or replace aluminum that shows evidence of deterioration of baked-enamel, powder-coat, or organic finishes within specified warranty period.

1. Warranty Period: **10**years from date of Substantial Completion.

C. Special Finish Warranty, Anodized Finishes: Standard form in which manufacturer agrees to repair finishes or replace aluminum that shows evidence of deterioration of anodized finishes within specified warranty period.

1. Warranty Period: **10** years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. General Performance: Comply with performance requirements specified, as determined by testing of aluminum-framed entrances and storefronts representing those indicated for this Project without failure due to defective manufacture, fabrication, installation, or other defects in construction.

1. Aluminum-framed entrances and storefronts shall withstand movements of supporting structure, including, but not limited to, twist, column shortening, long-term creep, and deflection from uniformly distributed and concentrated live loads.
 2. Failure also includes the following:
 - a. Thermal stresses transferring to building structure.
 - b. Glass breakage.
 - c. Noise or vibration created by wind and thermal and structural movements.
 - d. Loosening or weakening of fasteners, attachments, and other components.
 - e. Failure of operating units.
- B. Structural Loads:
1. Wind Loads: As required by the International Building Code for this site.
- C. Deflection of Framing Members Supporting Glass: At design wind load, as follows:
1. Deflection Normal to Wall Plane: Limited to **1/175 of clear span for spans of up to 13 feet 6 inches (4.1 m) and to 1/240 of clear span plus 1/4 inch (6.35 mm) for spans greater than 13 feet 6 inches (4.1 m)** .
 2. Deflection Parallel to Glazing Plane: Limited to **amount not exceeding that which reduces glazing bite to less than 75 percent of design dimension and that which reduces edge clearance between framing members and glazing or other fixed components to less than 1/8 inch (3.2 mm)** .
 - a. Operable Units: Provide a minimum 1/16-inch (1.6-mm) clearance between framing members and operable units.
- D. Structural: Test in accordance with ASTM E330/E330M as follows:
1. When tested at positive and negative wind-load design pressures, storefront assemblies, including entrance doors, do not evidence deflection exceeding specified limits.
 2. When tested at **150** percent of positive and negative wind-load design pressures, storefront assemblies, including entrance doors and anchorage, do not evidence material failures, structural distress, or permanent deformation of main framing members exceeding **0.2** percent of span.
 3. Test Durations: As required by design wind velocity, but not less than **10** seconds.
- E. Water Penetration under Static Pressure: Test in accordance with ASTM E331 as follows:
1. No evidence of water penetration through fixed glazing and framing areas, including entrance doors, when tested in accordance with a minimum static-air-pressure differential of 20 percent of positive wind-load design pressure, but not less than **10 lbf/sq. ft. (480 Pa)**
- F. Energy Performance: Certified and labeled by manufacturer for energy performance as follows:
1. Thermal Transmittance (U-factor):
 - a. Fixed Glazing and Framing Areas: U-factor for the system of not more than **0.36 Btu/sq. ft. x h x deg F** as determined in accordance with NFRC 100.
 - b. Entrance Doors: U-factor of not more than **0.68 Btu/sq. ft. x h x deg F (3.86 W/sq. m x K)** as determined in accordance with NFRC 100.
 2. Solar Heat-Gain Coefficient (SHGC):
 - a. Fixed Glazing and Framing Areas: SHGC for the system of not more than **0.40** as determined in accordance with NFRC 200.

- b. Entrance Doors: SHGC of not more than **0.40** as determined in accordance with NFRC 200.
- 3. Air Leakage:
 - a. Fixed Glazing and Framing Areas: Air leakage for the system of not more than **0.06 cfm/sq. ft. (0.30 L/s per sq. m)** at a static-air-pressure differential of **1.57 lbf/sq. ft. (75 Pa)** when tested in accordance with ASTM E283.
 - b. Entrance Doors: Air leakage of not more than **1.0 cfm/sq. ft. (5.08 L/s per sq. m)** at a static-air-pressure differential of 1.57 lbf/sq. ft. (75 Pa).
- 4. Condensation Resistance Factor (CRF):
 - a. Fixed Glazing and Framing Areas: CRF for the system of not less than **35** as determined in accordance with AAMA 1503.
 - b. Entrance Doors: CRF of not less than **57** as determined in accordance with AAMA 1503.
- G. Thermal Movements: Allow for thermal movements resulting from ambient and surface temperature changes.
 - 1. Temperature Change: 120 deg F (67 deg C), ambient; 180 deg F (100 deg C), material surfaces.

2.2 STOREFRONT SYSTEMS

- 1. Manko
- 2. Kawneer
- 3. EFCO
- B. 2450xpt storefront system for exterior storefront and Manko 2450 CG for interior storefront system and reception storefront. Framing Members: Manufacturer's extruded- or formed-aluminum framing members of thickness required and reinforced as required to support imposed loads.
 - 1. Exterior Framing Construction: **Thermally broken.**
 - 2. Interior Vestibule and Reception Framing Construction: **Nonthermal.**
 - 3. Glazing System: Retained mechanically with gaskets on four sides.
 - 4. Finish: **High-performance organic finish matching existing color at vestibule**
 - 5. Fabrication Method: Field-fabricated stick system.
 - 6. Aluminum: Alloy and temper recommended by manufacturer for type of use and finish indicated.
 - 7. Steel Reinforcement: As required by manufacturer.
- C. Backer Plates: Manufacturer's standard, continuous backer plates for framing members, if not integral, where framing abuts adjacent construction.
- D. Brackets and Reinforcements: Manufacturer's standard high-strength aluminum with nonstaining, nonferrous shims for aligning system components.

2.3 ENTRANCE DOOR SYSTEMS

- 1. Manko
- 2. Kawneer
- 3. EFCO
- B. Entrance Doors: Manufacturer's standard glazed entrance doors for manual-swing or automatic operation.
 - 1. Door Construction: **2 1/2-inch overall thickness, with minimum 0.1875-inch-** thick, extruded-aluminum tubular rail and stile members. Mechanically fasten corners with reinforcing brackets that are deeply penetrated, and fillet welded or that incorporate concealed tie rods.

- a. Thermal Construction: **High-performance plastic connectors separate aluminum members exposed to the exterior from members exposed to the interior.**
2. Door Design: Wide stile; **5-inch (127-mm)** nominal width and 10" bottom rail.
 - a. Glazing Stops and Gaskets: **Square**, snap-on, extruded-aluminum stops and preformed gaskets. Provide nonremovable glazing stops on outside of door.

2.4 ENTRANCE DOOR HARDWARE

- A. Entrance Door Hardware: Hardware not specified in this Section is specified in **Section 087100 "Door Hardware."**
- B. General: Provide entrance door hardware and **entrance door hardware sets indicated in 087100** for each entrance door, to comply with requirements in this Section.
 1. Sequence of Operation: Provide electrified door hardware function, sequence of operation, and interface with other building control systems indicated.
 2. Opening-Force Requirements:
 - a. Egress Doors: Not more than 15 lbf (67 N) to release the latch and not more than 30 lbf (133 N) to set the door in motion **and not more than 15 lbf (67 N) to open the door to its minimum required width**].
 - b. Accessible Interior Doors: Not more than 5 lbf (22.2 N) to fully open door.
- C. Strikes: Provide strike with black-plastic dust box for each latch or lock bolt; fabricated for aluminum framing.
- D. Operating Trim: BHMA A156.6.
 1. Classic 1" round bent bar, push bar and pull handle

2.5 GLAZING

- A. Glazing: Comply with Section 088000 "Glazing."
- B. Glazing Gaskets: Manufacturer's standard sealed-corner pressure-glazing system of black, resilient elastomeric glazing gaskets, setting blocks, and shims or spacers.
- C. Glazing Sealants: As recommended by manufacturer.

2.6 MATERIALS

- A. Sheet and Plate: ASTM B209 (ASTM B209M).
- B. Extruded Bars, Rods, Profiles, and Tubes: ASTM B221 (ASTM B221M).
- C. Structural Profiles: ASTM B308/B308M.

2.7 FABRICATION

- A. Form or extrude aluminum shapes before finishing.

- B. Weld in concealed locations to greatest extent possible to minimize distortion or discoloration of finish. Remove weld spatter and welding oxides from exposed surfaces by descaling or grinding.
- C. Fabricate components that, when assembled, have the following characteristics:
 - 1. Profiles that are sharp, straight, and free of defects or deformations.
 - 2. Accurately fitted joints with ends coped or mitered.
 - 3. Physical and thermal isolation of glazing from framing members.
 - 4. Accommodations for thermal and mechanical movements of glazing and framing to maintain required glazing edge clearances.
 - 5. Provisions for field replacement of glazing from **interior**
 - 6. Fasteners, anchors, and connection devices that are concealed from view to greatest extent possible.
- D. Mechanically Glazed Framing Members: Fabricate for flush glazing without projecting stops.
- E. Entrance Door Frames: Reinforce as required to support loads imposed by door operation and for installing entrance door hardware.
- F. Entrance Doors: Reinforce doors as required for installing entrance door hardware.
- G. Entrance Door Hardware Installation: Factory install entrance door hardware to the greatest extent possible. Cut, drill, and tap for factory-installed entrance door hardware before applying finishes.
- H. After fabrication, clearly mark components to identify their locations in Project in accordance with Shop Drawings.

2.8 ALUMINUM FINISHES

- A. Clear Anodic Finish: AAMA 611, **AA-M12C22A41, Class I, 0.018 mm** or thicker.
- B. High-Performance Organic Finish, Two-Coat PVDF: Fluoropolymer finish complying with **AAMA 2605** and containing not less than **70** percent PVDF resin by weight in color coat.
 - 1. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions .
 - 2. Color and Gloss: **Forest Green, match existing, sample to be verified by Owner.**

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Comply with manufacturer's written instructions.
- B. Do not install damaged components.
- C. Fit joints to produce hairline joints free of burrs and distortion.
- D. Rigidly secure nonmovement joints.
- E. Install anchors with separators and isolators to prevent metal corrosion and electrolytic deterioration and to prevent impeding movement of moving joints.
- F. Seal perimeter and other joints watertight unless otherwise indicated.

- G. Metal Protection:
 - 1. Where aluminum is in contact with dissimilar metals, protect against galvanic action by painting contact surfaces with materials recommended by manufacturer for this purpose or by installing nonconductive spacers.
 - 2. Where aluminum is in contact with concrete or masonry, protect against corrosion by painting contact surfaces with bituminous paint.
- H. Set continuous sill members and flashing in full sealant bed, as specified in Section 079200 "Joint Sealants," to produce weathertight installation.
- I. Install joint filler behind sealant as recommended by sealant manufacturer.
- J. Install components plumb and true in alignment with established lines and grades.

3.2 INSTALLATION OF GLAZING

- A. Install glazing as specified in Section 088000 "Glazing."

3.3 INSTALLATION OF ALUMINUM-FRAMED ENTRANCE DOORS

- A. Install entrance doors to produce smooth operation and tight fit at contact points.
 - 1. Exterior Doors: Install to produce weathertight enclosure and tight fit at weather stripping.
 - 2. Field-Installed Entrance Door Hardware: Install surface-mounted entrance door hardware in accordance with entrance door hardware manufacturers' written instructions using concealed fasteners to greatest extent possible.

3.4 FIELD QUALITY CONTROL

- A. Testing Agency: **Engage** a qualified testing agency to perform tests and inspections.
- B. Tests and Inspections: Perform the following test on **representative areas of aluminum-framed entrances and storefronts**
 - 1. Air Leakage: ASTM E783 at 1.5 times the rate specified for laboratory testing in "Performance Requirements" Article but not more than 0.09 cfm/sq. ft. (0.45 L/s per sq. m) at a static-air-pressure differential of 1.57 lbf/sq. ft. (75 Pa).
 - a. Perform a minimum of **two** tests in areas as directed by Owner.
- C. Aluminum-framed entrances and storefronts will be considered defective if they do not pass tests and inspections.
- D. Prepare test and inspection reports.

3.5 ENTRANCE DOOR HARDWARE SETS

- A. See Section 08 71 00

END OF SECTION

**SECTION 08 71 00
DOOR HARDWARE**

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Mechanical door hardware for the following:
 - a. Swinging doors.
2. Cylinders for door hardware specified in other Sections.
3. Electrified door hardware.

1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at **Project site**.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each exposed product in each finish specified.
- C. Door hardware schedule.
- D. Keying schedule.

1.4 INFORMATIONAL SUBMITTALS

- A. Sample warranty.

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance data.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: Supplier of products and an employer of workers trained and approved by product manufacturers and of an Architectural Hardware Consultant who is available during the course of the Work to consult Contractor and Owner about door hardware and keying.

1. Scheduling Responsibility: Preparation of door hardware and keying schedule.

- B. Architectural Hardware Consultant Qualifications: A person who is experienced in providing consulting services for door hardware installations that are comparable in material, design, and extent to that

indicated for this Project and who is currently certified by DHI as an **Architectural Hardware Consultant (AHC)** or **Architectural Openings Consultant (AOC)**.

1.7 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace components of door hardware that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: **Three** years from date of Substantial Completion unless otherwise indicated below:
 - a. Manual Closers: **10** years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Means of Egress Doors: Latches do not require more than 15 lbf (67 N) to release the latch. Locks do not require use of a key, tool, or special knowledge for operation.
- B. Accessibility Requirements: For door hardware on doors in an accessible route, comply with [**the USDOJ's "2010 ADA Standards for Accessible Design and ICC A117.1**

2.2 HINGES

- A. Hinges: BHMA A156.1. **Provide template-produced hinges for hinges installed on hollow-metal doors and hollow-metal frames, anti-friction bearing, button tips and non-rising removable pins.**

2.3 CONTINUOUS HINGES

- A. Continuous Hinges: BHMA A156.26; minimum 0.120-inch- (3.0-mm-) thick, hinge leaves with minimum overall width of 4 inches (102 mm); fabricated to full height of door and frame and to template screw locations; with components finished after milling and drilling are complete.
- B. Continuous, Gear-Type Hinges: Extruded-aluminum, pinless, geared hinge leaves joined by a continuous extruded-aluminum channel cap; with concealed, self-lubricating thrust bearings.
 - 1. Provide Electric Power Transfer at Doors with Exit Devices

2.4 MECHANICAL LOCKS AND LATCHES

- A. Lock Functions: As indicated in door hardware schedule
- B. Lock Throw: Comply with testing requirements for length of bolts required for labeled fire doors, and as follows:
 - 1. Bored Locks: Minimum 1/2-inch (13-mm) latchbolt throw.
- C. Lock Backset: 2-3/4 inches (70 mm) unless otherwise indicated.
- D. Lock Trim:

1. Levers: **Cast**.
 - a. Schlage Tubular Lever.
 2. Escutcheons (Roses): **Cast**.
 3. Dummy Trim: Match lever lock trim and escutcheons.
- E. Strikes: Provide manufacturer's standard strike for each lock bolt or latchbolt complying with requirements indicated for applicable lock or latch and with strike box and curved lip extended to protect frame; finished to match lock or latch.
- F. Bored Locks: BHMA A156.2; **Grade 1**; Series 4000.
1. Basis of Design Schlage ND
 2. Schlage L Series
- 2.5 EXIT DEVICES AND AUXILIARY ITEMS
- A. Exit Devices and Auxiliary Items: BHMA A156.3. Grade 1.
1. Basis of Design Von Duprin 98 Series
 - a. Concealed vertical rod
 - b. Electric Locking and Unlocking
 - c. Power Transfer
 - d. Request to Exit
 - e. Exterior Lever Trim
- 2.6 LOCK CYLINDERS
- A. Lock Cylinders: Tumbler type, constructed from brass or bronze, stainless steel, or nickel silver.
1. Schlage Primus, 6 pin
- B. Construction Cores: Provide construction cores that are replaceable by permanent cores. Provide 10 construction master keys.
- 2.7 KEYING
1. Keying System: Factory registered, complying with guidelines in BHMA A156.28, appendix. Provide one extra key blank for each lock:
 - a. Master key or grand master key locks to Owner's existing system.
 - b. Re-key Owner's existing master key system into new keying system.
 2. Keyed Alike: Key all cylinders to same change key.
- B. Keys: **Brass**.
1. Stamping: Permanently inscribe each key with a visual key control number and include the following notation:
 - a. Notation: **Information to be furnished by Owner**.
- C. Operating Trim: BHMA A156.6; See Section 084113

2.8 SURFACE CLOSERS

- A. Surface Closers: BHMA A156.4; rack-and-pinion hydraulic type with adjustable sweep and latch speeds controlled by key-operated valves and forged-steel main arm. Comply with manufacturer's written instructions for size of door closers depending on size of door, exposure to weather, and anticipated frequency of use. Provide factory-sized closers, adjustable to meet field conditions and requirements for opening force.

2.9 MECHANICAL STOPS AND HOLDERS

- A. Wall- and Floor-Mounted Stops: BHMA A156.16.
 - 1. Basis of Design Ives WS401/ 402 CVX convex wall bumper

2.10 DOOR GASKETING

- A. Door Gasketing: BHMA A156.22; with resilient or flexible seal strips that are easily replaceable and readily available from stocks maintained by manufacturer and compatible with aluminum frames
- B. Door Sweep: BHMA A156.22; with aluminum retainer and nylon brush insert that is easily replaceable and readily available from stocks maintained by manufacturer.
- C. Maximum Air Leakage: When tested in accordance with ASTM E283 with tested pressure differential of 0.3-inch wg (75 Pa), as follows:
 - 1. Gasketing on Single Doors: 0.3 cfm/sq. ft. (3 cu. m per minute/sq. m) of door opening.
 - 2. Gasketing on Double Doors: 0.50 cfm per ft. (0.000774 cu.) m/s per m) of door opening.

2.11 THRESHOLDS

- A. Thresholds: BHMA A156.21; fabricated to full width of opening indicated, and thermally broken.

2.12 FINISHES

- A. Provide door hardware of same finish, unless otherwise indicated
- B. Primary Finish: 626; Satin Chrome finishes complying with BHMA A156.18.
- C. Exceptions:
 - 1. Where base material metal is specified to be different, provide finish that is an equivalent appearance in accordance with BHMA A156.18
- 2. Door Closer Covers and Arms: Colors as selected by Owner from manufacturer's standard colors unless otherwise indicated.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Mounting Heights: Mount door hardware units at heights **to comply with the following** unless otherwise indicated or required to comply with governing regulations.

1. Wood Doors: DHI's "Recommended Locations for Architectural Hardware for Wood Flush Doors."
- B. Install each door hardware item to comply with manufacturer's written instructions. Where cutting and fitting are required to install door hardware onto or into surfaces that are later to be painted or finished in another way, coordinate removal, storage, and reinstallation of surface protective trim units with finishing work. Do not install surface-mounted items until finishes have been completed on substrates involved.
- C. Hinges: Install types and in quantities indicated in door hardware schedule, but not fewer than the number recommended by manufacturer for application indicated or one hinge for every 30 inches (750 mm) of door height, whichever is more stringent, unless other equivalent means of support for door, such as spring hinges or pivots, are provided.
- D. Lock Cylinders: Install construction cores to secure building and areas during construction period.
 1. Replace construction cores with permanent cores as **directed by Owner**.
 2. Furnish permanent cores to Owner for installation.
- E. Boxed Power Supplies: Locate power supplies as indicated or, if not indicated, **above accessible ceilings**. Verify location with Owner.
- F. Configuration: Provide **least number of power supplies required to adequately serve doors** with electrified door hardware. Thresholds: Set thresholds for exterior doors and other doors indicated in full bed of sealant complying with requirements specified in Section 079200 "Joint Sealants."
- G. Perimeter Gasketing: Apply to head and jamb, forming seal between door and frame.
 1. Do not notch perimeter gasketing to install other surface-applied hardware.
- H. Meeting Stile Gasketing: Fasten to meeting stiles, forming seal when doors are closed.
- I. Door Sweeps: Apply to bottom of door, forming seal with threshold when door is closed.

3.2 ADJUSTING

- A. Adjust and check each operating item of door hardware and each door to ensure proper operation or function of every unit. Replace units that cannot be adjusted to operate as intended. Adjust door control devices to compensate for final operation of heating and ventilating equipment and to comply with referenced accessibility requirements.

3.3 DOOR HARDWARE SCHEDULE

- A. Hardware Set No. HS-1: See section 08 41 13:
 1. Continuous hinges
 2. Exit Device
 3. Lock Cylinder
 4. Surface Closer
 5. Door Gasketing
 6. Door Sweep
 7. Threshold
- B. Hardware Set No. HS-2: See section 08 41 13:
 1. Continuous hinges
 2. Exit Device, with Electric Latch Retraction
 3. Power Transfer
 4. Lock Cylinder

5. Surface Closer
6. Door Gasketing
7. Door Sweep
8. Threshold

C. Hardware Set No. HS-3: See Section 08 41 13:

1. Continuous Hinges
2. Operating Trim
3. Surface Closer
4. Door Gasketing
5. Door Sweep

D. Hardware Set No. HS-4: Office:

1. Hinges
2. Bored office lock (F81)
3. Wall Stop

E. Hardware Set No. HS-5: Office:

1. Hinges
2. Bored office lock (F81)
3. Surface Closer with Hold Open

F. Hardware Set No. HS-6

1. Bored office lock (F86)
2. Electric Strike including power supply. Confirm voltage requirements with existing system

END OF SECTION

**SECTION 08 80 00
GLAZING**

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Laminated glass.
2. Insulating glass.
3. Glazing sealants.
4. Glazing tapes.
5. Miscellaneous glazing materials.

1.2 COORDINATION

- A. Coordinate glazing channel dimensions to provide necessary bite on glass, minimum edge and face clearances, and adequate sealant thicknesses, with reasonable tolerances to achieve proper safety margins for glazing retention under each design load case, load case combination, and service condition.

1.3 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at **Project site**.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Glass Samples: For each type of glass product other than clear monolithic vision glass; 12 inches (300 mm) square.

1.5 INFORMATIONAL SUBMITTALS

- A. Product Certificates: For glass.
- B. Product test reports.
- C. Sample warranties.

1.6 QUALITY ASSURANCE

- A. Testing Laboratory: Independent testing laboratory with the test facilities, experience, and capability to demonstrate the proposed sheet material assembly's compliance with the requirements of this Section to the satisfaction of the Director.

- B. Certification: Affidavit by the sheet material manufacturer, certifying that chemically strengthened glass was cut to final size before treatment.
- C. Manufacturer's Qualifications: The manufacturer shall have been actively marketing security glazing materials in the United States for a minimum of 3 years.
 - 1. The manufacturer shall have the technical expertise and qualified technical representatives to resolve questions or problems that may arise both during and after the Work is completed.
- D. Installer's Qualifications: The persons installing the security glazing and their Supervisor shall be personally experienced in security glazing systems and shall have been regularly employed by a Company installing security glazing systems for a minimum of 5 years.
- E. Product Identification Labels: Identify each piece of forced entry resistant sheet material with a one-inch-high x 3 inches long self-adhesive transparent label, indicating the manufacturer and product name. Place the stencil on the glass, if applicable, readable from the secure side. Locate label in the upper right corner 2 inches from the top and side of the frame.
- D. Laminated Glass Imperfections: Imperfections such as bubbles, blow-in, fuse, hair, lint, inside dirt (dirt spot), delamination, discoloration, short interlayer, unlaminated area chip, interlayer scuff, streak, scratches, will be cause for rejection of product. Comply with ASTM C-1349 for Glass Clad Polycarbonates
- E. Laminate Glass Distortion: All laminated glass shall be absent from any distortion within the field of the glass sheet as seen from 15 feet away at a 90 degree angle. The field of the glass does not include the out 2" perimeter of the glass sheet on all four (4) sides. Distortion may include but are not limited to roller or break marks.

1.7 WARRANTY

- A. Manufacturer's Special Warranty for Coated-Glass Products: Manufacturer agrees to replace coated-glass units that deteriorate within specified warranty period. Deterioration of coated glass is defined as defects developed from normal use that are not attributed to glass breakage or to maintaining and cleaning coated glass contrary to manufacturer's written instructions. Defects include peeling, cracking, and other indications of deterioration in coating.
 - 1. Warranty Period: **10** years from date of Substantial Completion.
- B. Manufacturer's Special Warranty for Laminated Glass: Manufacturer agrees to replace laminated-glass units that deteriorate within specified warranty period. Deterioration of laminated glass is defined as defects developed from normal use that are not attributed to glass breakage or to maintaining and cleaning laminated glass contrary to manufacturer's written instructions. Defects include edge separation, delamination materially obstructing vision through glass, and blemishes exceeding those allowed by referenced laminated-glass standard.
 - 1. Warranty Period: **10** years from date of Substantial Completion.
- C. Manufacturer's Special Warranty for Insulating Glass: Manufacturer agrees to replace insulating-glass units that deteriorate within specified warranty period. Deterioration of insulating glass is defined as failure of hermetic seal under normal use that is not attributed to glass breakage or to maintaining and

cleaning insulating glass contrary to manufacturer's written instructions. Evidence of failure is obstruction of vision by dust, moisture, or film on interior surfaces of glass.

1. Warranty Period: **10** years from date of Substantial Completion.

PART 2 – PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Structural Performance: Glazing shall withstand the following design loads within limits and under conditions indicated determined in accordance with the IBC and ASTM E1300:
 1. Design Wind Pressures: 20 PSF.
- B. Safety Glazing: Where safety glazing is indicated, provide glazing that complies with 16 CFR 1201, Category II.
- C. Thermal and Optical Performance Properties: Provide glass with performance properties specified, as indicated in manufacturer's published test data, based on procedures indicated below:
 1. U-Factors: Center-of-glazing values, in accordance with NFRC 100 and based on most current non-beta version of LBL's WINDOW computer program, expressed as Btu/sq. ft. x h x deg F (W/sq. m x K).
 2. SHGC and Visible Transmittance: Center-of-glazing values, in accordance with NFRC 200 and based on most current non-beta version of LBL's WINDOW computer program.

2.2 GLASS PRODUCTS, GENERAL

- A. Glazing Publications: Comply with published recommendations of glass product manufacturers and organizations below unless more stringent requirements are indicated. See these publications for glazing terms not otherwise defined in this Section or in referenced standards.
 1. NGA Publications: "**Laminated Glazing Reference Manual**" and "Glazing Manual." IGMA Publication for Insulating Glass: SIGMA TM-3000, "North American Glazing Guidelines for Sealed Insulating Glass Units for Commercial and Residential Use."
- B. Safety Glazing Labeling: Where safety glazing is indicated, permanently mark glazing with certification label of **the SGCC or another certification agency acceptable to authorities having jurisdiction** . Label shall indicate manufacturer's name, type of glass, thickness, and safety glazing standard with which glass complies.
- C. Insulating-Glass Certification Program: Permanently marked either on spacers or on at least one component lite of units with appropriate certification label of the IGCC.
- D. Thickness: Where glass thickness is indicated, it is a minimum. **Provide glass that complies with performance requirements and is not less than thickness indicated.**
- E. Strength: Where annealed float glass is indicated, provide annealed float glass, heat-strengthened float glass, or fully tempered float glass **as needed to comply with "Performance Requirements" Article**. Where heat-strengthened float glass is indicated, provide heat-strengthened float glass or fully tempered

float glass as needed to comply with "Performance Requirements" Article. Where fully tempered float glass is indicated, provide fully tempered float glass.

2.3 GLASS PRODUCTS

- A. Fully Tempered Float Glass: ASTM C1048, Kind FT (fully tempered), Condition A (uncoated) unless otherwise indicated, Type I, Class 1 (clear), Quality-Q3.
- B. **Chemically** Strengthened Float Glass: ASTM C 1036, Type I (transparent glass, flat), Class 1 (clear), quality Q3 (glazing select), chemically tempered. Modulus of Rupture 30,000 psi. Cut chemically strengthened glass to final size and seam edges before treatment.
- C. Interlayer For Laminating Glass To Glass: Polyurethane, as recommended by the sheet manufacturer, specifically designed for lamination, with demonstrated long-term ability to maintain physical and visual properties under installed conditions.
- D. Reflective- and Low-E-Coated Vision Glass: ASTM C1376.

2.4 LAMINATED GLASS:

ASTM C1172. Use materials that have a proven record of no tendency to bubble, discolor, or lose physical and mechanical properties after fabrication and installation.

- 1. Basis of Design: Manko EntryGuard EG8 IGU with 1/8" glass lites
- 2. Construction: Laminate glass with **polyvinyl butyral interlayer, ionoplast interlayer or cast-in-place and cured-transparent-resin interlayer** to comply with interlayer manufacturer's written instructions.
- 3. Interlayer Thickness: Provide thickness not less than that indicated and as needed to comply with requirements.
- 4. Interlayer Color: Clear unless otherwise indicated.

2.4 INSULATING GLASS

- A. Insulating-Glass Units: Factory-assembled units consisting of sealed lites of glass separated by a dehydrated interspace, qualified in accordance with ASTM E2190.
 - 1. Sealing System: Dual seal, with **manufacturer's standard** primary and secondary sealants.
 - 2. Perimeter Spacer: **Manufacturer's standard spacer warm-edge spacer material and construction.**
 - a. Basis of Design: Manko EntryGuard EG8 IGU with 1/8" glass lites

2.5 GLAZING SEALANTS

- A. General:
 - 1. Compatibility: Compatible with one another and with other materials they contact, including glass products, seals of insulating-glass units, and glazing channel substrates, under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
 - 2. Suitability: Comply with sealant and glass manufacturers' written instructions for selecting glazing sealants suitable for applications indicated and for conditions existing at time of installation.

3. Colors of Exposed Glazing Sealants: **As selected by Owner from manufacturer's full range of industry colors**

- B. Neutral-Curing Silicone Glazing Sealant, Class 25: Complying with ASTM C920, Type S, Grade NS, Use NT.

2.6 GLAZING TAPES

- A. Back-Bedding Mastic Glazing Tapes: Preformed, butyl-based, 100 percent solids elastomeric tape; non-staining and nonmigrating in contact with nonporous surfaces; with or without spacer rod as recommended in writing by tape and glass manufacturers for application indicated; and complying with ASTM C1281 and AAMA 800 for products indicated below:

1. AAMA 807.3 tape, for glazing applications in which tape is not subject to continuous pressure.

- B. Expanded Cellular Glazing Tapes: Closed-cell, PVC foam tapes; factory coated with adhesive on both surfaces; and complying with AAMA 800 for the following types:

1. AAMA 810.1, Type 1, for glazing applications in which tape acts as primary sealant.
2. AAMA 810.1, Type 2, for glazing applications in which tape is used in combination with a full bead of liquid sealant.

2.7 MISCELLANEOUS GLAZING MATERIALS

- A. Cleaners, Primers, and Sealers: Types recommended by sealant or gasket manufacturer.

- B. Setting Blocks:

1. Type recommended in writing by sealant or glass manufacturer.

- C. Spacers:

1. Type recommended in writing by sealant or glass manufacturer.

- D. Edge Blocks:

1. Type recommended in writing by sealant or glass manufacturer.

- E. Cylindrical Glazing Sealant Backing: ASTM C1330, Type O (open-cell material), of size and density to control glazing sealant depth and otherwise produce optimum glazing sealant performance.

2.8 GLAZING ACCESSORIES

- A. Voice Speak Through Grill

1. Stainless Steel
2. 5" x 5" x 5"

PART 3 - EXECUTION

3.1 GLAZING, GENERAL

- B. Comply with combined written instructions of manufacturers of glass, sealants, gaskets, and other glazing materials, unless more stringent requirements are indicated, including those in referenced glazing publications.
- C. Protect glass edges from damage during handling and installation. Remove damaged glass from Project site and legally dispose of off Project site. Damaged glass includes glass with edge damage or other imperfections that, when installed, could weaken glass, impair performance, or impair appearance.
- D. Apply primers to joint surfaces where required for adhesion of sealants, as determined by preconstruction testing.
- E. Install setting blocks in sill rabbets, sized and located to comply with referenced glazing publications, unless otherwise required by glass manufacturer. Set blocks in thin course of compatible sealant suitable for heel bead.
- F. Do not exceed edge pressures stipulated by glass manufacturers for installing glass lites.
- G. Provide spacers for glass lites where length plus width is larger than 50 inches (1270 mm).
- H. Provide edge blocking where indicated or needed to prevent glass lites from moving sideways in glazing channel, as recommended in writing by glass manufacturer and in accordance with requirements in referenced glazing publications.
- I. Grind and chamfer exposed edges of glass smooth.

3.2 TAPE GLAZING

- A. Position tapes on fixed stops so that, when compressed by glass, their exposed edges are flush with or protrude slightly above sightline of stops.
- B. Install tapes continuously, but not necessarily in one continuous length. Do not stretch tapes to make them fit opening.
- C. Cover vertical framing joints by applying tapes to heads and sills first, then to jambs. Cover horizontal framing joints by applying tapes to jambs, then to heads and sills.
- D. Place joints in tapes at corners of opening with adjoining lengths butted together, not lapped. Seal joints in tapes with compatible sealant approved by tape manufacturer.
- E. Center glass lites in openings on setting blocks, and press firmly against tape by inserting dense compression gaskets formed and installed to lock in place against faces of removable stops. Start gasket applications at corners and work toward centers of openings.

3.3 GASKET GLAZING (DRY)

- A. Cut compression gaskets to lengths recommended by gasket manufacturer to fit openings exactly, with allowance for stretch during installation.

- B. Insert soft compression gasket between glass and frame or fixed stop so it is securely in place with joints miter cut and bonded together at corners.
- C. Installation with Drive-in Wedge Gaskets: Center glass lites in openings on setting blocks, and press firmly against soft compression gasket by inserting dense compression gaskets formed and installed to lock in place against faces of removable stops. Start gasket applications at corners and work toward centers of openings. Compress gaskets to produce a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended in writing by gasket manufacturer.
- D. Installation with Pressure-Glazing Stops: Center glass lites in openings on setting blocks, and press firmly against soft compression gasket. Install dense compression gaskets and pressure-glazing stops, applying pressure uniformly to compression gaskets. Compress gaskets to produce a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended in writing by gasket manufacturer.
- E. Install gaskets so they protrude past face of glazing stops.

3.4 CLEANING AND PROTECTION

- A. Immediately after installation, remove nonpermanent labels and clean surfaces.
- B. Protect glass from contact with contaminating substances resulting from construction operations. Examine glass surfaces adjacent to or below exterior concrete and other masonry surfaces at frequent intervals during construction, but not less than once a month, for buildup of dirt, scum, alkaline deposits, or stains.
- C. If, despite such protection, contaminating substances do contact with glass, remove substances immediately as recommended in writing by glass manufacturer. Remove and replace glass that cannot be cleaned without damage to coatings.
- D. Remove and replace glass that is damaged during construction period.

3.5 MONOLITHIC GLASS SCHEDULE

A. Clear Glass GL-1 Type GL-1: **Fully tempered** float glass.

Minimum Thickness: 1/4 inch

Safety glazing required.

3.6 INSULATING GLASS SCHEDULE

A. Low-E-Coated, Clear Insulating Laminated Glass Type GL-2:

Basis-of-Design Product: Manko Entry Guard Security Glazing EG8 IGU .

Overall Unit Thickness: 1-3/16 inch

Minimum Thickness of Indoor Lite: 1/4".

Indoor Lite: Clear, fully tempered with low E-coating on #3 surface.

Interspace Content: Argon.

Outdoor Lite: Clear laminated glass with two plies of fully tempered float glass.

Minimum Thickness of Each Glass Ply: 1/8".

Interlayer Thickness: per basis of design.

Low-E Coating: Pyrolytic or sputtered on third surface.

Safety glazing required.

END OF SECTION

**SECTION 08 81 13
DECORATIVE FILM OVERLAY**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Glass with decorative film overlay.

1.2 COORDINATION

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.

1.4 INFORMATIONAL SUBMITTALS

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance data.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified installer who employs glass installers for this Project who are certified under NGA's Certified Glass Installer Program.
- B. Sealant Testing Agency Qualifications: An independent testing agency qualified in accordance with ASTM C1021 to conduct the testing indicated.

1.7 PRECONSTRUCTION TESTING

- A. Preconstruction Adhesion and Compatibility Testing: Test each **glass with decorative film overlay**, tape sealant, gasket, glazing accessory, and glass-framing member for adhesion to and compatibility with elastomeric glazing sealants.
 - 1. Testing is not required if data are submitted based on previous testing of current sealant products and glazing materials matching those submitted.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. General Performance: Installed glazing systems shall withstand normal thermal movement and impact loads (where applicable) without failure, including loss or glass breakage attributable to the following: defective manufacture, fabrication, or installation; deterioration of glazing materials; or other defects in construction.

2.2 GLASS PRODUCTS

- A. Decorative Film Overlay: Translucent, dimensionally stable, cast PVC film, **2-mil- (0.05-mm-)** minimum thickness, with pressure-sensitive, clear adhesive back for adhering to glass and releasable protective backing.
 - 1. Basis of Design, 3M Architectural Finish Films; Finish to be determined by owner provide the following samples: Fasara – RIKYU Decorative, Fasara SAFU Decorative and Crystal Frosted Decorative.

2.3 DECORATIVE GLASS FABRICATION

- A. Decorative Film Overlay: Apply squarely aligned to glass edges, uniformly smooth, and free from tears, air bubbles, wrinkles, and rough edges, **in single sheet completely overlaying** the back face of clean glass, according to manufacturer's written instructions, including surface preparation and application temperature limitations.

PART 3 - EXECUTION

3.1 CLEANING AND PROTECTION

- A. Immediately after installation, remove nonpermanent labels and clean surfaces.
- B. Protect glass from contact with contaminating substances resulting from construction operations. If, despite such protection, contaminating substances do come into contact with glass, remove substances immediately as recommended in writing by glass manufacturer.
- C. Remove and replace glass that is damaged during construction period.
- D. Decorative Film Overlays: Glass with decorative film overlay.

END OF SECTION

**SECTION 09 05 61
COMMON WORK RESULTS FOR FLOORING PREPARATION**

PART 1 - GENERAL

1.1 SCOPE

- A. Include all materials and labor, services and incidentals for the completion of the following scope of work:
1. Removal of existing floor coverings
 2. Preparation of existing concrete floor slabs for installation of floor coverings.

1.2 RELATED WORK

- A. Applicable provisions of Division 1 shall govern this section.

Division 09 68 13 – Tile Carpeting

1.3 REFERENCE STANDARDS

- A. ASTM F1869 - Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride 2016a.
- B. RFCI (RWP) - Recommended Work Practices for Removal of Resilient Floor Coverings 2011.

1.4 QUALITY ASSURANCE

- A. Moisture and alkalinity (pH) testing shall be performed by the Resinous Flooring Manufacturer employed and paid by Contractor.
- B. Submit evidence of experience consisting of at least 3 test reports of the type required, with project Owner's project contact information.
- C. Contractor's Responsibility Relating to Independent Agency Testing:
1. Provide access for and cooperate with testing agency.
 2. Confirm date of start of testing at least 10 days prior to actual start.
 3. Allow at least 4 business days on site for testing agency activities.
 4. Achieve and maintain specified ambient conditions.
 5. Notify Owner when specified ambient conditions have been achieved and when testing will start.

1.5 FIELD CONDITIONS

- A. Maintain ambient temperature in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 65 degrees F or more than 85 degrees F.
- B. Maintain relative humidity in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 40 percent and not more than 60 percent.

PART 2 PRODUCTS

- A. Materials: Rapid Setting Latex Smoothing and Leveling Compound or Self-Drying Cement-Based Finish Underlayment as applicable for conditions
- B. Compatibility: Confirm compatibility of repair materials with flooring adhesive.

PART 3 EXECUTION

3.1 CONCRETE SLAB PREPARATION

A. Perform following operations in the order indicated:

1. Preliminary cleaning.
2. Patching, smoothing, and leveling, as required.
3. Other preparation specified.
4. Adhesive bond and compatibility test.
5. Protection.

3.2 REMOVAL OF EXISTING FLOOR COVERINGS

A. Remove existing flooring and adhesives in the following sequence:

1. Remove all existing materials, including adhesives, down to raw concrete over 100% of the area for flooring replacement.
2. Saw cut quarry tile, knife cut carpet tiling to extents indicated on drawings.
3. If required, utilize hand tools to complete preparation on floor surfaces not accessible to or not suitable for preparation for shot blasting.

B. The Contractor shall pay special attention to dust control and be responsible for any cleaning needed to restore the work and adjacent areas and rooms to pre-removal conditions. See General Requirements for further requirements.

C. Comply with local, State, and federal regulations and recommendations of RFCI Recommended Work Practices for Removal of Resilient Floor Coverings, as applicable to floor covering being removed.

D. Dispose of removed materials in accordance with local, State, and federal regulations and as specified.

3.3 ADHESIVE BOND AND COMPATIBILITY TESTING

A. Comply with requirements and recommendations of floor covering manufacturer.

B. The use of transition primers in order to retain existing adhesives is prohibited.

END OF SECTION

SECTION 09 22 16
NON-STRUCTURAL METAL FRAMING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Non-load-bearing steel framing systems for interior partitions.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Sustainable Design Submittals:

1.3 INFORMATIONAL SUBMITTALS

A. Product Certificates: For each type of code-compliance certification for studs and tracks.

B. Evaluation reports for **post-installed anchors and power-actuated fasteners**.

1.4 QUALITY ASSURANCE

A. Code-Compliance Certification of Studs and Tracks: Provide documentation that framing members are certified according to the product-certification program of **the Certified Steel Stud Association, the Steel Framing Industry Association or the Steel Stud Manufacturers Association**.

PART 2 - PRODUCTS

2.1 FRAMING SYSTEMS

A. Framing Members, General: Comply with ASTM C754 for conditions indicated.

1. Steel Sheet Components: Comply with ASTM C645 requirements for steel unless otherwise indicated.
2. Protective Coating: **ASTM A653/A653M, G60 (Z180)**, hot-dip galvanized unless otherwise indicated.

B. Studs and Tracks: ASTM C645. **Use either conventional steel studs and tracks or embossed, high-strength steel studs and tracks.**

1. Minimum Base-Steel Thickness **0.0296 inch (0.752 mm)**
2. Depth: **3-5/8 inches (92 mm)**.

C. Slip-Type Head Joints: Where indicated, provide **one of** the following:

1. Clip System: Clips designed for use in head-of-wall deflection conditions that provide a positive attachment of studs to tracks while allowing **2-inch (51-mm)** minimum vertical movement.
 2. Single Long-Leg Track System: ASTM C645 top track with 2-inch- (51-mm-) deep flanges in thickness not less than indicated for studs, installed with studs friction fit into top track and with continuous bridging located within 12 inches (305 mm) of the top of studs to provide lateral bracing.
 3. Deflection Track (at all steel decks) : Steel sheet top track manufactured to prevent cracking of finishes applied to interior partition framing resulting from deflection of structure above; in thickness not less than indicated for studs and in width to accommodate depth of studs.
- D. Resilient Furring Channels: 1/2-inch- (13-mm-) deep, steel sheet members designed to reduce sound transmission.
1. Configuration: **Asymmetrical**
- E. Cold-Rolled Furring Channels: 0.053-inch (1.34-mm) uncoated-steel thickness, with minimum 1/2-inch- (13-mm-) wide flanges.
1. Depth: **3/4 inch (19 mm)**
 2. Furring Brackets: Adjustable, corrugated-edge-type steel sheet with minimum uncoated-steel thickness of 0.0329 inch (0.8 mm).
 3. Tie Wire: ASTM A641/A641M, Class 1 zinc coating, soft temper, 0.062-inch- (1.59-mm-) diameter wire, or double strand of 0.048-inch- (1.21-mm-) diameter wire.

2.2 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards.
1. Fasteners for Steel Framing: Of type, material, size, corrosion resistance, holding power, and other properties required to fasten steel members to substrates.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Installation Standard: ASTM C754.
1. Gypsum Board Assemblies: Also comply with requirements in ASTM C840 that apply to framing installation.
- B. Install framing and accessories plumb, square, and true to line, with connections securely fastened.
- C. Install supplementary framing, and blocking to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction.
- D. Install bracing at terminations in assemblies.
- E. Do not bridge building control and expansion joints with non-load-bearing steel framing members. Frame both sides of joints independently.

3.2 INSTALLING FRAMED ASSEMBLIES

- A. Install framing system components according to spacings indicated, but not greater than spacings required by referenced installation standards for assembly types.
- B. Where studs are installed directly against exterior masonry walls or dissimilar metals at exterior walls, install isolation strip between studs and exterior wall.
- C. Install studs so flanges within framing system point in same direction.
- D. Install tracks at floors and overhead supports. Extend framing full height to structural supports or substrates above suspended ceilings except where partitions are indicated to terminate at suspended ceilings. Continue framing around ducts that penetrate partitions above ceiling.
 - 1. Slip-Type Head Joints: Where framing extends to overhead structural supports, install to produce joints at tops of framing systems that prevent axial loading of finished assemblies.
 - 2. Door Openings: Screw vertical studs at jambs to jamb anchor clips on door frames; install track section (for cripple studs) at head and secure to jamb studs.
 - a. Install two studs at each jamb unless otherwise indicated.
 - b. Install cripple studs at head adjacent to each jamb stud, with a minimum 1/2-inch (13-mm) clearance from jamb stud to allow for installation of control joint in finished assembly.
 - c. Extend jamb studs through suspended ceilings and attach to underside of overhead structure.
 - 3. Other Framed Openings: Frame openings other than door openings the same as required for door openings unless otherwise indicated. Install framing below sills of openings to match framing required above door heads.
- E. Direct Furring:
 - 1. Screw to wood framing.
 - 2. Attach to concrete or masonry with stub nails, screws designed for masonry attachment, or powder-driven fasteners spaced 24 inches (610 mm) o.c.
- F. Installation Tolerance: Install each framing member so fastening surfaces vary not more than 1/8 inch (3 mm) from the plane formed by faces of adjacent framing.

END OF SECTION

**SECTION 09 29 00
GYPSUM BOARD**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Interior gypsum board.
 2. Tile backing panels.

1.2 ACTION SUBMITTALS

- A. Product Data:
1. Gypsum wallboard.
 2. Gypsum ceiling board.
 3. Mold-resistant gypsum board.
 4. Interior trim.
 5. Exterior trim.
 6. Joint treatment materials Sound-attenuation blankets.
 7. Acoustical sealant.
- B. Samples: For each texture finish indicated on same backing indicated for Work.

PART 2 - PRODUCTS

2.1 GYPSUM BOARD, GENERAL

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

2.2 INTERIOR GYPSUM BOARD

- A. Gypsum Wallboard: ASTM C1396/C1396M.
1. Thickness: 5/8 inch
 2. Long Edges: **Tapered** .
- B. Gypsum Ceiling Board: ASTM C1396/C1396M.
1. Thickness: 5/8 inch
 2. Long Edges: Tapered.
- C. Mold-Resistant Gypsum Board: ASTM C1396/C1396M. With moisture- and mold-resistant core and paper surfaces.
1. Core: **5/8 inch (15.9 mm)** Long Edges: Tapered
 2. Mold Resistance: ASTM D3273, score of 10 as rated according to ASTM D3274.

2.3 TILE BACKING PANELS

- A. Cementitious Backer Units: ANSI A118.9 and ASTM C1288 or ASTM C1325, with manufacturer's standard edges.
 - 1. Thickness: **5/8 inch (15.9 mm)**
 - 2. Mold Resistance: ASTM D3273, score of 10 as rated according to ASTM D3274.

2.4 TRIM ACCESSORIES

- A. Interior Trim: ASTM C1047.
 - 1. Material: **Galvanized or aluminum-coated steel sheet or rolled zinc**].
 - 2. Shapes:
 - a. Cornerbead.
 - b. Bullnose bead.
 - c. LC-Bead: J-shaped; exposed long flange receives joint compound.
 - d. L-Bead: L-shaped; exposed long flange receives joint compound.
 - e. U-Bead: J-shaped; exposed short flange does not receive joint compound.

2.5 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C475/C475M.
- B. Joint Tape:
 - 1. Interior Gypsum Board: Paper.
 - 2. Tile Backing Panels: As recommended by panel manufacturer.
- C. Joint Compound for Interior Gypsum Board: For each coat, use formulation that is compatible with other compounds applied on previous or for successive coats.
 - 1. Prefilling: At open joints, **rounded or beveled panel edges**, and damaged surface areas, use setting-type taping compound.
 - 2. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use **drying-type, all-purpose** compound.
 - 3. Fill Coat: For second coat, use **drying-type, all-purpose** compound.
 - 4. Finish Coat: For third coat, use **drying-type, all-purpose** compound.
- D. Joint Compound for Tile Backing Panels:
 - 1. Cementitious Backer Units: As recommended by backer unit manufacturer.

2.6 AUXILIARY MATERIALS

- A. Provide auxiliary materials that comply with referenced installation standards and manufacturer's written instructions.
- B. Steel Drill Screws: ASTM C1002 unless otherwise indicated.

1. Use screws complying with ASTM C954 for fastening panels to steel members from 0.033 to 0.112 inch (0.84 to 2.84 mm) thick.
 2. For fastening cementitious backer units, use screws of type and size recommended by panel manufacturer.
- C. Sound-Attenuation Blankets: ASTM C665, Type I (blankets without membrane facing) produced by combining thermosetting resins with mineral fibers manufactured from glass, slag wool, or rock wool.
- D. Acoustical Sealant: Manufacturer's standard nonsag, paintable, nonstaining latex acoustical sealant complying with ASTM C834.
1. Colors of Exposed Acoustical Joint Sealants: **As selected by Owner from manufacturer's full range of colors.**
- E. Thermal Insulation: As specified in Section 072100 "Thermal Insulation."
- F. Vapor Retarder: As specified in Section 072600 "Vapor Retarders."

PART 3 - EXECUTION

3.1 INSTALLATION AND FINISHING OF PANELS

- A. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.
- B. Comply with ASTM C840.
- C. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments. Provide 1/4- to 1/2-inch- (6.4- to 12.7-mm-) wide spaces at these locations and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.
- D. For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
- E. Prefill open joints, **rounded or beveled edges**, and damaged surface areas.
- F. Apply joint tape over gypsum board joints, except for trim products specifically indicated as not intended to receive tape.
- G. Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C840:
 1. Level 1: Ceiling plenum areas, concealed areas, and where indicated.
 2. Level 2: **Panels that are substrate for tile**
 3. Level 4: **At panel surfaces that will be exposed to view unless otherwise indicated**
 - a. Primer and its application to surfaces are specified in Section 099123 "Interior Painting."

3.2 Cementitious Backer Units: Finish according to manufacturer's written instructions PROTECTION

- A. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.
- B. Remove and replace panels that are wet, moisture damaged, and mold damaged.

END OF SECTION

SECTION 09 51 13
ACOUSTICAL PANEL CEILINGS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes acoustical panels and exposed suspension systems for interior ceilings.

1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at **Project site**.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each exposed product and for each color and texture specified.

1.4 INFORMATIONAL SUBMITTALS

- A. Product test reports.
- B. Research reports.
- C. Field quality-control reports.

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance data.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Surface-Burning Characteristics: Comply with ASTM E84; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
 - 1. Flame-Spread Index: Class **A** according to ASTM E1264.
 - 2. Smoke-Developed Index: **50** or less.

2.2 ACOUSTICAL PANELS **ACP**

- A. Acoustical Panel Standard: Manufacturer's standard panels according to ASTM E1264.
- B. Manufacturer:

1. Rockfon – Tropic SL #1060, 1800-323-7164, www.rockfon.com
 - C. Classification: Type IV, Form 2, Pattern E.
 - D. Color: **White**
 - E. Light Reflectance (LR): 0.90
 - F. Ceiling Attenuation Class (CAC): 35.
 - G. Noise Reduction Coefficient (NRC): .85
 - H. Edge/Joint Detail: **square**
 - I. Thickness: **5/8 inch (19 mm)**.
- Modular Size: **24 by 24 inches**

2.3 METAL SUSPENSION SYSTEM

- A. Metal Suspension-System Standard: Manufacturer's standard, direct-hung, metal suspension system and accessories according to ASTM C635/C635M.
- B. Wide-Face, Capped, Double-Web, Steel Suspension System: Main and cross runners roll formed from cold-rolled steel sheet; prepainted, electrolytically zinc coated, or hot-dip galvanized, G30 (Z90) coating designation; with prefinished 15/16-inch- (24-mm-) wide metal caps on flanges.
 1. Structural Classification: **Intermediate** duty system.
 2. End Condition of Cross Runners: **butt-edge** type.
 3. Face Design: Flat, flush.
 4. Cap Material: **Cold-rolled steel or aluminum**.
 5. Cap Finish: **Painted white**.

2.3 ACCESSORIES

- A. Attachment Devices: Size for five times the design load indicated in ASTM C635/C635M, Table 1, "Direct Hung," unless otherwise indicated.

2.4 METAL EDGE MOLDINGS AND TRIM

- A. Roll-Formed, Sheet-Metal Edge Moldings and Trim: Type and profile indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations that comply with seismic design requirements; formed from sheet metal of same material, finish, and color as that used for exposed flanges of suspension-system runners.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Measure each ceiling area and establish layout of acoustical panels to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width panels at borders unless otherwise indicated.
- B. Layout openings for penetrations centered on the penetrating items.

3.2 INSTALLATION

- A. Install acoustical panel ceilings according to ASTM C636/C636M and manufacturer's written instructions.
- B. Install edge moldings and trim of type indicated at perimeter of acoustical ceiling area and where necessary to conceal edges of acoustical panels.
 - 1. Do not use exposed fasteners, including pop rivets, on moldings and trim.

END OF SECTION

**SECTION 09 65 13
RESILIENT BASE AND ACCESSORIES**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Thermoset-rubber base.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each exposed product and for each color and texture specified.

PART 2 - PRODUCTS

2.1 THERMOSET-RUBBER BASE - RWB

- A. Manufacturers:
 - 1. Johnsonite
 - 2. Roppe
- B. Product Standard: ASTM F1861, Type TS (rubber, vulcanized thermoset), Group I (solid, homogeneous).
 - 1. Style and Location:
 - a. Style B, Cove: Provide in areas indicated on Room Finish Schedule
- C. Thickness: 0.125 inch (3.2 mm).
- D. Height: 4 inches (102 mm)
- E. Lengths: Cut lengths 48 inches (1219 mm) long or coils in manufacturer's standard length.
- F. Outside Corners: Job formed or preformed.
- G. Inside Corners: Job formed or preformed.
- H. Colors: To match existing base in each area color to be approved by Owner from manufacturer's standard solid colors

2.2 INSTALLATION MATERIALS

- A. Trowelable Leveling and Patching Compounds: Latex-modified, portland-cement-based or blended hydraulic-cement-based formulation provided or approved by resilient-product manufacturer for applications indicated.

- B. Adhesives: Water-resistant type recommended by resilient-product manufacturer for resilient products and substrate conditions indicated.
 - 1. VOC Limit: 50g/L less water

PART 3 - EXECUTION

3.1 PREPARATION

- A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
- B. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound; remove bumps and ridges to produce a uniform and smooth substrate.
- C. Do not install resilient products until materials are the same temperature as space where they are to be installed.
- D. Immediately before installation, sweep and vacuum clean substrates to be covered by resilient products.

3.2 RESILIENT BASE INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient base.
- B. Apply resilient base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
- C. Install resilient base in lengths as long as practical without gaps at seams and with tops of adjacent pieces aligned.
- D. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
- E. Do not stretch resilient base during installation.
- F. On masonry surfaces or other similar irregular substrates, fill voids along top edge of resilient base with manufacturer's recommended adhesive filler material.
- G. Preformed Corners: Install preformed corners before installing straight pieces.
- H. Job-Formed Corners:
 - 1. Outside Corners: Use straight pieces of maximum lengths possible and form with returns not less than 3 inches (76 mm) in length.
 - a. Form without producing discoloration (whitening) at bends.
 - 2. Inside Corners: Use straight pieces of maximum lengths possible and form with returns not less than 3 inches (76 mm) in length.
 - a. Miter or cope corners to minimize open joints.

3.3 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protecting resilient products.
- B. Cover resilient products subject to wear and foot traffic until Substantial Completion.

END OF SECTION

**SECTION 09 68 13
TILE CARPETING**

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Modular carpet tile.

1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at **Project site**.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.

B. Installation methods

1. Type of installation.
2. Transition details to other flooring materials.

- C. Samples: For each exposed product and for each color and texture required.

1.4 INFORMATIONAL SUBMITTALS

- A. Product test reports.

- B. Sample warranty.

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance data.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: Certified by the International Certified Floorcovering Installers Association at the **Commercial II** or **Master II** certification level.

1.7 WARRANTY

- A. Special Warranty for Carpet Tiles: Manufacturer agrees to repair or replace components of carpet tile installation that fail in materials or workmanship within specified warranty period.

PART 2 - PRODUCTS

2.1 CARPET TILE CPT

- A. Color: **To match existing carpet tile in 1st floor reception; verify in field color, style and collection of carpet tile matches existing in 1st Floor Reception.**
- B. **CPT-1 PatCraft**
 - 1. Color: Modern 00550
 - 2. Style: I0379 - Orbital
 - 3. Collection: Mid Century Mad
- C. Fiber Content: **100 percent Eco Solution 9 Nylon**
- D. Pile Characteristic Multi-level Pattern Loop.
- E. Density: **6335 oz./cu. yd. (g/cu. cm).**
- F. Pile Thickness: **.136 inches (mm)> for finished carpet tile according to ASTM D6859.**
- G. Surface Pile Weight: **18 oz./sq. yd. (g/sq. m).**
- H. Primary Backing/Backcoating: **Manufacturer's standard composite materials**
- I. Secondary Backing: **Manufacturer's standard material**
- J. Size: **24 by 24 inches (610 by 610 mm).**
- K. Trowelable Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by carpet tile manufacturer.
- L. Adhesives: Water-resistant, mildew-resistant, nonstaining, pressure-sensitive type to suit products and subfloor conditions indicated, that comply with flammability requirements for installed carpet tile, and are recommended by carpet tile manufacturer for releasable installation.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Concrete Slabs:
 - 1. Moisture Testing: Perform tests so that each test area does not exceed **1000 sq. ft. (304.8 sq. m)**, and perform no fewer than three tests in each installation area and with test areas evenly spaced in installation areas.
 - a. Anhydrous Calcium Chloride Test: ASTM F1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of **3 lb of water/1000 sq. ft. (1.36 kg of water/92.9 sq. m)** in 24 hours.
 - b. Relative Humidity Test: Using in situ probes, ASTM F2170. Proceed with installation only after substrates have a maximum **75 >** percent relative humidity level measurement.

- c. Perform additional moisture tests recommended in writing by adhesive and carpet tile manufacturers. Proceed with installation only after substrates pass testing.

3.2 PREPARATION

- A. General: Comply with the Carpet and Rug Institute's CRI 104 and with carpet tile manufacturer's written installation instructions for preparing substrates indicated to receive carpet tile.
- B. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions 1/8 inch (3 mm) wide or wider, and protrusions more than 1/32 inch (0.8 mm) unless more stringent requirements are required by manufacturer's written instructions.
- C. Concrete Substrates: Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, without using solvents. Use mechanical methods recommended in writing by adhesive and carpet tile manufacturers.
- D. Metal Substrates: Clean grease, oil, soil and rust, and prime if recommended in writing by adhesive manufacturer. Rough sand painted metal surfaces and remove loose paint. Sand aluminum surfaces, to remove metal oxides, immediately before applying adhesive.
- E. Broom and vacuum clean substrates to be covered immediately before installing carpet tile.

3.3 INSTALLATION

- A. General: Comply with the Carpet and Rug Institute's CRI 104, Section 10, "Carpet Tile," and with carpet tile manufacturer's written installation instructions.
- B. Installation Method: **As recommended in writing by carpet tile manufacturer**
- C. Maintain dye-lot integrity. Do not mix dye lots in same area.
- D. Maintain pile-direction patterns **recommended in writing by carpet tile manufacturer**.
- E. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.
- F. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- G. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on carpet tile as marked on subfloor. Use nonpermanent, nonstaining marking device.
- H. Install pattern parallel to walls and borders.
- I. Protect carpet tile against damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by carpet tile manufacturer.

END OF SECTION

**SECTION 09 91 23
INTERIOR PAINTING**

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Primers.
 2. Water-based finish coatings.
 3. Solvent-based finish coatings.
 4. Floor sealers and paints.
 5. Dry fall coatings.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each type of topcoat product.
- C. Product Schedule: Use same designations indicated on Drawings and in the Interior Painting Schedule to cross-reference paint systems specified in this Section. Include color designations.

1.3 QUALITY ASSURANCE

- A. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.

PART 2 - PRODUCTS

2.1 PAINT PRODUCTS, GENERAL

- A. Material Compatibility:
1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 2. For each coat in a paint system, products shall be recommended in writing by topcoat manufacturers for use in paint system and on substrate indicated.
- B. Colors: **As selected by Owner from manufacturer's full range**
1. Door Frames will be painted with deep tones.

2.2 PRIMERS

- A. Alkali-Resistant, Water-Based Primer: Water-based primer formulated for use on alkaline surfaces, such as plaster, vertical concrete, and masonry.

1. Hallman Lindsay – Griprete 166 Acrylic Masonry and Plaster Primer
- B. Interior, Institutional Low-Odor/VOC Primer Sealer: Water-based primer sealer with low-odor characteristics and a VOC of less than 10 grams per liter for use on new interior plaster, concrete, and gypsum wallboard surfaces that are subsequently to be painted with latex finish coats.
 1. Hallman Lindsay – Builders Legacy 227 pro Wall Primer/Sealer
- C. Water-Based Galvanized-Metal Primer: Corrosion-resistant, acrylic primer; formulated for use on cleaned/etched, exterior, galvanized metal to prepare it for subsequent water-based coatings.
 1. Hallman Lindsay – Metal Guard 330 Premium Quick Dry Alky Rust Inhibitive Primer

2.3 WATER-BASED FINISH COATS

- A. Interior, Latex, Institutional Low Odor/VOC, Eggshell: White or colored latex paint with low-odor characteristics and a VOC of less than 10 grams per liter, for use in areas, such as hospitals and other occupied buildings, where the odor and VOC levels of conventional latex products would preclude their use.
 1. Hallman Lindsay – ProKote Zero VOC Interior Professional Latex wall Paint
 2. Gloss and Sheen Level: **Gloss of 10 to 25 units at 60 degrees and sheen of 10 to 35 units at 85 degrees when tested in accordance with ASTM D523.**
- B. Interior, Latex, High-Performance Architectural Coating, Eggshell: High-performance architectural latex coating providing a significantly higher level of performance than conventional latex paints in the areas of scrub resistance, burnish resistance, and ease of stain removal.
 1. Gloss and Sheen Level: Gloss of 20 to 35 units at 60 degrees and minimum sheen of 35 units at 85 degrees when tested in accordance with ASTM D523.
 2. Hallman Lindsay – Duraguard Eggshell Alkyd Enamel

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify suitability of substrates, including surface conditions and compatibility, with existing finishes and primers.
- B. Proceed with coating application only after unsatisfactory conditions have been corrected.
 1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations applicable to substrates and paint systems indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.

- C. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.

3.3 INSTALLATION

- A. Apply paints according to manufacturer's written instructions.
- B. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
- C. Painting Fire-Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
 - 1. Paint portions of internal surfaces of metal ducts, without liner, behind air inlets and outlets that are visible from occupied spaces.

3.4 CLEANING AND PROTECTION

- A. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- B. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Owner, and leave in an undamaged condition.
- C. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.5 INTERIOR PAINTING SCHEDULE

- A. All paint colors to be verified by sample before ordering
- B. Galvanized-Metal and Steel Substrates:
 - 1. High-Performance Architectural Latex System **PT-5** (HM frames):
 - 2. Young Colt – Hallman Lindsay
 - a. Prime Coat: Water-based galvanized primer.
 - b. Intermediate Coat: Matching topcoat.
 - c. Topcoat: Interior, latex, high-performance architectural coating, Eggshell.
- C. **Gypsum Board** Substrates:
 - Institutional Low-Odor/VOC Latex System **PT-1** (general wall color 1st floor):
Chintz-Hallman Lindsay
 - a. Prime Coat: Interior, institutional low-odor/VOC primer sealer.
 - b. Intermediate Coat: Matching topcoat.
 - c. Topcoat: Interior, latex, institutional low odor/VOC, Eggshell.
 - 2. Institutional Low-Odor/VOC Latex System **PT-2** (accent wall 1st floor):
Greystoke – Hallman Lindsay

- a. Prime Coat: Interior, institutional low-odor/VOC primer sealer.
- b. Intermediate Coat: Matching topcoat.
- c. Topcoat: Interior, latex, institutional low odor/VOC, Eggshell.

3. Institutional Low-Odor/VOC Latex System **PT-3** (general wall color 2nd floor):

Hint of Vanilla -Hallman Lindsay

- a. Prime Coat: Interior, institutional low-odor/VOC primer sealer.
- b. Intermediate Coat: Matching topcoat.
- c. Topcoat: Interior, latex, institutional low odor/ VOC, Eggshell

4. High-Performance Architectural Latex System **PT-4** (vestibule walls and hollow metal frames):

Chintz – Hallman Lindsay

- a. Prime Coat: Interior, institutional low-odor/VOC primer sealer.
- b. Intermediate Coat: Matching topcoat.
- c. Topcoat: Interior, latex, high-performance architectural coating, Eggshell.

END OF SECTION

SECTION 12 24 13
ROLLER WINDOW SHADES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Section 06 10 53 Miscellaneous Rough Carpentry
- C. Section 08 41 13 Aluminum Framed Entrances and Storefronts

1.2 SUMMARY

- A. Section Includes:
 - 1. Lockable Motor-operated roller shades with **single** rollers.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
 - 1. Include construction details, material descriptions, dimensions of individual components and profiles, features, finishes, and operating instructions for roller shades.
- B. Shop Drawings: Show fabrication and installation details for roller shades, including shadeband materials, their orientation to rollers, and their seam and batten locations.
 - 1. Motor-Operated Shades: Include details of installation and diagrams for power, signal, and control wiring.
- C. Samples: For each exposed product and for each color and texture specified, 10 inches (250 mm) long.
- D. Samples for Initial Selection: For each type and color of shadeband material.
 - 1. Include Samples of accessories involving color selection.
- E. Samples for Verification: For each type of roller shade.
 - 1. Shadeband Material: Not less than **3 inches (76 mm)** square. Mark interior face of material if applicable.
 - 2. Roller Shade: Full-size operating unit, not less than 16 inches (400 mm) wide by 36 inches (900 mm) long for each type of roller shade indicated.
 - 3. Installation Accessories: Full-size unit, not less than 10 inches (250 mm) long.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Product Certificates: For each type of shadeband material.
Product Test Reports: For each type of shadeband material, for tests performed by
NFPA Flame Test: Passes NFPA 701. Materials tested shall be identical to products proposed for use.
Show complete manufacturer data (name, location, contact) and certification from manufacturer that
the fabrics sourced for this project comply with the test data provided.

CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For roller shades to include in maintenance manuals.
- B. Operation and Maintenance data.
- C. Warranty: Submit all manufacturers' warranty information.
- D. As-built, record drawings for completed work.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Roller Shades: Full-size units equal to 5 percent of quantity installed for each size, color, and shadeband material indicated, but no fewer than **two** units.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: Fabricator with not less than 5 years of design and production experience with window covering projects similar to the requirements of this project.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roller shades in factory packages, marked with manufacturer, product name, and location of installation using same designations indicated on Drawings.

1.8 FIELD CONDITIONS

- A. Environmental Limitations: Do not install roller shades until construction and finish work in spaces, including painting, is complete and dry and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
- B. Field Measurements: Where roller shades are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Allow clearances for operating hardware of operable glazed units through entire operating range. Notify Owner of installation conditions that vary from Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Source Limitations: Obtain roller shades from single source from single manufacturer.
1. Draper
 2. SWF Contract
 3. Hunter Douglas
 4. Levolor

2.2 MOTOR-OPERATED, SINGLE-ROLLER SHADES

- A. Motorized Operating System: Provide factory-assembled, shade-operator system of size and capacity and with features, characteristics, and accessories suitable for conditions indicated, complete with electric motor and factory-prewired motor controls, power disconnect switch, enclosures protecting controls and operating parts, and accessories required for reliable operation without malfunction. Include wiring from motor controls to motors. Coordinate operator wiring requirements and electrical characteristics with building electrical system.
1. Electrical Components: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
 2. Electric Motor: **Manufacturer's standard** tubular, enclosed in roller.
 - a. Electrical Characteristics: **110-V or 120-V ac.**
 - b. Maximum Total Shade Width: **As required to operate roller shades indicated; Refer to Architectural drawings.**
 - c. Maximum Shade Drop: **As required to operate roller shades indicated; Refer to Architectural Drawings**
 - d. Maximum Weight Capacity: **As required to operate roller shades indicated.**
 - e. Individual/Group Control Station: **Maintained**-contact, three-position, rocker-style, wall-switch-operated control station with open, close, and center off functions for individual and group control.
 - 1) Capacity: Up to **12** individual or groups of shades.
 - f. Timer Control: Clock timer, **24-hour, seven-day** programmable for regular events.
 - g. Color: **As selected by Owner from manufacturer's full range .**
 3. Crank-Operator Override: Crank and gearbox operate shades in event of power outage or motor failure.
 4. Limit Switches: Adjustable switches interlocked with motor controls and set to stop shades automatically at fully raised and fully lowered positions.
 - a. Capable of accepting input from building automation control system.
 - b. Override switch.
- B. Rollers: Corrosion-resistant steel or extruded-aluminum tubes of diameters and wall thicknesses required to accommodate operating mechanisms and weights and widths of shadebands indicated without deflection. Provide with permanently lubricated drive-end assemblies and idle-end assemblies designed to facilitate removal of shadebands for service.
1. Roller Drive-End Location: **Right side of interior face of shade.**
 2. Direction of Shadeband Roll: **Regular, from back (exterior face) of roller**
 3. Shadeband-to-Roller Attachment: **Manufacturer's standard method.**

- C. Mounting Hardware: Brackets or endcaps, corrosion resistant and compatible with roller assembly, operating mechanism, installation accessories, and mounting location and conditions indicated.
- D. Shadebands:
 - 1. Shadeband Material: 10% **Light-filtering fabric**
 - 2. Shadeband Bottom (Hem) Bar: Steel or extruded aluminum.
 - a. Type: **Enclosed in sealed pocket of shadeband material.**
 - b. Color and Finish: **As selected by Owner from manufacturer's full range.**
- E. Installation Accessories:
 - 1. Exposed Headbox: Rectangular, extruded-aluminum enclosure including front fascia, top and back covers, endcaps, and removable bottom closure.
 - a. Height: Manufacturer's standard in height required to enclose roller and shadeband assembly when shade is fully open, but not less than **3 inches (76 mm)**.
 - 2. Endcap Covers: To cover exposed endcaps.
 - 3. Bottom Locks to allow for securing in lowered position
- F. Closure Panel and Wall Clip: Removable aluminum panel designed for installation at bottom of site-constructed ceiling recess or pocket and for snap-in attachment to wall clip without fasteners.

2.3 SHADEBAND MATERIALS

- A. Shadeband Material Flame-Resistance Rating: Comply with **NFPA 701**. Testing by a qualified testing agency. Identify products with appropriate markings from an applicable testing agency.
- B. Light-Filtering Fabric: Woven fabric, stain and fade resistant.
 - 1. Source: **Roller shade manufacturer.**
 - 2. Type: **PVC-coated polyester**
 - 3. Weave: **Basketweave.**
 - 4. Thickness: **.028**
 - 5. Weight: **13.46 oz/yd.**
 - 6. Roll Width: Refer to Architectural drawings for inside jamb dimensions, verify in field prior to installation.
 - 7. Orientation on Shadeband: **Up the bolt.**
 - 8. Openness Factor: **10 percent.**
 - 9. Color: **As selected by Owner from manufacturer's full range.**

2.4 ROLLER SHADE FABRICATION

- A. Product Safety Standard: Fabricate roller shades to comply with WCMA A 100.1, including requirements for flexible, chain-loop devices; lead content of components; and warning labels.
- B. Unit Sizes: Fabricate units in sizes to fill window and other openings as follows, measured at 74 deg F (23 deg C):
 - 1. Between (Inside) Jamb Installation: Width equal to jamb-to-jamb dimension of opening in which shade is installed less 1/4 inch (6 mm) per side or 1/2-inch (13-mm) total, plus or minus 1/8 inch

(3.1 mm). Length equal to head-to-sill or -floor dimension of opening in which shade is installed less 1/4 inch (6 mm), plus or minus 1/8 inch (3.1 mm).

- C. Shadeband Fabrication: Fabricate shadebands without battens or seams to extent possible.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, operational clearances, **locations of connections to building electrical system**, and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 ROLLER SHADE INSTALLATION

- A. Install roller shades level, plumb, and aligned with adjacent units according to manufacturer's written instructions.
 - 1. Opaque Shadebands: Located so shadeband is not closer than **2 inches (51 mm)** to interior face of glass. Allow clearances for window operation hardware.
- B. Electrical Connections: Connect motor-operated roller shades to building electrical system.
- C. Roller Shade Locations: **As indicated on Drawings.**

3.3 ADJUSTING

- A. Adjust and balance roller shades to operate smoothly, easily, safely, and free from binding or malfunction throughout entire operational range.

3.4 CLEANING AND PROTECTION

- A. Clean roller shade surfaces, after installation, according to manufacturer's written instructions.
- B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, that ensure that roller shades are without damage or deterioration at time of Substantial Completion.
- C. Replace damaged roller shades that cannot be repaired, in a manner approved by Owner, before time of Substantial Completion.

3.5 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain motor-operated roller shades.

END OF SECTION

SECTION 12 36 23.13
PLASTIC LAMINATE CLAD COUNTERTOPS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Plastic-laminate-clad countertops.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For plastic-laminate-clad countertops.
 - 1. Apply **AWI Quality Certification** Program label to Shop Drawings.
- C. Samples: Plastic laminates in each type, color, pattern, and surface finish required.

1.3 INFORMATIONAL SUBMITTALS

- A. Product Certificates: For the following:
 - 1. Composite wood products.
 - 2. High-pressure decorative laminate.
 - 3. Adhesives.
- B. Quality Standard Compliance Certificates: **AWI Quality Certification Program**

1.4 QUALITY ASSURANCE

- A. Fabricator Qualifications: Shop that employs skilled workers who custom fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.
 - 1. Shop Certification: **AWI's Quality Certification Program accredited participant.**
- B. Installer Qualifications: **AWI's Quality Certification Program accredited participant**

1.5 FIELD CONDITIONS

- A. Environmental Limitations with Humidity Control: Do not deliver or install wood countertops until building is enclosed, wet-work is complete, and HVAC system is operating and maintaining temperature between 60 and 90 deg F (16 and 32 deg C) and relative humidity between **25 and 55** percent during the remainder of the construction period.

PART 2 - PRODUCTS

2.1 PLASTIC-LAMINATE-CLAD COUNTERTOPS

- A. Quality Standard: Unless otherwise indicated, comply with the "Architectural Woodwork Standards" for grades of plastic-laminate-clad countertops indicated for construction, finishes, installation, and other requirements.
 - 1. Provide inspections of fabrication and installation together with labels and certificates from **AWI** certification program indicating that countertops comply with requirements of grades specified.
- B. Grade: **Premium**
- C. High-Pressure Decorative Laminate: NEMA LD 3, **Grade HGS**
- D. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
 - 1. As selected by Owner from manufacturer's full range in the following categories:
 - a. Solid colors, **matte** finish.
 - b. Patterns, **matte** finish.
- E. Edge Treatment: **Lumber edge for transparent finish matching wood species and cut on cabinet surfaces, As indicated on Drawings.**
- F. Backer Sheet: Provide plastic-laminate backer sheet, NEMA LD 3, Grade BKL, on underside of countertop substrate.

2.2 WOOD MATERIALS

- A. Wood Products: Provide materials that comply with requirements of referenced quality standard unless otherwise indicated.
 - 1. Wood Moisture Content: **5 to 10** percent.
- B. Composite Wood Products: Provide materials that comply with requirements of referenced quality standard for each type of countertop and quality grade specified unless otherwise indicated.
 - 1. MDF: Medium-density fiberboard, ANSI A208.2, **Grade 130** >.
 - 2. Particleboard: ANSI A208.1, **Grade M-2** Softwood Plywood: DOC PS 1

2.3 ACCESSORIES

- A. Wire-Management Grommets: Circular, molded-plastic grommets and matching plastic caps with slot for wire passage.
 - 1. Outside Diameter: **2 inches (51 mm)**.
 - 2. Color: As selected by Owner from manufacturer's standard colors,
- B. Counter Supports: Basis of Design: A&M Concealed Flat Brackets (2.0), Color Black

2.4 MISCELLANEOUS MATERIALS

- A. Adhesive for Bonding Plastic Laminate: **As selected by fabricator to comply with requirements.**

1. Adhesive for Bonding Edges: Hot-melt adhesive **or adhesive specified above for faces.**

2.5 FABRICATION

- A. Fabricate countertops to dimensions, profiles, and details indicated. Provide front and end overhang of 1 inch (25 mm) over base cabinets. Ease edges to radius indicated for the following:
 1. Solid-Wood (Lumber) Members: 1/16 inch (1.5 mm) unless otherwise indicated.
- B. Complete fabrication, including assembly, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Grade: Install countertops to comply with same grade as item to be installed.
- B. Assemble countertops and complete fabrication at Project site to the extent that it was not completed in the shop.
 1. Provide cutouts for appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.
 2. Seal edges of cutouts by saturating with varnish.
- C. Field Jointing: Where possible, make in the same manner as shop jointing, using dowels, splines, adhesives, and fasteners recommended by manufacturer. Prepare edges to be joined in shop so Project-site processing of top and edge surfaces is not required. Locate field joints where shown on Shop Drawings.
 1. Secure field joints in countertops with concealed clamping devices located within 6 inches (150 mm) of front and back edges and at intervals not exceeding 24 inches (600 mm). Tighten in accordance with manufacturer's written instructions to exert a constant, heavy-clamping pressure at joints.
- D. Scribe and cut countertops to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.
- E. Countertop Installation: Anchor securely by screwing through corner blocks of base cabinets or other supports into underside of countertop.
 1. Install countertops level and true in line. Use concealed shims as required to maintain not more than a 1/8-inch-in-96-inches (3-mm-in-2400-mm) variation from a straight, level plane.
 2. Seal joints between countertop and backsplash, if any, and joints where countertop and backsplash abut walls with mildew-resistant silicone sealant or another permanently elastic sealing compound recommended by countertop material manufacturer.
- F. Protection: Provide Kraft paper or other suitable covering over countertop surfaces, taped to underside of countertop at a minimum of 48 inches (1220 mm) o.c. Remove protection at Substantial Completion.

END OF SECTION

**SECTION 12 48 13
ENTRANCE FLOOR MATS AND FRAMES**

PART 1- GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Resilient entrance mats.
 - 2. **Recessed** frames.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings:
 - 1. Divisions between mat sections.
 - 2. Perimeter floor moldings and frames.
- C. Samples: For each exposed product and for each color and texture specified.

1.3 CLOSEOUT SUBMITTALS

- A. Maintenance data.

PART 2 - PRODUCTS

2.1 ENTRANCE FLOOR MATS AND FRAMES, GENERAL

- A. Accessibility Standard: Comply with applicable provisions in **the DOJ's "2010 ADA Standards for Accessible Design" and ICC A117.1.**
- B. Match existing walk off mat system, replace slats, replace supports.

2.2 FRAMES

- A. Recessed Frames: Manufacturer's standard extrusion.
 - 1. Extruded Aluminum: ASTM B221 (ASTM B221M).
 - a. **Color: As selected by Owner from full range of industry colors and color densities.**

2.3 FABRICATION

- A. Floor Mats: Shop fabricate units to greatest extent possible in sizes indicated. Unless otherwise indicated, provide single unit for each mat installation; do not exceed manufacturer's recommended maximum sizes for units that are removed for maintenance and cleaning. Where joints in mats are necessary, space

symmetrically and away from normal traffic lanes. Miter corner joints in framing elements with hairline joints or provide prefabricated corner units without joints.

- B. Coat concealed surfaces of aluminum frames that contact cementitious material with manufacturer's standard protective coating.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install recessed mat frames and mats to comply with manufacturer's written instructions so that tops of mats will be flush with adjoining finished flooring. Set mats with tops at height recommended by manufacturer for most effective cleaning action; coordinate tops of mat surfaces with bottoms of doors that swing across mats to provide clearance between door and mat.

3.2 PROTECTION

- A. After completing frame installation and concrete work, provide temporary filler of plywood or fiberboard in recesses and cover frames with plywood protective flooring. Maintain protection until construction traffic has ended and Project is near Substantial Completion.

END OF SECTION