

University of South Carolina

Upstate Campus

Project Manual for USC Upstate CLC Dishwasher Exhaust System

Project Number: CP00413282

November 20, 2014

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Project Number: CP00413282

Project Name: USC Upstate CLC Dishwasher Exhaust System

Project Manager: Ben Coonrod

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SE-311 Invitation for Minor Construction Quotes

SCBO NOTES 2, 4 and 5 APPLY TO THIS INVITATION FOR QUOTES

PROJECT NAME: USC Upstate CLC Dishwasher Exhaust System

PROJECT NUMBER: CP00413282 PROJECT LOCATION: USC Upstate Campus, Spartanburg, SC

BID SECURITY REQUIRED? Yes No

PERFORMANCE BOND REQUIRED? Yes No

PAYMENT BOND REQUIRED? Yes No CONSTRUCTION COST RANGE: \$20,000-\$40,000.

DESCRIPTION OF PROJECT:
Replace existing dishwasher ductwork and fan with new aluminum duct and new fan. Make final duct connections to new dishwasher machine.

Contractors are responsible for obtaining bid documents and all updates from the USC Purchasing website <http://purchasing.sc.edu>. See Facilities/Construction Solicitations and Awards

A/E NAME: Peritus Engineers & Associates, Inc. A/E CONTACT: Jody C. Parker, P.E.

ADDRESS: 10 E. Dorchester Blvd. PHONE: 864-277-8287 Fax: 864-277-8290

CITY: Greenville STATE: SC ZIP: 29605 E-MAIL: jparker@peritusengineers.com

PLANS ON FILE AT: AGC: _____
DODGE: _____
OTHER: _____

PLANS MAY BE OBTAINED FROM: <http://purchasing.sc.edu>(See Facilities Construction Solicitations & Awards)

PLAN DEPOSIT AMOUNT: _____ IS DEPOSIT REFUNDABLE? Yes No

PRE-QUOTE CONFERENCE? Yes No MANDATORY ATTENDANCE? Yes No

DATE: 12/04/2014 TIME: 10AM PLACE: USCU Facilities; 155 American Way, Spartanburg SC

AGENCY: University of South Carolina

NAME AND TITLE OF AGENCY COORDINATOR: Aimee B. Rish, Procurement Specialist

ADDRESS: 743 Greene Street PHONE: 803.777.2261 Fax: 803.777.7334

CITY: Columbia, STATE: SC ZIP: 29208 E-MAIL: arish@fmc.sc.edu

IFQ CLOSING DATE: 12/18/2014 TIME: 2:00PM LOCATION: 743 Greene St; Cola Conf Rm 053

IFQ DELIVERY ADDRESSES:

HAND-DELIVERY:
See mail

MAIL SERVICE:

Facilities Center- Attn: A. Rish "Bid Enclosed"
743 Greene St.Cola SC 29208

IS PROJECT WITHIN AGENCY CONSTRUCTION CERTIFICATION? (Agency MUST check one) YES NO

APPROVED BY: _____ (State Engineer) _____ (Date)

SE-331
Quote Form

2011 Edition

Quotes shall be submitted only on SE-331

QUOTE SUBMITTED BY: _____
(Offeror's Name)

QUOTE SUBMITTED TO: University of South Carolina
(Agency Name)

FOR PROJECT: CP00413282 USC Upstate CLC Dishwasher Exhaust System
(Number) (Name)

OFFER

1. In response to the Form SE-311, *Request for Minor Construction Quotes*, and in compliance with the *Instructions to Bidders* for the above-named Project, the undersigned **OFFEROR** proposes and agrees, if this Quote is accepted, to enter into a Contract with the **AGENCY** in the form included in the Solicitation Documents, and to perform all Work as specified or indicated in the Solicitation Documents, for the prices and within the time frames indicated in the Solicitation and in accordance with the other terms and conditions stated.

2. Pursuant to Section 11-32-3030(1) of the SC Code of Laws, as amended, **OFFEROR** has submitted Bid Security as follows in the amount and form required by the Solicitation Documents:

Bid Bond with Power of Attorney Electronic Bid Bond Cashier's Check
(OFFEROR check one, if Bid Security is required)

3. **OFFEROR** acknowledges the receipt of the following Addenda to the Solicitation documents and has incorporated the effects of said Addenda into its Quote:

ADDENDUM No: _____

4. **OFFEROR** agrees that this Quote, including all bid alternates, if any, may not be revoked or withdrawn after the opening of bids, and shall remain open for acceptance for a period of 60 Days following the Quote Date, or for such longer period of time that **OFFEROR** may agree to in writing upon request of the **AGENCY**.

5. **OFFEROR** agrees that from the compensation to be paid, the **AGENCY** shall retain as Liquidated Damages the amount of for each calendar day the actual construction time required to achieve Substantial Completion exceeds the specified or adjusted Contract Time for Substantial Completion, as provided in the Contract Documents.

6. **OFFEROR** herewith submits its offer to provide all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees, and to pay all royalties, fee, permits, licenses and applicable taxes necessary to complete the following items of construction work:

6.1 **BASE BID** _____
(enter BASE BID in figures only)

6.2 **ALTERNATE NO. 1** _____ to be ADDED/DEDUCTED from BASE BID.
(circle one)

6.3 **ALTERNATE NO. 2** _____ to be ADDED/DEDUCTED from BASE BID.
(circle one)

FEIN/SSN: _____
SC Contractor's License Number: _____
Address: _____
Telephone/Fax _____
E-mail _____

This Quote is hereby submitted on behalf of the Offeror named above.

BY: _____
(Signature of Offeror's Representative)

(Print or Type Name of Offeror's Representative)

ITS: _____

USC SUPPLEMENTAL GENERAL CONDITIONS
FOR CONSTRUCTION PROJECTS

1. Contractor's employees shall take all reasonable means not to interrupt the flow of student traffic in building corridors, lobbies and stairs. All necessary and reasonable safety precautions shall be taken to prevent injury to building occupants while transporting materials and equipment through the building to the work area. Providing safe, accessible, plywood pedestrian ways around construction may be required if a suitable alternative route is not available.
2. Fraternalization between Contractor's employees and USC students, faculty or staff is strictly prohibited-zero tolerance!
3. USC will not tolerate rude, abusive or degrading behavior on the job site. Heckling and cat-calling directed toward students, faculty or staff or any other person on USC property is strictly prohibited. Any contractor whose employees violate this requirement will be assessed a fine of up to \$500 per violation.
4. Contractor's employees must adhere to the University's policy of maintaining a drug-free and smoke-free/tobacco free workplace.
5. Contractor must sign a Contractor Key Receipt/Return form before any keys are issued. Keys must be returned immediately upon the completion of the work. The Contractor will bear the cost of any re-keying necessary due to the loss of or failure to return keys.
6. A welding permit must be issued by the University Fire Marshall before any welding can begin inside a building. Project Manager will coordinate.
7. Contractor must notify the University immediately upon the discovery of suspect material such as those potentially containing asbestos or other such hazardous materials. These materials **must not** be disturbed until approved by the USC Project Manager.
8. At the beginning of the project, the USC Project Manager will establish the Contractor's lay-down area. This area will also be used for the Contractor's work vehicles. No personal vehicles will be allowed in this area, or in any areas surrounding the construction site that are not regular or authorized parking lots. Personal vehicles must be parked in the perimeter parking lots. Parking permits can be obtained at the USC Parking Office located in the Pendleton Street parking garage. The lay down area will be clearly identified to the contractor by the PM, with a sketch or drawing provided to Parking. In turn, the contractor will mark off this area with a sign containing the project name, PM name, Contractor name and contact number, and end date. Where this area is subject to foot traffic, protective barriers will be provided as specified by the PM. The area will be maintained in a neat and orderly fashion. Vehicles parked in the lay down area (or designated parking areas) will be clearly marked or display a CPC furnished placard for identification.

Updated: July 15, 2011

9. Contractor will be responsible for providing its own temporary toilet facilities, unless prior arrangements are made with the USC Project Manager.
10. Use of USC communications facilities (telephones, computers, etc.) by the Contractor is prohibited, unless prior arrangements are made with the USC Project Manager.
11. For all projects over \$100,000, including IDC's, an SE-395, Contractor Performance Evaluation, will be completed by the USC Project Manager and reviewed with the GC at the beginning of the project and a copy given to the GC. At the end of the project the form will be completed and a Construction Performance rating will be established.
12. Contractor is responsible for removal of all debris from the site, and is required to provide the necessary dumpsters which will be emptied at least one times per week. Construction waste must not be placed in University dumpsters. THE CONSTRUCTION SITE MUST BE THOROUGHLY CLEANED WITH ALL TRASH PICKED UP AND PROPERLY DISPOSED OF ON A DAILY BASIS AND THE SITE MUST BE LEFT IN A SAFE AND SANITARY CONDITION EACH DAY. THE UNIVERSITY WILL INSPECT JOB SITES REGULARLY AND WILL FINE ANY CONTRACTOR FOUND TO BE IN VIOLATION OF THIS REQUIREMENT AN AMOUNT OF UP TO \$1,000 PER VIOLATION.
13. **Contractor must provide all O&M manuals, as-built drawings, and training of USC personnel on new equipment, controls, etc. prior to Substantial Completion. Final payment will not be made until this is completed.**
14. The contractor will comply with all regulations set forth by OSHA and SCDHEC. Contractor must also adhere to USC's internal policies and procedures (available by request). As requested, the contractor will submit all Safety Programs and Certificates of Insurance to the University for review.
15. Tree protection fencing is required to protect existing trees and other landscape features to be preserved within a construction area. The limits of this fence will be evaluated for each situation with the consultant, USC Arborist and USC Project Manager. The tree protection fence shall be 5' high chain link fence unless otherwise approved by USC Project Manager. No entry or materials storage will be allowed inside the tree protection zone. A 4" layer of mulch shall be placed over the tree protection area to maintain moisture in the root zone.
16. Where it is necessary to cross walks, tree root zones (i.e., under canopy) or lawns the following measures shall be taken: For single loads up to 9,000 lbs., a 3/4" minimum plywood base shall be placed over areas impacted. For single loads over 9,000 lbs., two layers of 3/4" plywood is required.
17. For projects requiring heavy loads to cross walks tree root zones or lawns. A construction entry road consisting of 10' X 16' oak logging mates on 12" coarse, chipped, hardwood base. Mulch and logging mats shall be supplemented throughout the project to keep

Updated: July 15, 2011

matting structurally functional.

18. Any damage to existing landscaping (including lawn areas) will be remediated before final payment is made.
19. Orange safety fence to be provided by the contractor. (USC Arborist, Kevin Curtis may be contacted at 777-0033 or 315-0319)

Campus Vehicle Expectations

1. All motorized vehicles on the University campus are expected to travel and park on roadways and/or in parking stalls.
2. All motorized vehicle traffic on USC walkways must first receive the Landscape Manager's authorization. Violators may be subject to fines and penalties.
3. All motorized vehicles that leak or drip liquids are prohibited from traveling or parking on walks or landscaped areas.
4. Contractors, vendors, and delivery personnel are required to obtain prior parking authorization before parking in a designated space. Violators may be subject to fines and/or penalties. See Item 10 below.
5. Drivers of equipment or motor vehicles that damage university hardscape or landscape will be held personally responsible for damages and restoration expense.
6. Vehicle drivers who park on landscape or drives must be able to produce written evidence of need or emergency requiring parking on same.
7. All vehicles parked on landscape, hardscape, or in the process of service delivery, must display adequate safety devices, i.e. flashing lights, cones, signage, etc.
8. All drivers of equipment and vehicles will be respectful of University landscape, equipment, structures, fixtures and signage.
9. All incidents of property damage will be reported to Parking Services or the Work Management Center.
10. Parking on campus is restricted to spaces designated by Parking Services at the beginning of the project. Once the project manager and contractor agree on how many spaces are needed, the project manager will obtain a placard for each vehicle. This placard must be hung from the mirror of the vehicle, otherwise a ticket will be issued and these tickets cannot be "fixed". Parking spaces are restricted to work vehicles only; no personal vehicles.

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University of South Carolina

CONTRACTOR'S ONE YEAR GUARANTEE

STATE OF _____

COUNTY OF _____

WE _____
as Contractor on the above-named project, do hereby guarantee that all work executed under the requirements of the Contract Documents shall be free from defects due to faulty materials and /or workmanship for a period of one (1) year from date of acceptance of the work by the Owner and/or Architect/Engineer; and hereby agree to remedy defects due to faulty materials and/or workmanship, and pay for any damage resulting wherefrom, at no cost to the Owner, provided; however, that the following are excluded from this guarantee;

Defects or failures resulting from abuse by Owner.

Damage caused by fire, tornado, hail, hurricane, acts of God, wars, riots, or civil commotion.

[Name of Contracting Firm]

*By _____

Title _____

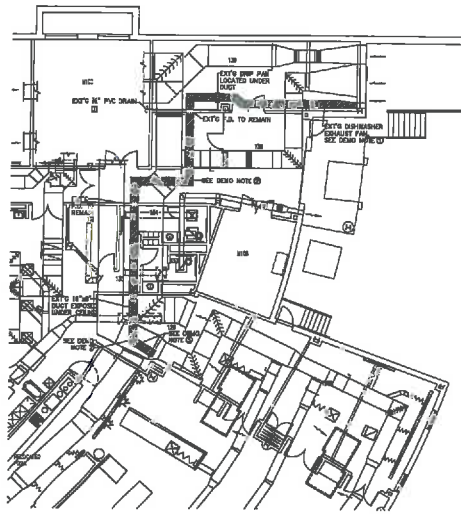
*Must be executed by an office of the Contracting Firm.

SWORN TO before me this
_____ day of _____, 2____ (seal)

_____ State

My commission expires _____

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PARTIAL HVAC DEMOLITION FLOOR PLAN
SCALE: 1/4" = 1'-0"

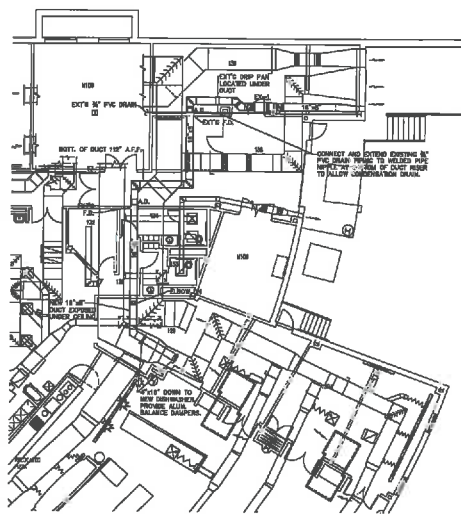
Hatched area indicates items to be removed.

DEMOLITION NOTES

- 1. REMOVE EXISTING 18" DIA. DISCHARGE EXHAUST FAN.
- 2. REMOVE EXISTING DISCHARGE EXHAUST DUCT IN ITS ENTIRETY WITH SUPPORT AND BULK HEADS AND INSULATION.
- 3. REMOVE EXISTING DISCHARGE EXHAUST BRANCH DUCTS UP TO CONNECTION TO EXISTING DISCHARGE EXHAUST DUCT TO BE REMOVED BY OTHERS.

EXHAUST FAN SCHEDULE						
FAN No.	FORMERLY IDENTIFIED	TYPE	C.F.M.	HP	VOLUME	REMARKS
EX-1	DISCHARGE	18" DIA	8,700	1/4	1187/HR	NOTES 1-3

- NOTES:**
1. ALUMINUM CONSTRUCTION, DUCT INSULATED SQUARE CONTINUOUS SLAVE FAN.
 2. FLANGED DUCT CONNECTIONS.
 3. SPRING VIBRATION ISOLATION HANGING KIT.
 4. MAGNETIC DAMPER, DISCONNECT BRITISH, AND MOTOR CONDUIT.

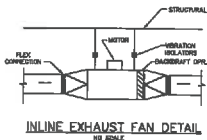


PARTIAL HVAC FLOOR PLAN - NEW WORK
SCALE: 1/4" = 1'-0"

All new work in white.

MECHANICAL GENERAL NOTES

1. ALL DEMOLITION WORKS ARE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CORRECT NOTICES.
2. ALL EXISTING PROVIDED EQUIPMENT SHALL BE LISTED AND LABELED FOR IDENTIFICATION. ELECTRICAL CODE, AND INTERNATIONAL MECHANICAL CODE, 2012 EDITION SHALL APPLY.
3. ALL EQUIPMENT SHALL BE ACCESSIBLE FOR INSPECTION. MECHANICAL CODE CHAPTER 9 2012 EDITION.
4. ALL WORKMANSHIP SHALL BE AS SHOWN IN CONSTRUCTION AND NOT BE SUBJECT TO ALTERNATIVE SOLUTIONS UNLESS APPROVED BY THE ARCHITECT. CONTRACTOR SHALL OBTAIN NECESSARY PERMITS AND MAKE ALL NECESSARY CONNECTIONS AS REQUIRED.
5. CONTRACTOR SHALL VERIFY THE ALUMINUM CONSTRUCTION EXHAUST TO BE REMOVED BY OTHERS. PROVIDE ACCESSIBLE DUCT ACCESS POINTS (DAP) FOR THE DISCHARGE ACCESS POINTS.



MECHANICAL SPECIFICATIONS

MECHANICAL GENERAL NOTES

CONSTRUCTION OF MECHANICAL ROOMS

GENERAL: It is recognized that the contract documents are of primary importance in showing certain physical requirements which shall be interpreted after the contract work, and to the extent that other work including utility and electrical work, and that such interpretations be the exclusive responsibility of the Contractor.

QUALITY ASSURANCE, STORAGE AND HANDLING

Provide the following standards are to be followed, as applicable to the work in each section:

- ASPE Code
- International Building Code (IBC), 2012 Edition
- International Mechanical Code (IMC) 2012 Edition
- International Electrical Code (IEC) 2011 Edition

ELECTRICAL PROVISIONS OF MECHANICAL ROOMS

WARNING: The contractor is responsible for all wiring.

All power and control wiring to be installed in all enclosures and control cabinets. The Contractor shall anticipate the source of electrical energy for the electrical power and control circuits. All wiring shall be open conduit, shall conform with all local codes. The following General Code, shall be installed by an approved Licensed Electrical Contractor. All electrical and mechanical power from specified conductors shall be used without any other proper licensed electrician.

DUCTWORK

All sheet metal duct shall be installed in accordance with the requirements stipulated in the current issue of IMC 2012 Edition. All ductwork shall be constructed of 2012-14 stainless steel metal, meeting ASTM E-107 standards. Ducts shall be insulated or covered with an approved insulation. Together with the type of joints and methods of affixing and labeling for reference. All ducts shall be in white.

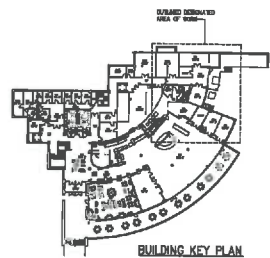
DUCT AND GAPS

All duct connections shall have all sealed seams and joints sealed with air and water tight. Seal the joints shall be done within 24 hours after installation. 2 inch seal must be used.

Duct Hangers and Supports: Shall be every 4-6' between or between hangers properly secured to the building construction. They shall be spaced at 4' on center, shall be located in supported member to allow, neither hangers or metal straps to rest on supports.

SYSTEMS TEST AND BALANCE

Provide International THERMIST and balance system by persons BMEAC or balance of the building system. Submit the BMEAC's findings and corrective to contractor in writing.



BUILDING KEY PLAN
NO SCALE

USC Upstate
 University of South Carolina

M-1
 1 of 2