

PROJECT MANUAL

**USCB**

**Hargray Classroom 159 Renovation**

UNIVERSITY OF SOUTH CAROLINA BEAUFORT  
Hilton Head Gateway Campus; Bluffton, South Carolina  
WTS Project No. 1514 | State Project No. H36-I313 CP50002925

20 April 2016

WATSON TATE SAVORY ARCHITECTS, INC.  
1316 Washington Street; Columbia, SC, 29201

# **TABLE OF CONTENTS**

**PROJECT NAME:** USCB Hargray Classroom 159 Renovation

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**PROJECT NUMBER:** H36-I313 CP50002925

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<b><u>SECTION</u></b>	<b><u>NUMBER OF PAGES</u></b>
Table of Contents .....	3
SE-310, Invitation for Construction Services .....	1
Instructions to Bidders (AIA Document A701 – 1997 Edition) .....	6
<b>OSE Form 00201 - Standard Supplemental Instructions to Bidders</b> .....	9
<b>Bid Bond</b> (AIA A310) .....	1
<b>SE-330, Bid Form</b> .....	1
<b>Standard Form of Agreement between Owner and Contractor</b> (AIA Document A101 – 2007 Edition) .....	7
<b>OSE Form 00501 - Standard Modifications to Agreement Between Owner and Contractor</b> ....	3
<b>General Conditions of the Contract for Construction</b> (AIA Document A201 – 2007 Edition) .....	38
<b>OSE Form 00811 - Standard Supplementary Conditions</b> .....	21
<b>One Year Guarantee</b>	
<b>USC Supplementary Conditions</b>	
<b>SE-355, Performance Bond</b> .....	2
<b>SE-357, Labor &amp; Material Payment Bond</b> .....	2
<b>SE-380, Change Order to Construction Contract</b> .....	1

## **TECHNICAL SPECIFICATIONS**

### Division 1 -General Requirements

011000 Summary  
012500 Substitution Procedures  
012900 Payment Procedures  
013310 Submittal Procedures  
013310 Electronic Submittal Procedures  
015000 Temporary Facilities And Controls  
017329 Cutting And Patching  
017700 Closeout Procedures  
017823 Operation and Maintenance Data  
017839 Project Record Documents

### Division 2 -Sitework – Not Used

### Division 3 -Concrete –Not Used

### Division 4 -Masonry – Not Used

### Division 5 -Metals – Not Used

### Division 6 -Wood And Plastic

064020 Interior Architectural Woodwork

### Division 7 -Thermal And Moisture Protection – Not Used

### Division 8 -Doors And Windows – Not Used

### Division 9 - Finishes

092600 Gypsum Board Assemblies & Acoustic Accessories  
095120 Acoustical Tile Ceilings  
096800 Carpet  
099000 Painting

### Division 10 - Specialties

101010 Visual Display Surfaces

### Division 11 – Equipment

111320 Projection Screens

### Division 12 – Furnishings

127500 Classroom Tables

### Division 21 – Fire Protection

211313 – Wet-Pipe Sprinkler Systems

### Division 23 - Mechanical

230000 – Basic Mechanical Materials And Methods  
230510 – Mechanical Coordination

230513 – Common Motor Requirements For Hvac Equipment  
230548 – Vibration And Seismic Controls For Hvac  
230553 – Identification For Hvac Equipment  
230593 – Testing, Adjusting, And Balancing For Hvac  
230713 – Duct Insulation  
230900 – Instrumentation And Control For Hvac  
233113 – Metal Ducts  
233300 – Air Duct Accessories  
233600 – Air Terminal Units  
233713 – Diffusers, Registers, And Grilles

Division 26 - Electrical

260500 – Common Work Results For Electrical  
260501 – Electrical Demolition  
260510 – Electrical Submittals  
260511 – Electrical Work Closeout  
260512 – Electrical Coordination  
260526 – Grounding And Bonding For Electrical Systems  
260529 – Hangers And Supports For Electrical Systems  
260533 – Raceway And Boxes For Electrical Systems  
260553 – Identification For Electrical Systems  
262400 – Switchboards And Panelboards  
262726 – Wiring Devices

Division 28 – Electronic Safety And Security

Section 280500 – Common Work Results For Safety And Security  
Section 283101 – Fire Detection And Alarm - Existing

# SE-310 INVITATION FOR CONSTRUCTION SERVICES

PROJECT NAME: Hargray 159/160 Classroom Renovation

PROJECT NUMBER: H36-I313 CP50002925

PROJECT LOCATION: University of South Carolina Beaufort, Hilton Head Gateway Campus, Hargray Building 1 University Blvd Bluffton, SC 29909

BID SECURITY REQUIRED? Yes  No  NOTE: Contractor may be subject to a performance appraisal at the close of the project.  
PERFORMANCE BOND REQUIRED? Yes  No   
PAYMENT BOND REQUIRED? Yes  No  CONSTRUCTION COST RANGE: \$ 60,000-\$75,000

DESCRIPTION OF PROJECT: Renovations-Building Interior; divide existing classroom into three(3) smaller classroom spaces.Small and minority business participation is encouraged. Bidders are responsible for obtaining all information including all updates from USC's website: www.purchasing.sc.edu. See Facilities/Construction Solicitations and Awards.

BIDDING DOCUMENTS/PLANS MAY BE OBTAINED FROM: http://purchasing.sc.edu.(Facilities/Construction)

PLAN DEPOSIT AMOUNT: \$ \$0.00 IS DEPOSIT REFUNDABLE Yes  No  N/A

Bidders must obtain Bidding Documents/Plans from the above listed source(s) to be listed as an official plan holder. Only those Bidding Documents/Plans obtained from the above listed source(s) are official. Bidders that rely on copies of Bidding Documents/Plans obtained from any other source do so at their own risk. All written communications with official plan holders & bidders WILL  WILL NOT  be via email or website posting.

IN ADDITION TO THE ABOVE OFFICIAL SOURCE(S), BIDDING DOCUMENTS/PLANS ARE ALSO AVAILABLE AT:  
N/A

All questions & correspondence concerning this Invitation shall be addressed to the A/E.

A/E NAME: Watson Tate Savory

A/E CONTACT: Gene Bell, AIA

A/E ADDRESS: Street/PO Box: 1316 Washington Street

City: Columbia State: SC ZIP: 29201-

EMAIL: gbell@watsonatesavory.com

TELEPHONE: 803-851-0924

FAX: \_\_\_\_\_

AGENCY: University of South Carolina

AGENCY PROJECT COORDINATOR: Aimee B. Rish

ADDRESS: Street/PO Box: 743 Greene Street

City: Columbia State: SC ZIP: 29208-

EMAIL: arish@fmc.sc.edu

TELEPHONE: 803-777-2261

FAX: 803-777-7334

PRE-BID CONFERENCE: Yes  No  MANDATORY ATTENDANCE: Yes  No   
PRE-BID DATE: 6/3/2016 TIME: 10AM PLACE: Hargray Bldg 1 University Blvd Rm160 Bluffton  
BID CLOSING DATE: 6/13/2016 TIME: 3PM PLACE: 743 Greene St; Columbia, SC Conf Rm 053

BID DELIVERY ADDRESSES:

HAND-DELIVERY:

Attn: Aimee B. Rish "Bid Enclosed"

743 Greene Street

Columbia, SC 29208

MAIL SERVICE:

Attn: Aimee B. Rish "Bid Enclosed"

743 Greene Street

Columbia, SC 29208

IS PROJECT WITHIN AGENCY CONSTRUCTION CERTIFICATION? (Agency MUST check one) Yes  No

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(OSE Project Manager)

# DRAFT AIA<sup>®</sup> Document A701<sup>™</sup> - 1997

## Instructions to Bidders

### for the following PROJECT:

*(Name and location or address)*

«USCB Hargray Classroom 159 Renovation»  
«1 University Blvd, Bluffton, SC»

### THE OWNER:

*(Name, legal status and address)*

University of South Carolina  
743 Greene Street  
Columbia, SC 29201

### THE ARCHITECT:

*(Name, legal status and address)*

Watson Tate Savory  
1316 Washington St  
Columbia, SC 29201

### TABLE OF ARTICLES

- 1 DEFINITIONS
- 2 BIDDER'S REPRESENTATIONS
- 3 BIDDING DOCUMENTS
- 4 BIDDING PROCEDURES
- 5 CONSIDERATION OF BIDS
- 6 POST-BID INFORMATION
- 7 PERFORMANCE BOND AND PAYMENT BOND
- 8 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

#### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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## ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement or Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders, the bid form, and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Contract.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201, or in other Contract Documents are applicable to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment or labor for a portion of the Work.

## ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 The Bidder by making a Bid represents that:

§ 2.1.1 The Bidder has read and understands the Bidding Documents or Contract Documents, to the extent that such documentation relates to the Work for which the Bid is submitted, and for other portions of the Project, if any, being bid concurrently or presently under construction.

§ 2.1.2 The Bid is made in compliance with the Bidding Documents.

§ 2.1.3 The Bidder has visited the site, become familiar with local conditions under which the Work is to be performed and has correlated the Bidder's personal observations with the requirements of the proposed Contract Documents.

§ 2.1.4 The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.

## ARTICLE 3 BIDDING DOCUMENTS

### § 3.1 COPIES

§ 3.1.1 Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the Advertisement or Invitation to Bid in the number and for the deposit sum, if any, stated therein. The deposit will be refunded to Bidders who submit a bona fide Bid and return the Bidding Documents in good condition within ten days after receipt of Bids. The cost of replacement of missing or damaged documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the Bidding Documents and the Bidder's deposit will be refunded.

§ 3.1.2 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the Advertisement or Invitation to Bid, or in supplementary instructions to bidders.

§ 3.1.3 Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

§ 3.1.4 The Owner and Architect may make copies of the Bidding Documents available on the above terms for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

### § 3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

§ 3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the Architect errors, inconsistencies or ambiguities discovered.

§ 3.2.2 Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Architect at least seven days prior to the date for receipt of Bids.

§ 3.2.3 Interpretations, corrections and changes of the Bidding Documents will be made by Addendum. Interpretations, corrections and changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon them.

### § 3.3 SUBSTITUTIONS

§ 3.3.1 The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

§ 3.3.2 No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the Architect at least ten days prior to the date for receipt of Bids. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work, including changes in the work of other contracts that incorporation of the proposed substitution would require, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.3 If the Architect approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.

§ 3.3.4 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

### § 3.4 ADDENDA

§ 3.4.1 Addenda will be transmitted to all who are known by the issuing office to have received a complete set of Bidding Documents.

§ 3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.



## ARTICLE 4 BIDDING PROCEDURES

### § 4.1 PREPARATION OF BIDS

§ 4.1.1 Bids shall be submitted on the forms included with the Bidding Documents.

§ 4.1.2 All blanks on the bid form shall be legibly executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.

§ 4.1.4 Interlineations, alterations and erasures must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."

§ 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall make no additional stipulations on the bid form nor qualify the Bid in any other manner.

§ 4.1.7 Each copy of the Bid shall state the legal name of the Bidder and the nature of legal form of the Bidder. The Bidder shall provide evidence of legal authority to perform within the jurisdiction of the Work. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.

### § 4.2 BID SECURITY

§ 4.2.1 Each Bid shall be accompanied by a bid security in the form and amount required if so stipulated in the Instructions to Bidders. The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and will, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. The amount of the bid security shall not be forfeited to the Owner in the event the Owner fails to comply with Section 6.2.

§ 4.2.2 If a surety bond is required, it shall be written on AIA Document A310, Bid Bond, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.

§ 4.2.3 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until either (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all Bids have been rejected.

### § 4.3 SUBMISSION OF BIDS

§ 4.3.1 All copies of the Bid, the bid security, if any, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.2 Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened.

§ 4.3.3 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.4 Oral, telephonic, telegraphic, facsimile or other electronically transmitted bids will not be considered.

### § 4.4 MODIFICATION OR WITHDRAWAL OF BID

§ 4.4.1 A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and each Bidder so agrees in submitting a Bid.

**§ 4.4.2** Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the party receiving Bids at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder. Written confirmation over the signature of the Bidder shall be received, and date- and time-stamped by the receiving party on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original Bid.

**§ 4.4.3** Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.

**§ 4.4.4** Bid security, if required, shall be in an amount sufficient for the Bid as resubmitted.

## **ARTICLE 5 CONSIDERATION OF BIDS**

### **§ 5.1 OPENING OF BIDS**

At the discretion of the Owner, if stipulated in the Advertisement or Invitation to Bid, the properly identified Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids may be made available to Bidders.

### **§ 5.2 REJECTION OF BIDS**

The Owner shall have the right to reject any or all Bids. A Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

### **§ 5.3 ACCEPTANCE OF BID (AWARD)**

**§ 5.3.1** It is the intent of the Owner to award a Contract to the lowest qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's own best interests.

**§ 5.3.2** The Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

## **ARTICLE 6 POST-BID INFORMATION**

### **§ 6.1 CONTRACTOR'S QUALIFICATION STATEMENT**

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request, a properly executed AIA Document A305, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted as a prerequisite to the issuance of Bidding Documents.

### **§ 6.2 OWNER'S FINANCIAL CAPABILITY**

The Owner shall, at the request of the Bidder to whom award of a Contract is under consideration and no later than seven days prior to the expiration of the time for withdrawal of Bids, furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. Unless such reasonable evidence is furnished, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

### **§ 6.3 SUBMITTALS**

**§ 6.3.1** The Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, after notification of selection for the award of a Contract, furnish to the Owner through the Architect in writing:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the manufacturers, products, and the suppliers of principal items or systems of materials and equipment proposed for the Work; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

**§ 6.3.2** The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

**§ 6.3.3** Prior to the execution of the Contract, the Architect will notify the Bidder in writing if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, (1) withdraw the Bid or (2) submit an acceptable substitute person or entity with an adjustment in the Base Bid or Alternate Bid to cover the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

**§ 6.3.4** Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

## **ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND**

### **§ 7.1 BOND REQUIREMENTS**

**§ 7.1.1** If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Bonds may be secured through the Bidder's usual sources.

**§ 7.1.2** If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

**§ 7.1.3** If the Owner requires that bonds be secured from other than the Bidder's usual sources, changes in cost will be adjusted as provided in the Contract Documents.

### **§ 7.2 TIME OF DELIVERY AND FORM OF BONDS**

**§ 7.2.1** The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

**§ 7.2.2** Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.

**§ 7.2.3** The bonds shall be dated on or after the date of the Contract.

**§ 7.2.4** The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

## **ARTICLE 8 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR**

Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on AIA Document A101, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment Is a Stipulated Sum.

# OSE FORM 00201

## STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

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**AGENCY:** University of South Carolina

**PROJECT NAME:** USCB Hargray Classroom 159 Renovations

**PROJECT NUMBER:** H36-I313 CP50002925

**PROJECT LOCATION:** University of South Carolina Beaufort, Hilton Head Gateway Campus

**PROCUREMENT OFFICER:** Aimee Rish

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### 1. STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

- 1.1 These Standard Supplemental Instructions to Bidders amend or supplement Instructions to Bidders (AIA Document A701-1997) and other provisions of Bidding and Contract Documents as indicated below.
- 1.2 Compliance with these Standard Supplemental Instructions is required by the Office of State Engineer (OSE) for all State projects when competitive sealed bidding is used as the method of procurement.
- 1.3 All provisions of the A701-1997, which are not so amended or supplemented, remain in full force and effect.
- 1.4 Bidders are cautioned to carefully examine the Bidding and Contract Documents for additional instructions or requirements.

### 2. MODIFICATIONS TO A701-1997

#### 2.1 *Delete Section 1.1 and insert the following:*

**1.1** Bidding Documents, collectively referred to as the **Invitation for Bids**, include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement, Instructions to Bidders (A-701), Supplemental Instructions to Bidders, the Bid Form, the Notice of Intent to Award, and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda issued prior to execution of the Contract, and other documents set forth in the Bidding Documents. Any reference in this document to the Agreement between the Owner and Contractor, AIA Document A101, or some abbreviated reference thereof, shall mean the AIA A101, 2007 Edition as modified by OSE Form 00501 – Standard Modification to Agreement between Owner and Contractor. Any reference in this document to the General Conditions of the Contract for Construction, AIA Document A201, or some abbreviated reference thereof, shall mean the AIA A201, 2007 Edition as modified by OSE Form 00811 – Standard Supplementary Conditions.

#### 2.2 *In Section 1.8, delete the words “and who meets the requirements set forth in the Bidding Documents”.*

#### 2.3 *In Section 2.1, delete the word “making” and substitute the word “submitting.”*

#### 2.4 *In Section 2.1.1:*

*After the words “Bidding Documents,” delete the word “or” and substitute the word “and.” Insert the following at the end of this section:*

Bidders are expected to examine the Bidding Documents and Contract Documents thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Failure to do so will be at the Bidder’s risk. Bidder assumes responsibility for any patent ambiguity that Bidder does not bring to the Owner’s attention prior to bid opening.

#### 2.5 *In Section 2.1.3, insert the following after the term “Contract Documents” and before the period:*

and accepts full responsibility for any pre-bid existing conditions that would affect the Bid that could have been ascertained by a site visit. As provided in Regulation 19-445.2042(B), a bidder’s failure to attend an advertised pre-bid conference will not excuse its responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the State.

#### 2.6 *Insert the following Sections 2.2 through 2.8:*

### **2.2 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

## OSE FORM 00201

### STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

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- A. By submitting an bid, the bidder certifies that—
1. The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to—
    - a. Those prices;
    - b. The intention to submit an bid; or
    - c. The methods or factors used to calculate the prices offered.
  2. The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
  3. No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.
- B. Each signature on the bid is considered to be a certification by the signatory that the signatory—
1. Is the person in the bidder's organization responsible for determining the prices being offered in this bid, and that the signatory has not participated and will not participate in any action contrary to paragraphs A.1 through A.3 of this certification; or
  2.
    - a. Has been authorized, in writing, to act as agent for the bidder's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs A.1 through A.3 of this certification [As used in this subdivision B.2.a, the term "principals" means the person(s) in the bidder's organization responsible for determining the prices offered in this bid];
    - b. As an authorized agent, does certify that the principals referenced in subdivision B.2.a of this certification have not participated, and will not participate, in any action contrary to paragraphs A.1 through A.3 of this certification; and
    - c. As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs A.1 through A.3 of this certification.
- C. If the bidder deletes or modifies paragraph (a)(2) of this certification, the bidder must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

#### **2.3 DRUG FREE WORKPLACE**

By submitting a bid, the Bidder certifies that Bidder will maintain a drug free workplace in accordance with the requirements of Title 44, Chapter 107 of South Carolina Code of Laws, as amended.

#### **2.4 CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS**

- A. 1. By submitting an Bid, Bidder certifies, to the best of its knowledge and belief, that-
- a. Bidder and/or any of its Principals-
    - (i) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
    - (ii) Have not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of bids; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
    - (iii) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph A.1.a.(ii) of this provision.
  - b. Bidder has not, within a three-year period preceding this bid, had one or more contracts terminated for default by any public (Federal, state, or local) entity.
2. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- B. Bidder shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. If Bidder is unable to certify the representations stated in paragraphs A.1, Bidder must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Bidder's responsibility. Failure of the Bidder to furnish additional information as requested by the Procurement Officer may render the Bidder nonresponsible.

## OSE FORM 00201

### STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph A. of this provision. The knowledge and information of a Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- D. The certification in paragraph A. of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.

#### **2.5 ETHICS CERTIFICATE**

By submitting a bid, the bidder certifies that the bidder has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

#### **2.6 RESTRICTIONS APPLICABLE TO BIDDERS & GIFTS**

Violation of these restrictions may result in disqualification of your bid, suspension or debarment, and may constitute a violation of the state Ethics Act. (a) After issuance of the solicitation, ***bidder agrees not to discuss this procurement activity in any way with the Owner or its employees, agents or officials.*** All communications must be solely with the Procurement Officer. This restriction may be lifted by express written permission from the Procurement Officer. This restriction expires once a contract has been formed. (b) Unless otherwise approved in writing by the Procurement Officer, ***bidder agrees not to give anything to the Owner, any affiliated organizations, or the employees, agents or officials of either, prior to award.*** (c) Bidder acknowledges that the policy of the State is that a governmental body should not accept or solicit a gift, directly or indirectly, from a donor if the governmental body has reason to believe the donor has or is seeking to obtain contractual or other business or financial relationships with the governmental body. Regulation 19-445.2165(C) broadly defines the term donor.

#### **2.7 IRAN DIVESTMENT ACT CERTIFICATION**

(a) The Iran Divestment Act List is a list published by the State Fiscal Accountability Authority pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm>(.) Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List.

#### **2.8 OPEN TRADE REPRESENTATION (JUN 2015)**

By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

#### **2.7** *Delete Section 3.1.1 and substitute the following:*

**3.1.1** Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the Advertisement in the number and for the deposit sum, if any, stated therein. If so provided in the Advertisement, the deposit will be refunded to all plan holders who return the Bidding Documents in good condition within ten days after receipt of Bids. The cost of replacement of missing or damaged documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the Bidding Documents and the Bidder's deposit will be refunded.

#### **2.8** *Delete the language of Section 3.1.2 and insert the word "Reserved."*

#### **2.9** *In Section 3.1.4, delete the words "and Architect may make" and substitute the words "has made."*

## **OSE FORM 00201**

### **STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

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**2.10** *Insert the following Section 3.1.5*

**3.1.5** All persons obtaining Bidding Documents from the issuing office designated in the Advertisement shall provide that office with Bidder's contact information to include the Bidder's name, telephone number, mailing address, and email address.

**2.11** *In Section 3.2.2:*

*Delete the words "and Sub-bidders"*

*Delete the word "seven" and substitute the word "ten"*

**2.12** *In Section 3.2.3:*

*In the first Sentence, insert the word "written" before the word "Addendum." Insert the following at the end of the section:*

As provided in Regulation 19-445.2042(B), nothing stated at the pre-bid conference shall change the Bidding Documents unless a change is made by written Addendum.

**2.13** *Insert the following at the end of Section 3.3.1:*

Reference in the Bidding Documents to a designated material, product, thing, or service by specific brand or trade name followed by the words "or equal" and "or approved equal" shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

**2.14** *Delete Section 3.3.2 and substitute the following:*

**3.3.2** No request to substitute materials, products, or equipment for materials, products, or equipment described in the Bidding Documents and no request for addition of a manufacturer or supplier to a list of approved manufacturers or suppliers in the Bidding Documents will be considered prior to receipt of Bids unless written request for approval has been received by the Architect at least ten days prior to the date for receipt of Bids established in the Invitation for Bids. Any subsequent extension of the date for receipt of Bids by addendum shall not extend the date for receipt of such requests unless the addendum so specifies. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work, including changes in the work of other contracts that incorporation of the proposed substitution would require, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

**2.15** *Delete Section 3.4.3 and substitute the following:*

**3.4.3** Addenda will be issued no later than 120 hours prior to the time for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

**2.16** *Insert the following Sections 3.4.5 and 3.4.6:*

**3.4.5** When the date for receipt of Bids is to be postponed and there is insufficient time to issue a written Addendum prior to the original Bid Date, Owner will notify prospective Bidders by telephone or other appropriate means with immediate follow up with a written Addendum. This Addendum will verify the postponement of the original Bid Date and establish a new Bid Date. The new Bid Date will be no earlier than the fifth (5th) calendar day after the date of issuance of the Addendum postponing the original Bid Date.

**3.4.6** If an emergency or unanticipated event interrupts normal government processes so that bids cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Addendum may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Addendum will be issued to reschedule the conference.

**2.17** *In Section 4.1.1, delete the word "forms" and substitute the words "SE-330 Bid Form."*

**2.18** *Delete Section 4.1.2 and substitute the following:*

**4.1.2** Any blanks on the bid form to be filled in by the Bidder shall be legibly executed in a non-erasable medium. Bids shall be signed in ink or other indelible media.

**2.19** *Delete Section 4.1.3 and substitute the following:*

**4.1.3** Sums shall be expressed in figures.

## OSE FORM 00201

### STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

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**2.20** *Insert the following at the end of Section 4.1.4:*

Bidder shall not make stipulations or qualify his bid in any manner not permitted on the bid form. An incomplete Bid or information not requested that is written on or attached to the Bid Form that could be considered a qualification of the Bid, may be cause for rejection of the Bid.

**2.21** *Delete Section 4.1.5 and substitute the following:*

**4.1.5** All requested Alternates shall be bid. The failure of the bidder to indicate a price for an Alternate shall render the Bid non-responsive. Indicate the change to the Base Bid by entering the dollar amount and marking, as appropriate, the box for "ADD TO" or "DEDUCT FROM". If no change in the Base Bid is required, enter "ZERO" or "No Change." For add alternates to the base bid, Subcontractor(s) listed on page BF-2 of the Bid Form to perform Alternate Work shall be used for both Alternates and Base Bid Work if Alternates are accepted.

**2.22** *Delete Section 4.1.6 and substitute the following:*

**4.1.6** Pursuant to Title 11, Chapter 35, Section 3020(b)(i) of the South Carolina Code of Laws, as amended, Section 7 of the Bid Form sets forth a list of subcontractor specialties for which Bidder is required to identify only those subcontractors Bidder will use to perform the work of each listed specialty. Bidder must follow the Instructions in the Bid Form for filling out this section of the Bid Form. Failure to properly fill out Section 7 may result in rejection of Bidder's bid as non-responsive.

**2.23** *Delete Section 4.1.7 and substitute the following:*

**4.1.7** Each copy of the Bid shall state the legal name of the Bidder and the nature of legal form of the Bidder. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.

**2.24** *Delete Section 4.2.1 and substitute the following:*

**4.2.1** If required by the Invitation for Bids, each Bid shall be accompanied by a bid security in an amount of not less than five percent of the Base Bid. The bid security shall be a bid bond or a certified cashier's check. The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and will, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

**2.25** *Delete Section 4.2.2 and substitute the following:*

**4.2.2** If a surety bond is required, it shall be written on AIA Document A310, Bid Bond, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney. The bid bond shall:

- .1** Be issued by a surety company licensed to do business in South Carolina;
- .2** Be issued by a surety company having, at a minimum, a "Best Rating" of "A" as stated in the most current publication of "Best's Key Rating Guide, Property-Casualty", which company shows a financial strength rating of at least five (5) times the contract price.
- .3** Be enclosed in the bid envelope at the time of Bid Opening, either in paper copy or as an electronic bid bond authorization number provided on the Bid Form and issued by a firm or organization authorized by the surety to receive, authenticate and issue binding electronic bid bonds on behalf the surety.

**2.26** *Delete Section 4.2.3 and substitute the following:*

**4.2.3** By submitting a bid bond via an electronic bid bond authorization number on the Bid Form and signing the Bid Form, the Bidder certifies that an electronic bid bond has been executed by a Surety meeting the standards required by the Bidding Documents and the Bidder and Surety are firmly bound unto the State of South Carolina under the conditions provided in this Section 4.2.

**2.27** *Insert the following Section 4.2.4:*

**4.2.4** The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until either (a) the Contract has been executed and performance and payment bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all Bids have been rejected.



## OSE FORM 00201

### STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

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**2.28** *Delete Section 4.3.1 and substitute the following:*

**4.3.1** All copies of the Bid, the bid security, if any, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall, unless hand delivered by the Bidder, be addressed to the Owner's designated purchasing office as shown in the Invitation for Bids. The envelope shall be identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail or special delivery service (UPS, Federal Express, etc.), the envelope should be labeled "BID ENCLOSED" on the face thereof. Bidders hand delivering their Bids shall deliver Bids to the place of the Bid Opening as shown in the Invitation for Bids. Whether or not Bidders attend the Bid Opening, they shall give their Bids to the Owner's procurement officer or his/her designee as shown in the Invitation for Bids prior to the time of the Bid Opening.

**2.29** *Insert the following Section 4.3.5:*

**4.3.5** The official time for receipt of Bids will be determined by reference to the clock designated by the Owner's procurement officer or his/her designee. The procurement officer conducting the Bid Opening will determine and announce that the deadline has arrived and no further Bids or bid modifications will be accepted. All Bids and bid modifications in the possession of the procurement officer at the time the announcement is completed will be timely, whether or not the bid envelope has been date/time stamped or otherwise marked by the procurement officer.

**2.30** *Delete Section 4.4.2 and substitute the following:*

**4.4.2** Prior to the time and date designated for receipt of Bids, a Bid submitted may be withdrawn in person or by written notice to the party receiving Bids at the place designated for receipt of Bids. Withdrawal by written notice shall be in writing over the signature of the Bidder.

**2.31** *In Section 5.1, delete everything following the caption "OPENING OF BIDS" and substitute the following:*

**5.1.1** Bids received on time will be publicly opened and will be read aloud. Owner will not read aloud Bids that Owner determines, at the time of opening, to be non-responsive. .

**5.1.2** At bid opening, Owner will announce the date and location of the posting of the Notice of Intended Award.

**5.1.3** Owner will send a copy of the final Bid Tabulation to all Bidders within ten (10) working days of the Bid Opening.

**5.1.4** If Owner determines to award the Project, Owner will, after posting a Notice of Intended Award, send a copy of the Notice to all Bidders.

**5.1.5** If only one Bid is received, Owner will open and consider the Bid.

**2.32** *In Section 5.2, insert the section number "5.2.1" before the words of the "The Owner" at the beginning of the sentence.*

**2.33** *Insert the following Sections 5.2.2 and 5.2.3:*

**5.2.2** The reasons for which the Owner will reject Bids include, but are not limited to:

- .1** Failure by a Bidder to be represented at a Mandatory Pre-Bid Conference or site visit;
- .2** Failure to deliver the Bid on time;
- .3** Failure to comply with Bid Security requirements, except as expressly allowed by law;
- .4** Listing an invalid electronic Bid Bond authorization number on the bid form;
- .5** Failure to Bid an Alternate, except as expressly allowed by law;
- .6** Failure to list qualified Subcontractors as required by law;
- .7** Showing any material modification(s) or exception(s) qualifying the Bid;
- .8** Faxing a Bid directly to the Owner or their representative; or
- .9** Failure to include a properly executed Power-of-Attorney with the bid bond.

**5.2.3** The Owner may reject a Bid as nonresponsive if the prices bid are materially unbalanced between line items or sub-line items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the Owner even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

## **OSE FORM 00201**

### **STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

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2.34 *Delete Section 6.1 and substitute the following:*

#### **6.1 CONTRACTOR'S RESPONSIBILITY**

Owner will make a determination of Bidder's responsibility before awarding a contract. Bidder shall provide all information and documentation requested by the Owner to support the Owner's evaluation of responsibility. Failure of Bidder to provide requested information is cause for the Owner, at its option, to determine the Bidder to be non-responsible

2.35 *Delete the language of Section 6.2 and insert the word "Reserved."*

2.36 *Delete the language of Sections 6.3.2, 6.3.3, and 6.3.4 and insert the word "Reserved" after each Section Number.*

2.37 *Insert the following Section 6.4*

#### **6.4 CLARIFICATION**

Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with a Bidder after opening for the purpose of clarifying either the Bid or the requirements of the Invitation for Bids. Such communications may be conducted only with Bidders who have submitted a Bid which obviously conforms in all material aspects to the Invitation for Bids and only in accordance with Appendix E (Paragraph A(6)) to the Manual for Planning and Execution of State Permanent Improvement, Part II. Clarification of a Bid must be documented in writing and included with the Bid. Clarifications may not be used to revise a Bid or the Invitation for Bids. [Section 11-35-1520(8); R.19-445.2080]

2.38 *Delete Section 7.1.2 and substitute the following:*

**7.1.2** The performance and payment bonds shall conform to the requirements of Section 11.4 of the General Conditions of the Contract. If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid.

2.39 *Delete the language of Section 7.1.3 and insert the word "Reserved."*

2.40 *In Section 7.2, insert the words "CONTRACT, CERTIFICATES OF INSURANCE" into the caption after the word "Delivery."*

2.41 *Delete Section 7.2.1 and substitute the following:*

**7.2.1** After expiration of the protest period, the Owner will tender a signed Contract for Construction to the Bidder and the Bidder shall return the fully executed Contract for Construction to the Owner within seven days thereafter. The Bidder shall deliver the required bonds and certificate of insurance to the Owner not later than three days following the date of execution of the Contract. Failure to deliver these documents as required shall entitle the Owner to consider the Bidder's failure as a refusal to enter into a contract in accordance with the terms and conditions of the Bidder's Bid and to make claim on the Bid Security for re-procurement cost.

2.42 *Delete the language of Section 7.2.2 and insert the word "Reserved."*

2.43 *Delete the language of Article 8 and insert the following:*

Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on South Carolina Modified AIA Document A101, 2007, Standard Form of Agreement Between Owner and Contractor as modified by OSE Form 00501 – Standard Modification to Agreement Between Owner and Contractor.

2.44 *Insert the following Article 9:*

#### **ARTICLE 9 MISCELLANEOUS**

##### **9.1 NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING IMPORTANT TAX NOTICE - NONRESIDENTS ONLY**

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

## OSE FORM 00201

### STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at: [www.sctax.org](http://www.sctax.org)

This notice is for informational purposes only. This Owner does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-898- 5383.

PLEASE SEE THE "NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING" FORM (Available through SC Department of Revenue).

#### **9.2 CONTRACTOR LICENSING**

Contractors and Subcontractors listed in Section 7 of the Bid Form who are required by the South Carolina Code of Laws to be licensed, must be licensed at the time of bidding.

#### **9.3 SUBMITTING CONFIDENTIAL INFORMATION**

For every document Bidder submits in response to or with regard to this solicitation or request, Bidder must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Bidder contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged & confidential, as that phrase is used in Section 11-35-410. For every document Bidder submits in response to or with regard to this solicitation or request, Bidder must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Bidder contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Bidder submits in response to or with regard to this solicitation or request, Bidder must separately mark with the word "PROTECTED" every page, or portion thereof, that Bidder contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire bid as confidential, trade secret, or protected! If your bid, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation, Bidder (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, & documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, & (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Bidders's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Bidder agrees to defend, indemnify & hold harmless the State of South Carolina, its officers & employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the State withholding information that Bidder marked as "confidential" or "trade secret" or "PROTECTED".

#### **9.4 POSTING OF INTENT TO AWARD**

The SE-370, Notice of Intent to Award, will be posted at the following location:

**Room or Area of Posting:** Main Lobby

**Building Where Posted:** USC Facilities

**Address of Building:** 743 Greene Street, Columbia, SC, 29208

**WEB site address (if applicable):**

**Posting date will be announced at bid opening.** In addition to posting the notice, the Owner will promptly send all responsive bidders a copy of the notice of intent to award and the final bid tabulation

#### **9.5 PROTEST OF SOLICITATION OR AWARD**

Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of intent to award is posted in accordance with Title 11, Chapter 35, Section 4210 of the South Carolina Code of Laws, as amended. A protest shall be in writing, shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the State Engineer within the time provided.

# OSE FORM 00201

## STANDARD SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

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Any protest must be addressed to the CPO, Office of State Engineer, and submitted in writing:

- A. by email to [protest-ose@mso.sc.gov](mailto:protest-ose@mso.sc.gov),
- B. by facsimile at 803-737-0639, or
- C. by post or delivery to 1201 Main Street, Suite 600, Columbia, SC 29201.

By submitting a protest to the foregoing email address, you (and any person acting on your behalf) consent to receive communications regarding your protest (and any related protests) at the e-mail address from which you sent your protest.

### **9.6 SOLICITATION INFORMATION FROM SOURCES OTHER THAN OFFICIAL SOURCE**

South Carolina Business Opportunities (SCBO) is the official state government publication for State of South Carolina solicitations. Any information on State agency solicitations obtained from any other source is unofficial and any reliance placed on such information is at the bidder's sole risk and is without recourse under the South Carolina Consolidated Procurement Code.

### **9.7 BUILDER'S RISK INSURANCE**

Bidders are directed to Article 11.3 of the South Carolina Modified AIA Document A201, 2007 Edition, which, unless provided otherwise in the bid documents, requires the contractor to provide builder's risk insurance on the project.

### **9.8 TAX CREDIT FOR SUBCONTRACTING WITH MINORITY FIRMS**

Pursuant to Section 12-6-3350, taxpayers, who utilize certified minority subcontractors, may take a tax credit equal to 4% of the payments they make to said subcontractors. The payments claimed must be based on work performed directly for a South Carolina state contract. The credit is limited to a maximum of fifty thousand dollars annually. The taxpayer is eligible to claim the credit for 10 consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Taxpayers must maintain evidence of work performed for a State contract by the minority subcontractor. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. The subcontractor must be certified as to the criteria of a "Minority Firm" by the Governor's Office of Small and Minority Business Assistance (OSMBA). Certificates are issued to subcontractors upon successful completion of the certification process. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. Reference: SC §11-35-5010 – Definition for Minority Subcontractor & SC §11-35-5230 (B) – Regulations for Negotiating with State Minority Firms.

### **9.9 OTHER SPECIAL CONDITIONS OF THE WORK**

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**END OF DOCUMENT**

**Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

« »  
« »

**SURETY:**

*(Name, legal status and principal place of business)*

« »  
« »

**OWNER:**

*(Name, legal status and address)*

University of South Carolina  
743 Greene Street, Columbia, SC, 29208

**BOND AMOUNT:** \$ « »

**PROJECT:**

*(Name, location or address, and Project number, if any)*

«USCB Hargray Classroom 159 Renovation»  
«1 University Blvd, Bluffton, SC»  
« »H36-I313 CP50002925

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

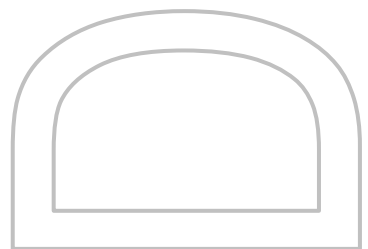
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.



**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.



**ELECTRONIC COPYING** of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

Signed and sealed this « » day of « », « »

\_\_\_\_\_  
(Witness)

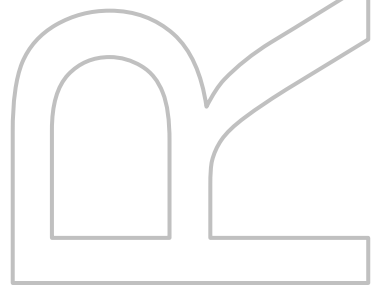
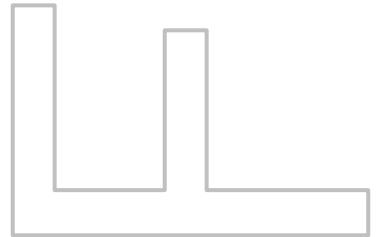
\_\_\_\_\_  
(Witness)

« »  
\_\_\_\_\_  
(Contractor as Principal) (Seal)

« »  
\_\_\_\_\_  
(Title)

« »  
\_\_\_\_\_  
(Surety) (Seal)

« »  
\_\_\_\_\_  
(Title)



**SE-330**  
**LUMP SUM BID FORM**

*Bidders shall submit bids on only Bid Form SE-330.*

---

**BID SUBMITTED BY:** \_\_\_\_\_  
*(Bidder's Name)*

**BID SUBMITTED TO:** \_\_\_\_\_  
*(Owner's Name)*

**FOR: PROJECT NAME:** USCB Hargray Classroom 159 Renovation  
**PROJECT NUMBER:** H36-I313 CP50002925

**OFFER**

§ 1. In response to the Invitation for Construction Services and in compliance with the Instructions to Bidders for the above-named Project, the undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a Contract with the Owner on the terms included in the Bidding Documents, and to perform all Work as specified or indicated in the Bidding Documents, for the prices and within the time frames indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

§ 2. Pursuant to Section 11-35-3030(1) of the SC Code of Laws, as amended, Bidder has submitted Bid Security as follows in the amount and form required by the Bidding Documents:

**Bid Bond with Power of Attorney**       **Electronic Bid Bond**       **Cashier's Check**  
*(Bidder check one)*

§ 3. Bidder acknowledges the receipt of the following Addenda to the Bidding Documents and has incorporated the effects of said Addenda into this Bid:

*(Bidder, check all that apply. Note, there may be more boxes than actual addenda. Do not check boxes that do not apply)*

**ADDENDA:**       #1       #2       #3       #4       #5

§ 4. Bidder accepts all terms and conditions of the Invitation for Bids, including, without limitation, those dealing with the disposition of Bid Security. Bidder agrees that this Bid, 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 Bid Date, or for such longer period of time that Bidder may agree to in writing upon request of the Owner.

§ 5. Bidder herewith offers to provide all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees, and to pay all royalties, fees, permits, licenses and applicable taxes necessary to complete the following items of construction work:

§ 6.1 **BASE BID WORK** *(as indicated in the Bidding Documents and generally described as follows):* Renovations-Building Interior; divide existing classroom into three(3) smaller classroom spaces.Small and minority business participation is encouraged. Bidders are responsible for obtaining all information including all updates from USC's website: www.purchasing.sc.edu. See Facilities/Construction Solcitations and Awards

**\$** \_\_\_\_\_, which sum is hereafter called the Base Bid.  
*(Bidder - insert Base Bid Amount on line above)*

**SE-330**  
**LUMP SUM BID FORM**

§ 6.2 **BID ALTERNATES** as indicated in the Bidding Documents and generally described as follows:

**ALTERNATE # 1** (Brief Description): Carpet Replacement per provided specification. To include the removal and replacement of the existing carpet.

**ADD TO** or  **DEDUCT FROM BASE BID:** \$ \_\_\_\_\_

(Bidder to Mark appropriate box to clearly indicate the price adjustment offered for each Alternate)

**ALTERNATE # 2** (Brief Description): \_\_\_\_\_

**ADD TO** or  **DEDUCT FROM BASE BID:** \$ \_\_\_\_\_

(Bidder to Mark appropriate box to clearly indicate the price adjustment offered for each Alternate)

**ALTERNATE # 3** (Brief Description): \_\_\_\_\_

**ADD TO** or  **DEDUCT FROM BASE BID:** \$ \_\_\_\_\_

(Bidder to Mark appropriate box to clearly indicate the price adjustment offered for each Alternate)

§ 6.3 **UNIT PRICES:**

**BIDDER** offers for the Agency's consideration and use, the following **UNIT PRICES**. The **UNIT PRICES** offered by **BIDDER** indicate the amount to be added to or deducted from the **CONTRACT SUM** for each item-unit combination. **UNIT PRICES** include all costs to the Agency, including those for materials, labor, equipment, tools of trades and labor, fees, taxes, insurance, bonding, overhead, profit, etc. The Agency reserves the right to include or not to include any of the following **UNIT PRICES** in the Contract and to negotiate the **UNIT PRICES** with **BIDDER**.

<u>No.</u>	<u>ITEM</u>	<u>UNIT OF MEASURE</u>	<u>ADD</u>	<u>DEDUCT</u>
<u>1.</u>	_____	_____	\$ _____	\$ _____
<u>2.</u>	_____	_____	\$ _____	\$ _____
<u>3.</u>	_____	_____	\$ _____	\$ _____
<u>4.</u>	_____	_____	\$ _____	\$ _____
<u>5.</u>	_____	_____	\$ _____	\$ _____
<u>6.</u>	_____	_____	\$ _____	\$ _____
<u>7.</u>	_____	_____	\$ _____	\$ _____
<u>8.</u>	_____	_____	\$ _____	\$ _____



**SE-330**  
**LUMP SUM BID FORM**

**§ 7. LISTING OF PROPOSED SUBCONTRACTORS PURSUANT TO SECTION 3020(b)(i), CHAPTER 35, TITLE 11 OF THE SOUTH CAROLINA CODE OF LAWS, AS AMENDED**  
*(See Instructions on the following page BF-2A)*

Bidder shall use the below-listed Subcontractors in the performance of the Subcontractor Classification work listed:

<b>SUBCONTRACTOR CLASSIFICATION</b> <b>By License Classification and/or Subclassification</b> <i>(Completed by Owner)</i>	<b>SUBCONTRACTOR'S PRIME CONTRACTOR'S NAME</b> <i>(Must be completed by Bidder)</i>	<b>SUBCONTRACTOR'S PRIME CONTRACTOR'S SC LICENSE NUMBER</b> <i>(Requested, but not Required)</i>
<b>BASE BID</b>		
Mechanical		
Electrical		
<b>ALTERNATE #1</b>		
<b>ALTERNATE #2</b>		
<b>ALTERNATE #3</b>		

If a Bid Alternate is accepted, Subcontractors listed for the Bid Alternate shall be used for the work of both the Alternate and the Base Bid work.

**SE-330**  
**LUMP SUM BID FORM**

**INSTRUCTIONS FOR  
SUBCONTRACTOR LISTING**

1. Section 7 of the Bid Form sets forth an Owner developed list of contractor/subcontractor specialties by contractor license category and/or subcategory for which bidder is required to identify the entity (subcontractor(s) and/or himself) Bidder will use to perform the work of each listed specialty..
  - a. **Column A:** The Owner fills out this column, which identifies the contractor/subcontractor specialties for which the bidder must list either a subcontractor or himself as the entity that will perform this work. Subcontractor specialties are identified by contractor license categories or subcategories listed in Title 40 of the South Carolina Code of laws. If the owner has not identified a specialty, the bidder does not list a subcontractor.
  - b. **Columns B and C:** In these columns, the Bidder identifies the subcontractors it will use for the work of each specialty listed by the Owner in Column A. Bidder must identify only the subcontractor(s) who will perform the work and no others. Bidders should make sure that their identification of each subcontractor is clear and unambiguous. A listing that could be any number of different entities may be cause for rejection of the bid as non-responsive. For example, a listing of M&M without more may be problematic if there are multiple different licensed contractors in South Carolina whose names start with M&M.
2. **Subcontractor Defined:** For purposes of subcontractor listing, a subcontractor is an entity who will perform work or render service to the prime contractor to or about the construction site pursuant to a contract with the prime contractor. Bidder should not identify sub-subcontractors in the spaces provided on the bid form but only those entities with which bidder will contract directly. Likewise, do not identify material suppliers, manufacturers, and fabricators that will not perform physical work at the site of the project but will only supply materials or equipment to the bidder or proposed subcontractor(s).
3. **Subcontractor Qualifications:** Bidder must only list subcontractors who possess a South Carolina Contractor's license with the license classification and/or subclassification identified by the Owner in the first column on the left. The subcontractor license must also be within the appropriate license group for the work of the specialty. If Bidder lists a subcontractor who is not qualified to perform the work, the Bidder will be rejected as non-responsive.
4. **Use of Own forces:** If under the terms of the Bidding Documents, Bidder is qualified to perform the work of a listed specialty and Bidder does not intend to subcontract such work but to use Bidder's own employees to perform such work, the Bidder must insert its own name in the space provided for that specialty.
5. **Use of Multiple Subcontractors:**
  - a. If Bidder intends to use multiple subcontractors to perform the work of a single specialty listing, Bidder must insert the name of each subcontractor Bidder will use, preferably separating the name of each by the word "**and**". If Bidder intends to use both his own employees to perform a part of the work of a single specialty listing and to use one or more subcontractors to perform the remaining work for that specialty listing, bidder must insert his own name and the name of each subcontractor, preferably separating the name of each with the word "**and**". Bidder must use each entity listed for the work of a single specialty listing in the performance of that work.
  - b. **Optional Listing Prohibited:** Bidder may not list multiple subcontractors for a specialty listing, in a form that provides the Bidder the option, after bid opening or award, to choose to use one or more but not all the listed subcontractors to perform the work for which they are listed. A listing, which on its face requires subsequent explanation to determine whether it is an optional listing, is non-responsive. If bidder intends to use multiple entities to perform the work for a single specialty listing, bidder must clearly set forth on the bid form such intent. Bidder may accomplish this by simply inserting the word "**and**" between the names of each entity listed for that specialty. Agency will reject as non-responsive a listing that contains the names of multiple subcontractors separated by a blank space, the word "or", a virgule (that is a /), or any separator that the Agency may reasonably interpret as an optional listing.
6. If Bidder is awarded the contract, bidder must, except with the approval of the Agency for good cause shown, use the listed entities to perform the work for which they are listed.
7. If bidder is awarded the contract, bidder will not be allowed to substitute another entity as subcontractor in place of a subcontractor listed in Section 7 of the Bid except for one or more of the reasons allowed by the SC Code of Laws.
8. Bidder's failure to identify an entity (subcontractor or himself) to perform the work of a subcontractor specialty listed in the first column on the left will render the Bid non-responsive.

**SE-330**  
**LUMP SUM BID FORM**

**§ 8. LIST OF MANUFACTURERS, MATERIAL SUPPLIERS, AND SUBCONTRACTORS OTHER THAN SUBCONTRACTORS LISTED IN SECTION 7 ABOVE (FOR INFORMATION ONLY):**

Pursuant to instructions in the Invitation for Construction Services, if any, Bidder will provide to Owner upon the Owner's request and within 24 hours of such request, a listing of manufacturers, material suppliers, and subcontractors, other than those listed in Section 7 above, that Bidder intends to use on the project. Bidder acknowledges and agrees that this list is provided for purposes of determining responsibility and not pursuant to the subcontractor listing requirements of SC Code Ann § 11-35-3020(b)(i).

**§ 9. TIME OF CONTRACT PERFORMANCE AND LIQUIDATED DAMAGES**

**a) CONTRACT TIME**

Bidder agrees that the Date of Commencement of the Work shall be established in a Notice to Proceed to be issued by the Owner. Bidder agrees to substantially complete the Work within 50 Calendar Days from the Date of Commencement, subject to adjustments as provided in the Contract Documents.

**b) LIQUIDATED DAMAGES**

Bidder further agrees that from the compensation to be paid, the Owner shall retain as Liquidated Damages the amount of \$ 250 for each Calendar Day the actual construction time required to achieve Substantial Completion exceeds the specified or adjusted time for Substantial Completion as provided in the Contract Documents. This amount is intended by the parties as the predetermined measure of compensation for actual damages, not as a penalty for nonperformance.

**§ 10. AGREEMENTS**

- a) Bidder agrees that this bid is subject to the requirements of the laws of the State of South Carolina.
- b) Bidder agrees that at any time prior to the issuance of the Notice to Proceed for this Project, this Project may be canceled for the convenience of, and without cost to, the State.
- c) Bidder agrees that neither the State of South Carolina nor any of its agencies, employees or agents shall be responsible for any bid preparation costs, or any costs or charges of any type, should all bids be rejected or the Project canceled for any reason prior to the issuance of the Notice to Proceed.

**§ 11. ELECTRONIC BID BOND**

By signing below, the Principal is affirming that the identified electronic bid bond has been executed and that the Principal and Surety are firmly bound unto the State of South Carolina under the terms and conditions of the AIA Document A310, Bid Bond, included in the Bidding Documents.

**ELECTRONIC BID BOND NUMBER:** \_\_\_\_\_

**SIGNATURE AND TITLE:** \_\_\_\_\_

**SE-330  
LUMP SUM BID FORM**

**CONTRACTOR'S CLASSIFICATIONS AND SUBCLASSIFICATIONS WITH LIMITATION**

**SC Contractor's License Number(s):** \_\_\_\_\_

**Classification(s) & Limits:** \_\_\_\_\_

**Subclassification(s) & Limits:** \_\_\_\_\_

**By signing this Bid, the person signing reaffirms all representation and certification made by both the person signing and the Bidder, including without limitation, those appearing in Article 2 of the Instructions to Bidders, is expressly incorporated by reference.**

**BIDDER'S LEGAL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

# DRAFT AIA® Document A101™ - 2007

## Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

**AGREEMENT** made as of the « » day of « » in the year « »  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

University of South Carolina  
743 Greene St.  
Columbia, SC, 29208

and the Contractor:  
(Name, legal status, address and other information)

« »« »  
« »  
« »  
« »

for the following Project:  
(Name, location and detailed description)

«USCB Hargray Classroom 159 Renovation»  
«1 University Blvd, Bluffton, SC»  
« »

The Architect:  
(Name, legal status, address and other information)

Watson Tate Savory  
1316 Washington Street  
Columbia, SC 29201

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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**TABLE OF ARTICLES**

- 1 THE CONTRACT DOCUMENTS**
- 2 THE WORK OF THIS CONTRACT**
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- 4 CONTRACT SUM**
- 5 PAYMENTS**
- 6 DISPUTE RESOLUTION**
- 7 TERMINATION OR SUSPENSION**
- 8 MISCELLANEOUS PROVISIONS**
- 9 ENUMERATION OF CONTRACT DOCUMENTS**
- 10 INSURANCE AND BONDS**

**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

**ARTICLE 2 THE WORK OF THIS CONTRACT**

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

**§ 3.1** The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

« »

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

« »

**§ 3.2** The Contract Time shall be measured from the date of commencement.

**§ 3.3** The Contractor shall achieve Substantial Completion of the entire Work not later than « » ( « » ) days from the date of commencement, or as follows:

*(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)*

« »

**Portion of Work**

**Substantial Completion Date**

, subject to adjustments of this Contract Time as provided in the Contract Documents.

*(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)*

« »

**ARTICLE 4 CONTRACT SUM**

**§ 4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be « » (\$ « »), subject to additions and deductions as provided in the Contract Documents.

**§ 4.2** The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

*(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)*

« »

**§ 4.3** Unit prices, if any:

*(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price Per Unit (\$0.00)

**§ 4.4** Allowances included in the Contract Sum, if any:

*(Identify allowance and state exclusions, if any, from the allowance price.)*

Item	Price

**ARTICLE 5 PAYMENTS**

**§ 5.1 PROGRESS PAYMENTS**

**§ 5.1.1** Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

**§ 5.1.2** The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

« »

**§ 5.1.3** Provided that an Application for Payment is received by the Architect not later than the « » day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the « » day of the « » month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than « » ( « » ) days after the Architect receives the Application for Payment. *(Federal, state or local laws may require payment within a certain period of time.)*

**§ 5.1.4** Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of « » percent ( « » %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™–2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of « » percent ( « » %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201–2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and  
*(Section 9.8.5 of AIA Document A201–2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)*
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

*(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)*

« »

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

## § 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

« »



**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1 INITIAL DECISION MAKER**

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker. *(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

<< >>  
<< >>  
<< >>  
<< >>

**§ 6.2 BINDING DISPUTE RESOLUTION**

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows: *(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)*

- Arbitration pursuant to Section 15.4 of AIA Document A201–2007
  - Litigation in a court of competent jurisdiction
  - Other *(Specify)*
- << >>

**ARTICLE 7 TERMINATION OR SUSPENSION**

**§ 7.1** The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007.

**§ 7.2** The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

**§ 8.1** Where reference is made in this Agreement to a provision of AIA Document A201–2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

**§ 8.2** Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

*(Insert rate of interest agreed upon, if any.)*

<< >> % << >>

**§ 8.3** The Owner’s representative:  
*(Name, address and other information)*

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<< >>  
<< >>  
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**§ 8.4** The Contractor’s representative:  
*(Name, address and other information)*

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§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

<< >>

## ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101–2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201–2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

§ 9.1.4 The Specifications:

*(Either list the Specifications here or refer to an exhibit attached to this Agreement.)*

<< >>

Section	Title	Date	Pages

§ 9.1.5 The Drawings:

*(Either list the Drawings here or refer to an exhibit attached to this Agreement.)*

<< >>

Number	Title	Date

§ 9.1.6 The Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

- .1 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:

« »

- 2 Other documents, if any, listed below:  
*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor’s bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)*

« »

**ARTICLE 10 INSURANCE AND BONDS**

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201–2007.

*(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201–2007.)*

Type of insurance or bond	Limit of liability or bond amount (\$0.00)

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*

« »« »

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**CONTRACTOR** *(Signature)*

« »« »

\_\_\_\_\_  
*(Printed name and title)*

# OSE FORM 00501

## STANDARD MODIFICATIONS TO AGREEMENT BETWEEN OWNER AND CONTRACTOR

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AGENCY: University of South Carolina

PROJECT NAME: USCB Hargray Classroom 159 Renovations

PROJECT NUMBER: H36-I313 CP50002925

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### 1. STANDARD MODIFICATIONS TO AIA A101-2007

- 1.1 These Standard Modifications amend or supplement the *Standard Form of Agreement Between Owner and Contractor* (AIA Document A101-2007) and other provisions of Bidding and Contract Documents as indicated below.
- 1.2 All provisions of A101-2007, which are not so amended or supplemented, remain in full force and effect.

### 2. MODIFICATIONS TO A101

- 2.1 *Insert the following at the end of Article 1:*  
Any reference in this document to the Agreement between the Owner and Contractor, AIA Document A101, or some abbreviated reference thereof, shall mean the AIA A101, 2007 Edition as modified by OSE Form 00501 – Standard Modification to Agreement Between Owner and Contractor. Any reference in this document to the General Conditions of the Contract for Construction, AIA Document A201, or some abbreviated reference thereof, shall mean the AIA A201, 2007 Edition as modified by OSE Form 00811 – Standard Supplementary Conditions.
- 2.2 *Delete Section 3.1 and substitute the following:*  
**3.1** The Date of Commencement of the Work shall be the date fixed in a Notice to Proceed issued by the Owner. The Owner shall issue the Notice to Proceed to the Contractor in writing, no less than seven days prior to the Date of Commencement. Unless otherwise provided elsewhere in the contract documents, and provided the contractor has secured all required insurance and surety bonds, the contractor may commence work immediately after receipt of the Notice to Proceed.
- 2.3 *Delete Section 3.2 and substitute the following:*  
**3.2** The Contract Time as provided in Section 9(a) of the Bid Form for this Project shall be measured from the Date of Commencement. Contractor agrees that if the Contractor fails to achieve Substantial Completion of the Work within the Contract Time, the Owner shall be entitled to withhold or recover from the Contractor Liquidated Damages in the amounts set forth in Section 9(b) of the Bid Form, subject to adjustments of this Contract Time as provided in the Contract Documents.
- 2.4 *In Section 5.1.1, insert the words “and Owner” after the phrase “Payment submitted to the Architect.”*
- 2.5 *Delete Section 5.1.3 and substitute the following:*  
**5.1.3** The Owner shall make payment of the certified amount to the Contractor not later than 21 days after receipt of the Application for Payment.
- 2.6 *In Section 5.1.6, insert the following after the phrase “Subject to other provisions of the Contract Documents”:*  
and subject to Title 12, Chapter 8, Section 550 of the South Carolina Code of Laws, as amended (Withholding Requirements for Payments to Non-Residents).  
*In the spaces provided in Sub-Sections 1 and 2 for inserting the retainage amount, insert “three and one-half percent (3.5%).”*
- 2.7 *In Section 5.1.8, delete the word “follows” and the colon and substitute the following:*  
set forth in S.C. Code Ann. § 11-35-3030(4).
- 2.8 *In Section 5.1.9, delete the words “Except with the Owner’s prior approval, the” before the word “ Contractor.”*
- 2.9 *In Section 5.2.2, delete the number 30 and substitute the number 21, delete everything following the words “Certificate for Payment” and place a period at the end of the resulting sentence.*
- 2.10 *Delete the language of Sections 6.1 and 6.2 and substitute the word “Reserved” for the deleted language of each Section.*
- 2.11 *Delete the language of Section 8.2 and substitute the word “Reserved.”*

# OSE FORM 00501

## STANDARD MODIFICATIONS TO AGREEMENT BETWEEN OWNER AND CONTRACTOR

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**2.12** *In Section 8.3, make the word "Representative" in the title plural, delete everything following the title, and substitute the following:*

**8.3.1** Owner designates the individual listed below as its Senior Representative ("Owner's Senior Representative"), which individual has the responsibility for and, subject to Section 7.2.1 of the General Conditions, the authority to resolve disputes under Section 15.6 of the General Conditions:

**Name:** Tom Opal  
**Title:** Assistant Director/ Facilities Design and Construction  
**Address:** 743 Greene Street  
**Telephone:** 803) 777-7076      **FAX:** (803) 777-0484  
**Email:** TNOPAL@fmc.sc.edu

**8.3.2** Owner designates the individual listed below as its Owner's Representative, which individual has the authority and responsibility set forth in Section 2.1.1 of the General Conditions:

**Name:** Alfred Lindsay  
**Title:** Project Manager  
**Address:** 743 Greene Street  
**Telephone:** 803-777-1140      **FAX:** \_\_\_\_\_  
**Email:** lindsaaa@mailbox.sc.edu

**2.13** *In Section 8.4, make the word "Representative" in the title plural, delete everything following the title, and substitute the following:*

**8.4.1** Contractor designates the individual listed below as its Senior Representative ("Contractor's Senior Representative"), which individual has the responsibility for and authority to resolve disputes under Section 15.6 of the General Conditions:

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_      **FAX:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**8.4.2** Contractor designates the individual listed below as its Contractor's Representative, which individual has the authority and responsibility set forth in Section 3.1.1 of the General Conditions:

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_      **FAX:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**2.14** *Add the following Section 8.6.1:*

**8.6.1** The Architect's representative:

**Name:** Gene Bell/ Watson Tate Savory  
**Title:** Associate Principal  
**Address:** 1316 Washington St  
**Telephone:** 803-851-0924      **FAX:** \_\_\_\_\_  
**Email:** gbell@watsontatesavory.com

**OSE FORM 00501**  
**STANDARD MODIFICATIONS TO AGREEMENT BETWEEN OWNER AND**  
**CONTRACTOR**

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**2.15** *In Section 9.1.7, Sub-Section 2, list the following documents in the space provided for listing documents:*

**SE-310, Invitation for Construction Services**

**Instructions to Bidders (AIA Document A701-1997)**

**OSE Form 00201, Standard Supplemental Instructions to Bidders**

**Contractor's Bid (Completed Bid Form)**

**SE-370, Notice of Intent to Award**

**2.16** *In Article 10, delete everything after the first sentence.*

**END OF DOCUMENT**

# DRAFT AIA® Document A201™ - 2007

## General Conditions of the Contract for Construction

### for the following PROJECT:

(Name and location or address)

«USCB Hargray Classroom 159 Renovation»  
«1 University Blvd, Bluffton, SC»

### THE OWNER:

(Name, legal status and address)

University of South Carolina  
743 Greene Street  
Columbia, SC 29208

### THE ARCHITECT:

(Name, legal status and address)

Watson Tate Savory  
1316 Washington St  
Columbia, SC 29201

### TABLE OF ARTICLES

- |    |  |
|----|--|
| 1  | GENERAL PROVISIONS                               |
| 2  | OWNER  |
| 3  | CONTRACTOR                                       |
| 4  | ARCHITECT  |
| 5  | SUBCONTRACTORS                                   |
| 6  | CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS |
| 7  | CHANGES IN THE WORK                              |
| 8  | TIME   |
| 9  | PAYMENTS AND COMPLETION                          |
| 10 | PROTECTION OF PERSONS AND PROPERTY               |
| 11 | INSURANCE AND BONDS                              |
| 12 | UNCOVERING AND CORRECTION OF WORK                |
| 13 | MISCELLANEOUS PROVISIONS                         |
| 14 | TERMINATION OR SUSPENSION OF THE CONTRACT        |
| 15 | CLAIMS AND DISPUTES                              |

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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## INDEX

(Topics and numbers in bold are section headings.)

### Acceptance of Nonconforming Work

9.6.6, 9.9.3, **12.3**

Acceptance of Work

9.6.6, 9.8.2, 9.9.3, 9.10.1, 9.10.3, **12.3**

### Access to Work

**3.16**, 6.2.1, 12.1

Accident Prevention

10

Acts and Omissions

3.2, 3.3.2, 3.12.8, 3.18, 4.2.3, 8.3.1, 9.5.1, 10.2.5,  
10.2.8, 13.4.2, 13.7, 14.1, 15.2

Addenda

1.1.1, 3.11

Additional Costs, Claims for

3.7.4, 3.7.5, 6.1.1, 7.3.7.5, 10.3, 15.1.4

### Additional Inspections and Testing

9.4.2, 9.8.3, 12.2.1, **13.5**

Additional Insured

11.1.4

### Additional Time, Claims for

3.2.4, 3.7.4, 3.7.5, 3.10.2, 8.3.2, **15.1.5**

### Administration of the Contract

3.1.3, **4.2**, 9.4, 9.5

Advertisement or Invitation to Bid

1.1.1

Aesthetic Effect

4.2.13

### Allowances

**3.8**, 7.3.8

All-risk Insurance

11.3.1, 11.3.1.1

### Applications for Payment

4.2.5, 7.3.9, 9.2, **9.3**, 9.4, 9.5.1, 9.6.3, 9.7, 9.10,  
11.1.3

Approvals

2.1.1, 2.2.2, 2.4, 3.1.3, 3.10.2, 3.12.8, 3.12.9, 3.12.10,  
4.2.7, 9.3.2, 13.5.1

### Arbitration

8.3.1, 11.3.10, 13.1, 15.3.2, **15.4**

## ARCHITECT

**4**

Architect, Definition of

### 4.1.1

Architect, Extent of Authority

2.4, 3.12.7, 4.1, 4.2, 5.2, 6.3, 7.1.2, 7.3.7, 7.4, 9.2,  
9.3.1, 9.4, 9.5, 9.6.3, 9.8, 9.10.1, 9.10.3, 12.1, 12.2.1,  
13.5.1, 13.5.2, 14.2.2, 14.2.4, 15.1.3, 15.2.1

Architect, Limitations of Authority and  
Responsibility

2.1.1, 3.12.4, 3.12.8, 3.12.10, 4.1.2, 4.2.1, 4.2.2,  
4.2.3, 4.2.6, 4.2.7, 4.2.10, 4.2.12, 4.2.13, 5.2.1, 7.4,  
9.4.2, 9.5.3, 9.6.4, 15.1.3, 15.2

Architect's Additional Services and Expenses

2.4, 11.3.1.1, 12.2.1, 13.5.2, 13.5.3, 14.2.4

Architect's Administration of the Contract

3.1.3, 4.2, 3.7.4, 15.2, 9.4.1, 9.5

Architect's Approvals

2.4, 3.1.3, 3.5, 3.10.2, 4.2.7

Architect's Authority to Reject Work

3.5, 4.2.6, 12.1.2, 12.2.1

Architect's Copyright

1.1.7, 1.5

Architect's Decisions

3.7.4, 4.2.6, 4.2.7, 4.2.11, 4.2.12, 4.2.13, 4.2.14, 6.3,  
7.3.7, 7.3.9, 8.1.3, 8.3.1, 9.2, 9.4.1, 9.5, 9.8.4, 9.9.1,  
13.5.2, 15.2, 15.3

Architect's Inspections

3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 13.5

Architect's Instructions

3.2.4, 3.3.1, 4.2.6, 4.2.7, 13.5.2

Architect's Interpretations

4.2.11, 4.2.12

Architect's Project Representative

4.2.10

Architect's Relationship with Contractor

1.1.2, 1.5, 3.1.3, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.4.2, 3.5,  
3.7.4, 3.7.5, 3.9.2, 3.9.3, 3.10, 3.11, 3.12, 3.16, 3.18,  
4.1.2, 4.1.3, 4.2, 5.2, 6.2.2, 7, 8.3.1, 9.2, 9.3, 9.4, 9.5,  
9.7, 9.8, 9.9, 10.2.6, 10.3, 11.3.7, 12, 13.4.2, 13.5,  
15.2

Architect's Relationship with Subcontractors

1.1.2, 4.2.3, 4.2.4, 4.2.6, 9.6.3, 9.6.4, 11.3.7

Architect's Representations

9.4.2, 9.5.1, 9.10.1

Architect's Site Visits

3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.5.1, 9.9.2, 9.10.1, 13.5

Asbestos

10.3.1

Attorneys' Fees

3.18.1, 9.10.2, 10.3.3

Award of Separate Contracts

6.1.1, 6.1.2

### Award of Subcontracts and Other Contracts for Portions of the Work

**5.2**

## Basic Definitions

**1.1**

Bidding Requirements

1.1.1, 5.2.1, 11.4.1

Binding Dispute Resolution

9.7, 11.3.9, 11.3.10, 13.1, 15.2.5, 15.2.6.1, 15.3.1,  
15.3.2, 15.4.1

### Boiler and Machinery Insurance

**11.3.2**

Bonds, Lien

7.3.7.4, 9.10.2, 9.10.3

### Bonds, Performance, and Payment

7.3.7.4, 9.6.7, 9.10.3, 11.3.9, **11.4**



Building Permit  
3.7.1  
**Capitalization**  
**1.3**  
Certificate of Substantial Completion  
9.8.3, 9.8.4, 9.8.5  
**Certificates for Payment**  
4.2.1, 4.2.5, 4.2.9, 9.3.3, **9.4**, 9.5, 9.6.1, 9.6.6, 9.7,  
9.10.1, 9.10.3, 14.1.1.3, 14.2.4, 15.1.3  
Certificates of Inspection, Testing or Approval  
13.5.4  
Certificates of Insurance  
9.10.2, 11.1.3  
**Change Orders**  
1.1.1, 2.4, 3.4.2, 3.7.4, 3.8.2.3, 3.11, 3.12.8, 4.2.8,  
5.2.3, 7.1.2, 7.1.3, **7.2**, 7.3.2, 7.3.6, 7.3.9, 7.3.10,  
8.3.1, 9.3.1.1, 9.10.3, 10.3.2, 11.3.1.2, 11.3.4, 11.3.9,  
12.1.2, 15.1.3  
**Change Orders, Definition of**  
**7.2.1**  
**CHANGES IN THE WORK**  
2.2.1, 3.11, 4.2.8, **7**, 7.2.1, 7.3.1, 7.4, 8.3.1, 9.3.1.1,  
11.3.9  
**Claims, Definition of**  
**15.1.1**  
**CLAIMS AND DISPUTES**  
3.2.4, 6.1.1, 6.3, 7.3.9, 9.3.3, 9.10.4, 10.3.3, **15**, 15.4  
Claims and Timely Assertion of Claims  
15.4.1  
**Claims for Additional Cost**  
3.2.4, 3.7.4, 6.1.1, 7.3.9, 10.3.2, **15.1.4**  
**Claims for Additional Time**  
3.2.4, 3.7.4, 6.1.1, 8.3.2, 10.3.2, **15.1.5**  
**Concealed or Unknown Conditions, Claims for**  
**3.7.4**  
Claims for Damages  
3.2.4, 3.18, 6.1.1, 8.3.3, 9.5.1, 9.6.7, 10.3.3, 11.1.1,  
11.3.5, 11.3.7, 14.1.3, 14.2.4, 15.1.6  
Claims Subject to Arbitration  
15.3.1, 15.4.1  
**Cleaning Up**  
**3.15**, 6.3  
Commencement of the Work, Conditions Relating to  
2.2.1, 3.2.2, 3.4.1, 3.7.1, 3.10.1, 3.12.6, 5.2.1, 5.2.3,  
6.2.2, 8.1.2, 8.2.2, 8.3.1, 11.1, 11.3.1, 11.3.6, 11.4.1,  
15.1.4  
**Commencement of the Work, Definition of**  
**8.1.2**  
**Communications Facilitating Contract**  
**Administration**  
3.9.1, **4.2.4**  
Completion, Conditions Relating to  
3.4.1, 3.11, 3.15, 4.2.2, 4.2.9, 8.2, 9.4.2, 9.8, 9.9.1,  
9.10, 12.2, 13.7, 14.1.2  
**COMPLETION, PAYMENTS AND**  
**9**

Completion, Substantial  
4.2.9, 8.1.1, 8.1.3, 8.2.3, 9.4.2, 9.8, 9.9.1, 9.10.3,  
12.2, 13.7  
Compliance with Laws  
1.6, 3.2.3, 3.6, 3.7, 3.12.10, 3.13, 4.1.1, 9.6.4, 10.2.2,  
11.1, 11.3, 13.1, 13.4, 13.5.1, 13.5.2, 13.6, 14.1.1,  
14.2.1.3, 15.2.8, 15.4.2, 15.4.3  
Concealed or Unknown Conditions  
3.7.4, 4.2.8, 8.3.1, 10.3  
Conditions of the Contract  
1.1.1, 6.1.1, 6.1.4  
Consent, Written  
3.4.2, 3.7.4, 3.12.8, 3.14.2, 4.1.2, 9.3.2, 9.8.5, 9.9.1,  
9.10.2, 9.10.3, 11.3.1, 13.2, 13.4.2, 15.4.4.2  
**Consolidation or Joinder**  
**15.4.4**  
**CONSTRUCTION BY OWNER OR BY**  
**SEPARATE CONTRACTORS**  
1.1.4, **6**  
**Construction Change Directive, Definition of**  
**7.3.1**  
**Construction Change Directives**  
1.1.1, 3.4.2, 3.12.8, 4.2.8, 7.1.1, 7.1.2, 7.1.3, **7.3**,  
9.3.1.1  
Construction Schedules, Contractor's  
3.10, 3.12.1, 3.12.2, 6.1.3, 15.1.5.2  
**Contingent Assignment of Subcontracts**  
**5.4**, 14.2.2.2  
**Continuing Contract Performance**  
**15.1.3**  
**Contract, Definition of**  
**1.1.2**  
**CONTRACT, TERMINATION OR**  
**SUSPENSION OF THE**  
5.4.1.1, 11.3.9, **14**  
Contract Administration  
3.1.3, 4, 9.4, 9.5  
Contract Award and Execution, Conditions Relating  
to  
3.7.1, 3.10, 5.2, 6.1, 11.1.3, 11.3.6, 11.4.1  
Contract Documents, Copies Furnished and Use of  
1.5.2, 2.2.5, 5.3  
**Contract Documents, Definition of**  
**1.1.1**  
**Contract Sum**  
3.7.4, 3.8, 5.2.3, 7.2, 7.3, 7.4, **9.1**, 9.4.2, 9.5.1.4,  
9.6.7, 9.7, 10.3.2, 11.3.1, 14.2.4, 14.3.2, 15.1.4,  
15.2.5  
**Contract Sum, Definition of**  
**9.1**  
Contract Time  
3.7.4, 3.7.5, 3.10.2, 5.2.3, 7.2.1.3, 7.3.1, 7.3.5, 7.4,  
8.1.1, 8.2.1, 8.3.1, 9.5.1, 9.7, 10.3.2, 12.1.1, 14.3.2,  
15.1.5.1, 15.2.5  
**Contract Time, Definition of**  
**8.1.1**

## CONTRACTOR

### 3

**Contractor**, Definition of

#### 3.1, 6.1.2

**Contractor's Construction Schedules**

3.10, 3.12.1, 3.12.2, 6.1.3, 15.1.5.2

Contractor's Employees

3.3.2, 3.4.3, 3.8.1, 3.9, 3.18.2, 4.2.3, 4.2.6, 10.2, 10.3, 11.1.1, 11.3.7, 14.1, 14.2.1.1

**Contractor's Liability Insurance**

#### 11.1

Contractor's Relationship with Separate Contractors and Owner's Forces

3.12.5, 3.14.2, 4.2.4, 6, 11.3.7, 12.1.2, 12.2.4

Contractor's Relationship with Subcontractors

1.2.2, 3.3.2, 3.18.1, 3.18.2, 5, 9.6.2, 9.6.7, 9.10.2, 11.3.1.2, 11.3.7, 11.3.8

Contractor's Relationship with the Architect

1.1.2, 1.5, 3.1.3, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.4.2, 3.5, 3.7.4, 3.10, 3.11, 3.12, 3.16, 3.18, 4.1.3, 4.2, 5.2, 6.2.2, 7, 8.3.1, 9.2, 9.3, 9.4, 9.5, 9.7, 9.8, 9.9, 10.2.6, 10.3, 11.3.7, 12, 13.5, 15.1.2, 15.2.1

Contractor's Representations

3.2.1, 3.2.2, 3.5, 3.12.6, 6.2.2, 8.2.1, 9.3.3, 9.8.2

Contractor's Responsibility for Those Performing the Work

3.3.2, 3.18, 5.3, 6.1.3, 6.2, 9.5.1, 10.2.8

Contractor's Review of Contract Documents

3.2

Contractor's Right to Stop the Work

9.7

Contractor's Right to Terminate the Contract

14.1, 15.1.6

Contractor's Submittals

3.10, 3.11, 3.12.4, 4.2.7, 5.2.1, 5.2.3, 9.2, 9.3, 9.8.2, 9.8.3, 9.9.1, 9.10.2, 9.10.3, 11.1.3, 11.4.2

Contractor's Superintendent

3.9, 10.2.6

Contractor's Supervision and Construction

Procedures

1.2.2, 3.3, 3.4, 3.12.10, 4.2.2, 4.2.7, 6.1.3, 6.2.4, 7.1.3, 7.3.5, 7.3.7, 8.2, 10, 12, 14, 15.1.3

Contractual Liability Insurance

11.1.1.8, 11.2

Coordination and Correlation

1.2, 3.2.1, 3.3.1, 3.10, 3.12.6, 6.1.3, 6.2.1

Copies Furnished of Drawings and Specifications

1.5, 2.2.5, 3.11

Copyrights

1.5, 3.17

Correction of Work

2.3, 2.4, 3.7.3, 9.4.2, 9.8.2, 9.8.3, 9.9.1, 12.1.2, 12.2

**Correlation and Intent of the Contract Documents**

#### 1.2

**Cost**, Definition of

7.3.7

Costs

2.4, 3.2.4, 3.7.3, 3.8.2, 3.15.2, 5.4.2, 6.1.1, 6.2.3, 7.3.3.3, 7.3.7, 7.3.8, 7.3.9, 9.10.2, 10.3.2, 10.3.6, 11.3, 12.1.2, 12.2.1, 12.2.4, 13.5, 14

**Cutting and Patching**

3.14, 6.2.5

Damage to Construction of Owner or Separate Contractors

3.14.2, 6.2.4, 10.2.1.2, 10.2.5, 10.4, 11.1.1, 11.3, 12.2.4

Damage to the Work

3.14.2, 9.9.1, 10.2.1.2, 10.2.5, 10.4, 11.3.1, 12.2.4

Damages, Claims for

3.2.4, 3.18, 6.1.1, 8.3.3, 9.5.1, 9.6.7, 10.3.3, 11.1.1, 11.3.5, 11.3.7, 14.1.3, 14.2.4, 15.1.6

Damages for Delay

6.1.1, 8.3.3, 9.5.1.6, 9.7, 10.3.2

**Date of Commencement of the Work**, Definition of

8.1.2

**Date of Substantial Completion**, Definition of

8.1.3

**Day**, Definition of

8.1.4

Decisions of the Architect

3.7.4, 4.2.6, 4.2.7, 4.2.11, 4.2.12, 4.2.13, 15.2, 6.3, 7.3.7, 7.3.9, 8.1.3, 8.3.1, 9.2, 9.4, 9.5.1, 9.8.4, 9.9.1, 13.5.2, 14.2.2, 14.2.4, 15.1, 15.2

**Decisions to Withhold Certification**

9.4.1, 9.5, 9.7, 14.1.1.3

Defective or Nonconforming Work, Acceptance, Rejection and Correction of

2.3, 2.4, 3.5, 4.2.6, 6.2.5, 9.5.1, 9.5.2, 9.6.6, 9.8.2, 9.9.3, 9.10.4, 12.2.1

Definitions

1.1, 2.1.1, 3.1.1, 3.5, 3.12.1, 3.12.2, 3.12.3, 4.1.1, 15.1.1, 5.1, 6.1.2, 7.2.1, 7.3.1, 8.1, 9.1, 9.8.1

**Delays and Extensions of Time**

3.2, 3.7.4, 5.2.3, 7.2.1, 7.3.1, 7.4, 8.3, 9.5.1, 9.7, 10.3.2, 10.4, 14.3.2, 15.1.5, 15.2.5

Disputes

6.3, 7.3.9, 15.1, 15.2

**Documents and Samples at the Site**

3.11

**Drawings**, Definition of

1.1.5

Drawings and Specifications, Use and Ownership of

3.11

Effective Date of Insurance

8.2.2, 11.1.2

**Emergencies**

10.4, 14.1.1.2, 15.1.4

Employees, Contractor's

3.3.2, 3.4.3, 3.8.1, 3.9, 3.18.2, 4.2.3, 4.2.6, 10.2, 10.3.3, 11.1.1, 11.3.7, 14.1, 14.2.1.1

Equipment, Labor, Materials or  
1.1.3, 1.1.6, 3.4, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1,  
4.2.6, 4.2.7, 5.2.1, 6.2.1, 7.3.7, 9.3.2, 9.3.3, 9.5.1.3,  
9.10.2, 10.2.1, 10.2.4, 14.2.1.1, 14.2.1.2  
Execution and Progress of the Work  
1.1.3, 1.2.1, 1.2.2, 2.2.3, 2.2.5, 3.1, 3.3.1, 3.4.1, 3.5,  
3.7.1, 3.10.1, 3.12, 3.14, 4.2, 6.2.2, 7.1.3, 7.3.5, 8.2,  
9.5.1, 9.9.1, 10.2, 10.3, 12.2, 14.2, 14.3.1, 15.1.3  
Extensions of Time  
3.2.4, 3.7.4, 5.2.3, 7.2.1, 7.3, 7.4, 9.5.1, 9.7, 10.3.2,  
10.4, 14.3, 15.1.5, 15.2.5  
**Failure of Payment**  
9.5.1.3, **9.7**, 9.10.2, 13.6, 14.1.1.3, 14.2.1.2  
Faulty Work  
(See Defective or Nonconforming Work)  
**Final Completion and Final Payment**  
4.2.1, 4.2.9, 9.8.2, **9.10**, 11.1.2, 11.1.3, 11.3.1, 11.3.5,  
12.3, 14.2.4, 14.4.3  
Financial Arrangements, Owner's  
2.2.1, 13.2.2, 14.1.1.4  
Fire and Extended Coverage Insurance  
11.3.1.1  
**GENERAL PROVISIONS**  
**1**  
**Governing Law**  
**13.1**  
Guarantees (See Warranty)  
**Hazardous Materials**  
10.2.4, **10.3**  
Identification of Subcontractors and Suppliers  
5.2.1  
**Indemnification**  
3.17, **3.18**, 9.10.2, 10.3.3, 10.3.5, 10.3.6, 11.3.1.2,  
11.3.7  
**Information and Services Required of the Owner**  
2.1.2, **2.2**, 3.2.2, 3.12.4, 3.12.10, 6.1.3, 6.1.4, 6.2.5,  
9.6.1, 9.6.4, 9.9.2, 9.10.3, 10.3.3, 11.2, 11.4, 13.5.1,  
13.5.2, 14.1.1.4, 14.1.4, 15.1.3  
**Initial Decision**  
**15.2**  
**Initial Decision Maker, Definition of**  
1.1.8  
Initial Decision Maker, Decisions  
14.2.2, 14.2.4, 15.2.1, 15.2.2, 15.2.3, 15.2.4, 15.2.5  
Initial Decision Maker, Extent of Authority  
14.2.2, 14.2.4, 15.1.3, 15.2.1, 15.2.2, 15.2.3, 15.2.4,  
15.2.5  
**Injury or Damage to Person or Property**  
**10.2.8**, 10.4  
Inspections  
3.1.3, 3.3.3, 3.7.1, 4.2.2, 4.2.6, 4.2.9, 9.4.2, 9.8.3,  
9.9.2, 9.10.1, 12.2.1, 13.5  
Instructions to Bidders  
1.1.1  
Instructions to the Contractor  
3.2.4, 3.3.1, 3.8.1, 5.2.1, 7, 8.2.2, 12, 13.5.2

**Instruments of Service, Definition of**  
**1.1.7**  
Insurance  
3.18.1, 6.1.1, 7.3.7, 9.3.2, 9.8.4, 9.9.1, 9.10.2, **11**  
**Insurance, Boiler and Machinery**  
**11.3.2**  
**Insurance, Contractor's Liability**  
**11.1**  
Insurance, Effective Date of  
8.2.2, 11.1.2  
**Insurance, Loss of Use**  
**11.3.3**  
**Insurance, Owner's Liability**  
**11.2**  
**Insurance, Property**  
10.2.5, **11.3**  
Insurance, Stored Materials  
9.3.2  
**INSURANCE AND BONDS**  
**11**  
Insurance Companies, Consent to Partial Occupancy  
9.9.1  
Intent of the Contract Documents  
1.2.1, 4.2.7, 4.2.12, 4.2.13, 7.4  
**Interest**  
**13.6**  
**Interpretation**  
1.2.3, **1.4**, 4.1.1, 5.1, 6.1.2, 15.1.1  
Interpretations, Written  
4.2.11, 4.2.12, 15.1.4  
Judgment on Final Award  
15.4.2  
**Labor and Materials, Equipment**  
1.1.3, 1.1.6, **3.4**, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1,  
4.2.6, 4.2.7, 5.2.1, 6.2.1, 7.3.7, 9.3.2, 9.3.3, 9.5.1.3,  
9.10.2, 10.2.1, 10.2.4, 14.2.1.1, 14.2.1.2  
Labor Disputes  
8.3.1  
Laws and Regulations  
1.5, 3.2.3, 3.6, 3.7, 3.12.10, 3.13, 4.1.1, 9.6.4, 9.9.1,  
10.2.2, 11.1.1, 11.3, 13.1, 13.4, 13.5.1, 13.5.2, 13.6,  
14, 15.2.8, 15.4  
Liens  
2.1.2, 9.3.3, 9.10.2, 9.10.4, 15.2.8  
Limitations, Statutes of  
12.2.5, 13.7, 15.4.1.1  
Limitations of Liability  
2.3, 3.2.2, 3.5, 3.12.10, 3.17, 3.18.1, 4.2.6, 4.2.7,  
4.2.12, 6.2.2, 9.4.2, 9.6.4, 9.6.7, 10.2.5, 10.3.3,  
11.1.2, 11.2, 11.3.7, 12.2.5, 13.4.2  
Limitations of Time  
2.1.2, 2.2, 2.4, 3.2.2, 3.10, 3.11, 3.12.5, 3.15.1, 4.2.7,  
5.2, 5.3, 5.4.1, 6.2.4, 7.3, 7.4, 8.2, 9.2, 9.3.1, 9.3.3,  
9.4.1, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 11.1.3, 11.3.1.5,  
11.3.6, 11.3.10, 12.2, 13.5, 13.7, 14, 15  
**Loss of Use Insurance**  
**11.3.3**

Material Suppliers  
1.5, 3.12.1, 4.2.4, 4.2.6, 5.2.1, 9.3, 9.4.2, 9.6, 9.10.5

**Materials, Hazardous**  
10.2.4, **10.3**

Materials, Labor, Equipment and  
1.1.3, 1.1.6, 1.5.1, 3.4.1, 3.5, 3.8.2, 3.8.3, 3.12, 3.13,  
3.15.1, 4.2.6, 4.2.7, 5.2.1, 6.2.1, 7.3.7, 9.3.2, 9.3.3,  
9.5.1.3, 9.10.2, 10.2.1.2, 10.2.4, 14.2.1.1, 14.2.1.2

Means, Methods, Techniques, Sequences and  
Procedures of Construction  
3.3.1, 3.12.10, 4.2.2, 4.2.7, 9.4.2

Mechanic's Lien  
2.1.2, 15.2.8

**Mediation**  
8.3.1, 10.3.5, 10.3.6, 15.2.1, 15.2.5, 15.2.6, **15.3**,  
15.4.1

**Minor Changes in the Work**  
1.1.1, 3.12.8, 4.2.8, 7.1, 7.4

**MISCELLANEOUS PROVISIONS**  
**13**

**Modifications, Definition of**  
**1.1.1**  
Modifications to the Contract  
1.1.1, 1.1.2, 3.11, 4.1.2, 4.2.1, 5.2.3, 7, 8.3.1, 9.7,  
10.3.2, 11.3.1

**Mutual Responsibility**  
**6.2**

**Nonconforming Work, Acceptance of**  
9.6.6, 9.9.3, **12.3**

Nonconforming Work, Rejection and Correction of  
2.3, 2.4, 3.5, 4.2.6, 6.2.4, 9.5.1, 9.8.2, 9.9.3, 9.10.4,  
12.2.1

Notice  
2.2.1, 2.3, 2.4, 3.2.4, 3.3.1, 3.7.2, 3.12.9, 5.2.1, 9.7,  
9.10, 10.2.2, 11.1.3, 12.2.2.1, 13.3, 13.5.1, 13.5.2,  
14.1, 14.2, 15.2.8, 15.4.1

**Notice, Written**  
2.3, 2.4, 3.3.1, 3.9.2, 3.12.9, 3.12.10, 5.2.1, 9.7, 9.10,  
10.2.2, 10.3, 11.1.3, 11.3.6, 12.2.2.1, **13.3**, 14, 15.2.8,  
15.4.1

**Notice of Claims**  
3.7.4, 10.2.8, **15.1.2**, 15.4

Notice of Testing and Inspections  
13.5.1, 13.5.2

Observations, Contractor's  
3.2, 3.7.4

Occupancy  
2.2.2, 9.6.6, 9.8, 11.3.1.5

Orders, Written  
1.1.1, 2.3, 3.9.2, 7, 8.2.2, 11.3.9, 12.1, 12.2.2.1,  
13.5.2, 14.3.1

**OWNER**  
**2**

**Owner, Definition of**  
**2.1.1**

**Owner, Information and Services Required of the**  
2.1.2, **2.2**, 3.2.2, 3.12.10, 6.1.3, 6.1.4, 6.2.5, 9.3.2,  
9.6.1, 9.6.4, 9.9.2, 9.10.3, 10.3.3, 11.2, 11.3, 13.5.1,  
13.5.2, 14.1.1.4, 14.1.4, 15.1.3

Owner's Authority  
1.5, 2.1.1, 2.3, 2.4, 3.4.2, 3.8.1, 3.12.10, 3.14.2, 4.1.2,  
4.1.3, 4.2.4, 4.2.9, 5.2.1, 5.2.4, 5.4.1, 6.1, 6.3, 7.2.1,  
7.3.1, 8.2.2, 8.3.1, 9.3.1, 9.3.2, 9.5.1, 9.6.4, 9.9.1,  
9.10.2, 10.3.2, 11.1.3, 11.3.3, 11.3.10, 12.2.2, 12.3,  
13.2.2, 14.3, 14.4, 15.2.7

Owner's Financial Capability  
2.2.1, 13.2.2, 14.1.1.4

**Owner's Liability Insurance**  
**11.2**

Owner's Relationship with Subcontractors  
1.1.2, 5.2, 5.3, 5.4, 9.6.4, 9.10.2, 14.2.2

**Owner's Right to Carry Out the Work**  
2.4, 14.2.2

**Owner's Right to Clean Up**  
**6.3**

**Owner's Right to Perform Construction and to  
Award Separate Contracts**  
**6.1**

**Owner's Right to Stop the Work**  
**2.3**

Owner's Right to Suspend the Work  
14.3

Owner's Right to Terminate the Contract  
14.2

**Ownership and Use of Drawings, Specifications  
and Other Instruments of Service**  
1.1.1, 1.1.6, 1.1.7, **1.5**, 2.2.5, 3.2.2, 3.11, 3.17, 4.2.12,  
5.3

**Partial Occupancy or Use**  
9.6.6, **9.9**, 11.3.1.5

**Patching, Cutting and**  
**3.14**, 6.2.5

Patents  
3.17

**Payment, Applications for**  
4.2.5, 7.3.9, 9.2, **9.3**, 9.4, 9.5, 9.6.3, 9.7, 9.8.5, 9.10.1,  
14.2.3, 14.2.4, 14.4.3

**Payment, Certificates for**  
4.2.5, 4.2.9, 9.3.3, **9.4**, 9.5, 9.6.1, 9.6.6, 9.7, 9.10.1,  
9.10.3, 13.7, 14.1.1.3, 14.2.4

**Payment, Failure of**  
9.5.1.3, **9.7**, 9.10.2, 13.6, 14.1.1.3, 14.2.1.2

Payment, Final  
4.2.1, 4.2.9, 9.8.2, 9.10, 11.1.2, 11.1.3, 11.4.1, 12.3,  
13.7, 14.2.4, 14.4.3

**Payment Bond, Performance Bond and**  
7.3.7.4, 9.6.7, 9.10.3, **11.4**

**Payments, Progress**  
9.3, **9.6**, 9.8.5, 9.10.3, 13.6, 14.2.3, 15.1.3

**PAYMENTS AND COMPLETION**  
**9**

Payments to Subcontractors  
5.4.2, 9.5.1.3, 9.6.2, 9.6.3, 9.6.4, 9.6.7, 14.2.1.2  
PCB  
10.3.1  
**Performance Bond and Payment Bond**  
7.3.7.4, 9.6.7, 9.10.3, 11.4  
**Permits, Fees, Notices and Compliance with Laws**  
2.2.2, 3.7, 3.13, 7.3.7.4, 10.2.2  
**PERSONS AND PROPERTY, PROTECTION OF**  
**10**  
Polychlorinated Biphenyl  
10.3.1  
**Product Data, Definition of**  
**3.12.2**  
**Product Data and Samples, Shop Drawings**  
3.11, 3.12, 4.2.7  
**Progress and Completion**  
4.2.2, 8.2, 9.8, 9.9.1, 14.1.4, 15.1.3  
**Progress Payments**  
9.3, 9.6, 9.8.5, 9.10.3, 13.6, 14.2.3, 15.1.3  
**Project, Definition of**  
**1.1.4**  
Project Representatives  
4.2.10  
**Property Insurance**  
10.2.5, 11.3  
**PROTECTION OF PERSONS AND PROPERTY**  
**10**  
Regulations and Laws  
1.5, 3.2.3, 3.6, 3.7, 3.12.10, 3.13, 4.1.1, 9.6.4, 9.9.1,  
10.2.2, 11.1, 11.4, 13.1, 13.4, 13.5.1, 13.5.2, 13.6, 14,  
15.2.8, 15.4  
Rejection of Work  
3.5, 4.2.6, 12.2.1  
Releases and Waivers of Liens  
9.10.2  
Representations  
3.2.1, 3.5, 3.12.6, 6.2.2, 8.2.1, 9.3.3, 9.4.2, 9.5.1,  
9.8.2, 9.10.1  
Representatives  
2.1.1, 3.1.1, 3.9, 4.1.1, 4.2.1, 4.2.2, 4.2.10, 5.1.1,  
5.1.2, 13.2.1  
Responsibility for Those Performing the Work  
3.3.2, 3.18, 4.2.3, 5.3, 6.1.3, 6.2, 6.3, 9.5.1, 10  
Retainage  
9.3.1, 9.6.2, 9.8.5, 9.9.1, 9.10.2, 9.10.3  
**Review of Contract Documents and Field Conditions by Contractor**  
**3.2**, 3.12.7, 6.1.3  
Review of Contractor's Submittals by Owner and Architect  
3.10.1, 3.10.2, 3.11, 3.12, 4.2, 5.2, 6.1.3, 9.2, 9.8.2  
Review of Shop Drawings, Product Data and Samples by Contractor  
3.12

**Rights and Remedies**  
1.1.2, 2.3, 2.4, 3.5, 3.7.4, 3.15.2, 4.2.6, 5.3, 5.4, 6.1,  
6.3, 7.3.1, 8.3, 9.5.1, 9.7, 10.2.5, 10.3, 12.2.2, 12.2.4,  
**13.4**, 14, 15.4  
**Royalties, Patents and Copyrights**  
**3.17**  
Rules and Notices for Arbitration  
15.4.1  
**Safety of Persons and Property**  
**10.2**, 10.4  
**Safety Precautions and Programs**  
3.3.1, 4.2.2, 4.2.7, 5.3, **10.1**, 10.2, 10.4  
**Samples, Definition of**  
**3.12.3**  
**Samples, Shop Drawings, Product Data and**  
3.11, 3.12, 4.2.7  
**Samples at the Site, Documents and**  
**3.11**  
**Schedule of Values**  
**9.2**, 9.3.1  
Schedules, Construction  
3.10, 3.12.1, 3.12.2, 6.1.3, 15.1.5.2  
Separate Contracts and Contractors  
1.1.4, 3.12.5, 3.14.2, 4.2.4, 4.2.7, 6, 8.3.1, 12.1.2  
**Shop Drawings, Definition of**  
**3.12.1**  
**Shop Drawings, Product Data and Samples**  
3.11, 3.12, 4.2.7  
**Site, Use of**  
**3.13**, 6.1.1, 6.2.1  
Site Inspections  
3.2.2, 3.3.3, 3.7.1, 3.7.4, 4.2, 9.4.2, 9.10.1, 13.5  
Site Visits, Architect's  
3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.5.1, 9.9.2, 9.10.1, 13.5  
Special Inspections and Testing  
4.2.6, 12.2.1, 13.5  
**Specifications, Definition of**  
**1.1.6**  
**Specifications**  
1.1.1, **1.1.6**, 1.2.2, 1.5, 3.11, 3.12.10, 3.17, 4.2.14  
Statute of Limitations  
13.7, 15.4.1.1  
Stopping the Work  
2.3, 9.7, 10.3, 14.1  
Stored Materials  
6.2.1, 9.3.2, 10.2.1.2, 10.2.4  
**Subcontractor, Definition of**  
**5.1.1**  
**SUBCONTRACTORS**  
**5**  
Subcontractors, Work by  
1.2.2, 3.3.2, 3.12.1, 4.2.3, 5.2.3, 5.3, 5.4, 9.3.1.2,  
9.6.7  
**Subcontractual Relations**  
**5.3**, 5.4, 9.3.1.2, 9.6, 9.10, 10.2.1, 14.1, 14.2.1

Submittals  
3.10, 3.11, 3.12, 4.2.7, 5.2.1, 5.2.3, 7.3.7, 9.2, 9.3,  
9.8, 9.9.1, 9.10.2, 9.10.3, 11.1.3  
Submittal Schedule  
3.10.2, 3.12.5, 4.2.7  
**Subrogation, Waivers of**  
6.1.1, **11.3.7**  
**Substantial Completion**  
4.2.9, 8.1.1, 8.1.3, 8.2.3, 9.4.2, **9.8**, 9.9.1, 9.10.3,  
12.2, 13.7  
**Substantial Completion, Definition of**  
**9.8.1**  
Substitution of Subcontractors  
5.2.3, 5.2.4  
Substitution of Architect  
4.1.3  
Substitutions of Materials  
3.4.2, 3.5, 7.3.8  
**Sub-subcontractor, Definition of**  
**5.1.2**  
Subsurface Conditions  
3.7.4  
**Successors and Assigns**  
**13.2**  
**Superintendent**  
**3.9**, 10.2.6  
**Supervision and Construction Procedures**  
1.2.2, **3.3**, 3.4, 3.12.10, 4.2.2, 4.2.7, 6.1.3, 6.2.4,  
7.1.3, 7.3.7, 8.2, 8.3.1, 9.4.2, 10, 12, 14, 15.1.3  
Surety  
5.4.1.2, 9.8.5, 9.10.2, 9.10.3, 14.2.2, 15.2.7  
Surety, Consent of  
9.10.2, 9.10.3  
Surveys  
2.2.3  
**Suspension by the Owner for Convenience**  
**14.3**  
Suspension of the Work  
5.4.2, 14.3  
Suspension or Termination of the Contract  
5.4.1.1, 14  
**Taxes**  
3.6, 3.8.2.1, 7.3.7.4  
**Termination by the Contractor**  
**14.1**, 15.1.6  
**Termination by the Owner for Cause**  
5.4.1.1, **14.2**, 15.1.6  
**Termination by the Owner for Convenience**  
**14.4**  
Termination of the Architect  
4.1.3  
Termination of the Contractor  
14.2.2  
**TERMINATION OR SUSPENSION OF THE**  
**CONTRACT**  
**14**

**Tests and Inspections**  
3.1.3, 3.3.3, 4.2.2, 4.2.6, 4.2.9, 9.4.2, 9.8.3, 9.9.2,  
9.10.1, 10.3.2, 11.4.1, 12.2.1, **13.5**  
**TIME**  
**8**  
**Time, Delays and Extensions of**  
3.2.4, 3.7.4, 5.2.3, 7.2.1, 7.3.1, 7.4, **8.3**, 9.5.1, 9.7,  
10.3.2, 10.4, 14.3.2, 15.1.5, 15.2.5  
Time Limits  
2.1.2, 2.2, 2.4, 3.2.2, 3.10, 3.11, 3.12.5, 3.15.1, 4.2,  
5.2, 5.3, 5.4, 6.2.4, 7.3, 7.4, 8.2, 9.2, 9.3.1, 9.3.3,  
9.4.1, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 11.1.3, 12.2, 13.5,  
13.7, 14, 15.1.2, 15.4  
**Time Limits on Claims**  
3.7.4, 10.2.8, **13.7**, 15.1.2  
Title to Work  
9.3.2, 9.3.3  
**Transmission of Data in Digital Form**  
**1.6**  
**UNCOVERING AND CORRECTION OF**  
**WORK**  
**12**  
**Uncovering of Work**  
**12.1**  
Unforeseen Conditions, Concealed or Unknown  
3.7.4, 8.3.1, 10.3  
Unit Prices  
7.3.3.2, 7.3.4  
Use of Documents  
1.1.1, 1.5, 2.2.5, 3.12.6, 5.3  
**Use of Site**  
**3.13**, 6.1.1, 6.2.1  
**Values, Schedule of**  
**9.2**, 9.3.1  
Waiver of Claims by the Architect  
13.4.2  
Waiver of Claims by the Contractor  
9.10.5, 13.4.2, 15.1.6  
Waiver of Claims by the Owner  
9.9.3, 9.10.3, 9.10.4, 12.2.2.1, 13.4.2, 14.2.4, 15.1.6  
Waiver of Consequential Damages  
14.2.4, 15.1.6  
Waiver of Liens  
9.10.2, 9.10.4  
**Waivers of Subrogation**  
6.1.1, **11.3.7**  
**Warranty**  
3.5, 4.2.9, 9.3.3, 9.8.4, 9.9.1, 9.10.4, 12.2.2, 13.7  
Weather Delays  
15.1.5.2  
**Work, Definition of**  
**1.1.3**  
Written Consent  
1.5.2, 3.4.2, 3.7.4, 3.12.8, 3.14.2, 4.1.2, 9.3.2, 9.8.5,  
9.9.1, 9.10.2, 9.10.3, 11.4.1, 13.2, 13.4.2, 15.4.4.2  
Written Interpretations  
4.2.11, 4.2.12

Written Notice

2.3, 2.4, 3.3.1, 3.9, 3.12.9, 3.12.10, 5.2.1, 8.2.2, 9.7, 9.10, 10.2.2, 10.3, 11.1.3, 12.2.2, 12.2.4, **13.3**, 14, 15.4.1

Written Orders

1.1.1, 2.3, 3.9, 7, 8.2.2, 12.1, 12.2, 13.5.2, 14.3.1, 15.1.2



## **ARTICLE 1 GENERAL PROVISIONS**

### **§ 1.1 BASIC DEFINITIONS**

#### **§ 1.1.1 THE CONTRACT DOCUMENTS**

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding requirements.

#### **§ 1.1.2 THE CONTRACT**

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### **§ 1.1.3 THE WORK**

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

#### **§ 1.1.4 THE PROJECT**

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by separate contractors.

#### **§ 1.1.5 THE DRAWINGS**

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.

#### **§ 1.1.6 THE SPECIFICATIONS**

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### **§ 1.1.7 INSTRUMENTS OF SERVICE**

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### **§ 1.1.8 INITIAL DECISION MAKER**

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2 and certify termination of the Agreement under Section 14.2.2.

### **§ 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS**

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.



**§ 1.2.2** Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

**§ 1.2.3** Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

### **§ 1.3 CAPITALIZATION**

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles or (3) the titles of other documents published by the American Institute of Architects.

### **§ 1.4 INTERPRETATION**

In the interest of brevity the Contract Documents frequently omit modifying words such as “all” and “any” and articles such as “the” and “an,” but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

### **§ 1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE**

**§ 1.5.1** The Architect and the Architect’s consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the Architect’s or Architect’s consultants’ reserved rights.

**§ 1.5.2** The Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers are authorized to use and reproduce the Instruments of Service provided to them solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect’s consultants.

### **§ 1.6 TRANSMISSION OF DATA IN DIGITAL FORM**

If the parties intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions, unless otherwise already provided in the Agreement or the Contract Documents.

## **ARTICLE 2 OWNER**

### **§ 2.1 GENERAL**

**§ 2.1.1** The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner’s approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term “Owner” means the Owner or the Owner’s authorized representative.

**§ 2.1.2** The Owner shall furnish to the Contractor within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of or enforce mechanic’s lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner’s interest therein.

### **§ 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER**

**§ 2.2.1** Prior to commencement of the Work, the Contractor may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner’s obligations under the Contract. Thereafter, the Contractor may only request such evidence if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) a change in the Work materially changes the Contract Sum; or (3) the Contractor identifies in writing a reasonable concern regarding the Owner’s ability to make payment when due. The Owner shall furnish such evidence as a condition precedent to commencement or continuation of the Work or

the portion of the Work affected by a material change. After the Owner furnishes the evidence, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

**§ 2.2.2** Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

**§ 2.2.3** The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

**§ 2.2.4** The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

**§ 2.2.5** Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

### **§ 2.3 OWNER'S RIGHT TO STOP THE WORK**

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

### **§ 2.4 OWNER'S RIGHT TO CARRY OUT THE WORK**

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such deficiencies. In such case an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect or failure. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner.

## **ARTICLE 3 CONTRACTOR**

### **§ 3.1 GENERAL**

**§ 3.1.1** The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

**§ 3.1.2** The Contractor shall perform the Work in accordance with the Contract Documents.

**§ 3.1.3** The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

### **§ 3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR**

**§ 3.2.1** Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

**§ 3.2.2** Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.2.3, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

**§ 3.2.3** The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

**§ 3.2.4** If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall make Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

### **§ 3.3 SUPERVISION AND CONSTRUCTION PROCEDURES**

**§ 3.3.1** The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences or procedures, the Contractor shall evaluate the jobsite safety thereof and, except as stated below, shall be fully and solely responsible for the jobsite safety of such means, methods, techniques, sequences or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely written notice to the Owner and Architect and shall not proceed with that portion of the Work without further written instructions from the Architect. If the Contractor is then instructed to proceed with the required means, methods, techniques, sequences or procedures without acceptance of changes proposed by the Contractor, the Owner shall be solely responsible for any loss or damage arising solely from those Owner-required means, methods, techniques, sequences or procedures.

**§ 3.3.2** The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

**§ 3.3.3** The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

### **§ 3.4 LABOR AND MATERIALS**

**§ 3.4.1** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other

facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

**§ 3.4.2** Except in the case of minor changes in the Work authorized by the Architect in accordance with Sections 3.12.8 or 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

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

### **§ 3.5 WARRANTY**

The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

### **§ 3.6 TAXES**

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

### **§ 3.7 PERMITS, FEES, NOTICES AND COMPLIANCE WITH LAWS**

**§ 3.7.1** Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

**§ 3.7.2** The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

**§ 3.7.3** If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

**§ 3.7.4 Concealed or Unknown Conditions.** If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 21 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend an equitable adjustment in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor in writing, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may proceed as provided in Article 15.

**§ 3.7.5** If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume

the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

### **§ 3.8 ALLOWANCES**

**§ 3.8.1** The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

**§ 3.8.2** Unless otherwise provided in the Contract Documents,

- .1** Allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2** Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3** Whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

**§ 3.8.3** Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

### **§ 3.9 SUPERINTENDENT**

**§ 3.9.1** The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

**§ 3.9.2** The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner through the Architect the name and qualifications of a proposed superintendent. The Architect may reply within 14 days to the Contractor in writing stating (1) whether the Owner or the Architect has reasonable objection to the proposed superintendent or (2) that the Architect requires additional time to review. Failure of the Architect to reply within the 14 day period shall constitute notice of no reasonable objection.

**§ 3.9.3** The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

### **§ 3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES**

**§ 3.10.1** The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and Project, shall be related to the entire Project to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

**§ 3.10.2** The Contractor shall prepare a submittal schedule, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, and shall submit the schedule(s) for the Architect's approval. The Architect's approval shall not unreasonably be delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

**§ 3.10.3** The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

### § 3.11 DOCUMENTS AND SAMPLES AT THE SITE

The Contractor shall maintain at the site for the Owner one copy of the Drawings, Specifications, Addenda, Change Orders and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and one copy of approved Shop Drawings, Product Data, Samples and similar required submittals. These shall be available to the Architect and shall be delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

### § 3.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

§ 3.12.1 Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.

§ 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

§ 3.12.3 Samples are physical examples that illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.

§ 3.12.4 Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. Their purpose is to demonstrate the way by which the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

§ 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve and submit to the Architect Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate contractors.

§ 3.12.6 By submitting Shop Drawings, Product Data, Samples and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been approved by the Architect.

§ 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples or similar submittals unless the Contractor has specifically informed the Architect in writing of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples or similar submittals by the Architect's approval thereof.

§ 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such written notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences and procedures. The Contractor shall not be

required to provide professional services in violation of applicable law. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall cause such services or certifications to be provided by a properly licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings and other submittals prepared by such professional. Shop Drawings and other submittals related to the Work designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor all performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review, approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Contractor shall not be responsible for the adequacy of the performance and design criteria specified in the Contract Documents.

### **§ 3.13 USE OF SITE**

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

### **§ 3.14 CUTTING AND PATCHING**

**§ 3.14.1** The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting and patching shall be restored to the condition existing prior to the cutting, fitting and patching, unless otherwise required by the Contract Documents.

**§ 3.14.2** The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter such construction by the Owner or a separate contractor except with written consent of the Owner and of such separate contractor; such consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold from the Owner or a separate contractor the Contractor's consent to cutting or otherwise altering the Work.

### **§ 3.15 CLEANING UP**

**§ 3.15.1** The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials from and about the Project.

**§ 3.15.2** If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and Owner shall be entitled to reimbursement from the Contractor.

### **§ 3.16 ACCESS TO WORK**

The Contractor shall provide the Owner and Architect access to the Work in preparation and progress wherever located.

### **§ 3.17 ROYALTIES, PATENTS AND COPYRIGHTS**

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for such defense or loss when a particular design, process or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications or other documents prepared by the Owner or Architect. However, if the Contractor has reason to believe that the required design, process or product is an infringement of a copyright or a patent, the Contractor shall be responsible for such loss unless such information is promptly furnished to the Architect.

### **§ 3.18 INDEMNIFICATION**

**§ 3.18.1** To the fullest extent permitted by law the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

**§ 3.18.2** In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

## **ARTICLE 4 ARCHITECT**

### **§ 4.1 GENERAL**

**§ 4.1.1** The Owner shall retain an architect lawfully licensed to practice architecture or an entity lawfully practicing architecture in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

**§ 4.1.2** Duties, responsibilities and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner, Contractor and Architect. Consent shall not be unreasonably withheld.

**§ 4.1.3** If the employment of the Architect is terminated, the Owner shall employ a successor architect as to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

### **§ 4.2 ADMINISTRATION OF THE CONTRACT**

**§ 4.2.1** The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

**§ 4.2.2** The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents, except as provided in Section 3.3.1.

**§ 4.2.3** On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.



#### **§ 4.2.4 COMMUNICATIONS FACILITATING CONTRACT ADMINISTRATION**

Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall endeavor to communicate with each other through the Architect about matters arising out of or relating to the Contract. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and material suppliers shall be through the Contractor. Communications by and with separate contractors shall be through the Owner.

**§ 4.2.5** Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

**§ 4.2.6** The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.5.2 and 13.5.3, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 4.2.7** The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5 and 3.12. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 4.2.8** The Architect will prepare Change Orders and Construction Change Directives, and may authorize minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

**§ 4.2.9** The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

**§ 4.2.10** If the Owner and Architect agree, the Architect will provide one or more project representatives to assist in carrying out the Architect's responsibilities at the site. The duties, responsibilities and limitations of authority of such project representatives shall be as set forth in an exhibit to be incorporated in the Contract Documents.

**§ 4.2.11** The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

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

**§ 4.2.13** The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

**§ 4.2.14** The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

## **ARTICLE 5 SUBCONTRACTORS**

### **§ 5.1 DEFINITIONS**

**§ 5.1.1** A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a separate contractor or subcontractors of a separate contractor.

**§ 5.1.2** A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

### **§ 5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK**

**§ 5.2.1** Unless otherwise stated in the Contract Documents or the bidding requirements, the Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner through the Architect the names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. The Architect may reply within 14 days to the Contractor in writing stating (1) whether the Owner or the Architect has reasonable objection to any such proposed person or entity or (2) that the Architect requires additional time for review. Failure of the Owner or Architect to reply within the 14-day period shall constitute notice of no reasonable objection.

**§ 5.2.2** The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

**§ 5.2.3** If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

**§ 5.2.4** The Contractor shall not substitute a Subcontractor, person or entity previously selected if the Owner or Architect makes reasonable objection to such substitution.

### **§ 5.3 SUBCONTRACTUAL RELATIONS**

By appropriate agreement, written where legally required for validity, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, which the Contractor, by these Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may

be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

#### **§ 5.4 CONTINGENT ASSIGNMENT OF SUBCONTRACTS**

**§ 5.4.1** Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor in writing; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

**§ 5.4.2** Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

**§ 5.4.3** Upon such assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

### **ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

#### **§ 6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS**

**§ 6.1.1** The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other construction or operations on the site under Conditions of the Contract identical or substantially similar to these including those portions related to insurance and waiver of subrogation. If the Contractor claims that delay or additional cost is involved because of such action by the Owner, the Contractor shall make such Claim as provided in Article 15.

**§ 6.1.2** When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

**§ 6.1.3** The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with other separate contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to the construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, separate contractors and the Owner until subsequently revised.

**§ 6.1.4** Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces, the Owner shall be deemed to be subject to the same obligations and to have the same rights that apply to the Contractor under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6 and Articles 10, 11 and 12.

#### **§ 6.2 MUTUAL RESPONSIBILITY**

**§ 6.2.1** The Contractor shall afford the Owner and separate contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

**§ 6.2.2** If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Architect apparent discrepancies or defects in such other construction that would render it unsuitable for such proper execution and results. Failure of the Contractor so to report shall constitute an acknowledgment that

the Owner's or separate contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work, except as to defects not then reasonably discoverable.

**§ 6.2.3** The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a separate contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a separate contractor's delays, improperly timed activities, damage to the Work or defective construction.

**§ 6.2.4** The Contractor shall promptly remedy damage the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or separate contractors as provided in Section 10.2.5.

**§ 6.2.5** The Owner and each separate contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

### **§ 6.3 OWNER'S RIGHT TO CLEAN UP**

If a dispute arises among the Contractor, separate contractors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

## **ARTICLE 7 CHANGES IN THE WORK**

### **§ 7.1 GENERAL**

**§ 7.1.1** Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

**§ 7.1.2** A Change Order shall be based upon agreement among the Owner, Contractor and Architect; a Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor; an order for a minor change in the Work may be issued by the Architect alone.

**§ 7.1.3** Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Contractor shall proceed promptly, unless otherwise provided in the Change Order, Construction Change Directive or order for a minor change in the Work.

### **§ 7.2 CHANGE ORDERS**

**§ 7.2.1** A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

### **§ 7.3 CONSTRUCTION CHANGE DIRECTIVES**

**§ 7.3.1** A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

**§ 7.3.2** A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

**§ 7.3.3** If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or

.4 As provided in Section 7.3.7.

**§ 7.3.4** If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed in a proposed Change Order or Construction Change Directive so that application of such unit prices to quantities of Work proposed will cause substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

**§ 7.3.5** Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

**§ 7.3.6** A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

**§ 7.3.7** If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the method and the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.7 shall be limited to the following:

- .1 Costs of labor, including social security, old age and unemployment insurance, fringe benefits required by agreement or custom, and workers' compensation insurance;
- .2 Costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use or similar taxes related to the Work; and
- .5 Additional costs of supervision and field office personnel directly attributable to the change.

**§ 7.3.8** The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

**§ 7.3.9** Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

**§ 7.3.10** When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

#### **§ 7.4 MINOR CHANGES IN THE WORK**

The Architect has authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes will be effected by written order signed by the Architect and shall be binding on the Owner and Contractor.

## ARTICLE 8 TIME

### § 8.1 DEFINITIONS

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term “day” as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

### § 8.2 PROGRESS AND COMPLETION

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the site or elsewhere prior to the effective date of insurance required by Article 11 to be furnished by the Contractor and Owner. The date of commencement of the Work shall not be changed by the effective date of such insurance.

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

### § 8.3 DELAYS AND EXTENSIONS OF TIME

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or Architect, or of an employee of either, or of a separate contractor employed by the Owner; or by changes ordered in the Work; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor’s control; or by delay authorized by the Owner pending mediation and arbitration; or by other causes that the Architect determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

## ARTICLE 9 PAYMENTS AND COMPLETION

### § 9.1 CONTRACT SUM

The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

### § 9.2 SCHEDULE OF VALUES

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit to the Architect, before the first Application for Payment, a schedule of values allocating the entire Contract Sum to the various portions of the Work and prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor’s Applications for Payment.

### § 9.3 APPLICATIONS FOR PAYMENT

§ 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. Such application shall be notarized, if required, and supported by such data substantiating the Contractor’s right to payment as the Owner or Architect may require, such as copies of requisitions from Subcontractors and material suppliers, and shall reflect retainage if provided for in the Contract Documents.

**§ 9.3.1.1** As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

**§ 9.3.1.2** Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or material supplier, unless such Work has been performed by others whom the Contractor intends to pay.

**§ 9.3.2** Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage and transportation to the site for such materials and equipment stored off the site.

**§ 9.3.3** The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or encumbrances in favor of the Contractor, Subcontractors, material suppliers, or other persons or entities making a claim by reason of having provided labor, materials and equipment relating to the Work.

#### **§ 9.4 CERTIFICATES FOR PAYMENT**

**§ 9.4.1** The Architect will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Architect determines is properly due, or notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in whole or in part as provided in Section 9.5.1.

**§ 9.4.2** The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data comprising the Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Architect. The issuance of a Certificate for Payment will further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### **§ 9.5 DECISIONS TO WITHHOLD CERTIFICATION**

**§ 9.5.1** The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to the Owner is provided by the Contractor;

- .3 failure of the Contractor to make payments properly to Subcontractors or for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a separate contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 9.5.2 When the above reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.3 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or material or equipment suppliers to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Architect will reflect such payment on the next Certificate for Payment.

## § 9.6 PROGRESS PAYMENTS

§ 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

§ 9.6.2 The Contractor shall pay each Subcontractor no later than seven days after receipt of payment from the Owner the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and material and equipment suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay or to see to the payment of money to a Subcontractor, except as may otherwise be required by law.

§ 9.6.5 Contractor payments to material and equipment suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

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

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors and suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, shall create any fiduciary liability or tort liability on the part of the Contractor for breach of trust or shall entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

## § 9.7 FAILURE OF PAYMENT

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' written notice to the Owner and Architect,



stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shut-down, delay and start-up, plus interest as provided for in the Contract Documents.

### **§ 9.8 SUBSTANTIAL COMPLETION**

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

**§ 9.8.2** When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

**§ 9.8.3** Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

**§ 9.8.4** When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

**§ 9.8.5** The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in such Certificate. Upon such acceptance and consent of surety, if any, the Owner shall make payment of retainage applying to such Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

### **§ 9.9 PARTIAL OCCUPANCY OR USE**

**§ 9.9.1** The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer as required under Section 11.3.1.5 and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

**§ 9.9.2** Immediately prior to such partial occupancy or use, the Owner, Contractor and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

**§ 9.9.3** Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

### **§ 9.10 FINAL COMPLETION AND FINAL PAYMENT**

**§ 9.10.1** Upon receipt of the Contractor's written notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection and, when the

Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with terms and conditions of the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

**§ 9.10.2** Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner, (3) a written statement that the Contractor knows of no substantial reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment and (5), if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts, releases and waivers of liens, claims, security interests or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien. If such lien remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.

**§ 9.10.3** If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

**§ 9.10.4** The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents; or
- .3 terms of special warranties required by the Contract Documents.

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

## **ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY**

### **§ 10.1 SAFETY PRECAUTIONS AND PROGRAMS**

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

### **§ 10.2 SAFETY OF PERSONS AND PROPERTY**

**§ 10.2.1** The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's Subcontractors or Sub-subcontractors; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

**§ 10.2.2** The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

**§ 10.2.3** The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.

**§ 10.2.4** When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

**§ 10.2.5** The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3, except damage or loss attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

**§ 10.2.6** The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

**§ 10.2.7** The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

#### **§ 10.2.8 INJURY OR DAMAGE TO PERSON OR PROPERTY**

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

#### **§ 10.3 HAZARDOUS MATERIALS**

**§ 10.3.1** The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the Owner and Architect in writing.

**§ 10.3.2** Upon receipt of the Contractor's written notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of such material or substance or who are to perform the task of removal or safe containment of such material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of the Contractor's reasonable additional costs of shut-down, delay and start-up.

**§ 10.3.3** To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss or expense is due to the fault or negligence of the party seeking indemnity.

**§ 10.3.4** The Owner shall not be responsible under this Section 10.3 for materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

**§ 10.3.5** The Contractor shall indemnify the Owner for the cost and expense the Owner incurs (1) for remediation of a material or substance the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

**§ 10.3.6** If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Contractor for all cost and expense thereby incurred.

#### **§ 10.4 EMERGENCIES**

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

### **ARTICLE 11 INSURANCE AND BONDS**

#### **§ 11.1 CONTRACTOR'S LIABILITY INSURANCE**

**§ 11.1.1** The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations and completed operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- .1 Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the Work to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees;
- .4 Claims for damages insured by usual personal injury liability coverage;
- .5 Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- .7 Claims for bodily injury or property damage arising out of completed operations; and
- .8 Claims involving contractual liability insurance applicable to the Contractor's obligations under Section 3.18.

**§ 11.1.2** The insurance required by Section 11.1.1 shall be written for not less than limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and, with respect to the Contractor's completed operations coverage, until the expiration of the period for correction

of Work or for such other period for maintenance of completed operations coverage as specified in the Contract Documents.

**§ 11.1.3** Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by this Section 11.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment as required by Section 9.10.2 and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 11.1.2. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished by the Contractor with reasonable promptness.

**§ 11.1.4** The Contractor shall cause the commercial liability coverage required by the Contract Documents to include (1) the Owner, the Architect and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's completed operations.

### **§ 11.2 OWNER'S LIABILITY INSURANCE**

The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance.

### **§ 11.3 PROPERTY INSURANCE**

**§ 11.3.1** Unless otherwise provided, the Owner shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent Contract Modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made as provided in Section 9.10 or until no person or entity other than the Owner has an insurable interest in the property required by this Section 11.3 to be covered, whichever is later. This insurance shall include interests of the Owner, the Contractor, Subcontractors and Sub-subcontractors in the Project.

**§ 11.3.1.1** Property insurance shall be on an "all-risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Architect's and Contractor's services and expenses required as a result of such insured loss.

**§ 11.3.1.2** If the Owner does not intend to purchase such property insurance required by the Contract and with all of the coverages in the amount described above, the Owner shall so inform the Contractor in writing prior to commencement of the Work. The Contractor may then effect insurance that will protect the interests of the Contractor, Subcontractors and Sub-subcontractors in the Work, and by appropriate Change Order the cost thereof shall be charged to the Owner. If the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain insurance as described above, without so notifying the Contractor in writing, then the Owner shall bear all reasonable costs properly attributable thereto.

**§ 11.3.1.3** If the property insurance requires deductibles, the Owner shall pay costs not covered because of such deductibles.

**§ 11.3.1.4** This property insurance shall cover portions of the Work stored off the site, and also portions of the Work in transit.

**§ 11.3.1.5** Partial occupancy or use in accordance with Section 9.9 shall not commence until the insurance company or companies providing property insurance have consented to such partial occupancy or use by endorsement or

otherwise. The Owner and the Contractor shall take reasonable steps to obtain consent of the insurance company or companies and shall, without mutual written consent, take no action with respect to partial occupancy or use that would cause cancellation, lapse or reduction of insurance.

### **§ 11.3.2 BOILER AND MACHINERY INSURANCE**

The Owner shall purchase and maintain boiler and machinery insurance required by the Contract Documents or by law, which shall specifically cover such insured objects during installation and until final acceptance by the Owner; this insurance shall include interests of the Owner, Contractor, Subcontractors and Sub-subcontractors in the Work, and the Owner and Contractor shall be named insureds.

### **§ 11.3.3 LOSS OF USE INSURANCE**

The Owner, at the Owner's option, may purchase and maintain such insurance as will insure the Owner against loss of use of the Owner's property due to fire or other hazards, however caused. The Owner waives all rights of action against the Contractor for loss of use of the Owner's property, including consequential losses due to fire or other hazards however caused.

**§ 11.3.4** If the Contractor requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, the Owner shall, if possible, include such insurance, and the cost thereof shall be charged to the Contractor by appropriate Change Order.

**§ 11.3.5** If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, the Owner shall waive all rights in accordance with the terms of Section 11.3.7 for damages caused by fire or other causes of loss covered by this separate property insurance. All separate policies shall provide this waiver of subrogation by endorsement or otherwise.

**§ 11.3.6** Before an exposure to loss may occur, the Owner shall file with the Contractor a copy of each policy that includes insurance coverages required by this Section 11.3. Each policy shall contain all generally applicable conditions, definitions, exclusions and endorsements related to this Project. Each policy shall contain a provision that the policy will not be canceled or allowed to expire, and that its limits will not be reduced, until at least 30 days' prior written notice has been given to the Contractor.

### **§ 11.3.7 WAIVERS OF SUBROGATION**

The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, and (2) the Architect, Architect's consultants, separate contractors described in Article 6, if any, and any of their subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section 11.3 or other property insurance applicable to the Work, except such rights as they have to proceeds of such insurance held by the Owner as fiduciary. The Owner or Contractor, as appropriate, shall require of the Architect, Architect's consultants, separate contractors described in Article 6, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

**§ 11.3.8** A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.3.10. The Contractor shall pay Subcontractors their just shares of insurance proceeds received by the Contractor, and by appropriate agreements, written where legally required for validity, shall require Subcontractors to make payments to their Sub-subcontractors in similar manner.

**§ 11.3.9** If required in writing by a party in interest, the Owner as fiduciary shall, upon occurrence of an insured loss, give bond for proper performance of the Owner's duties. The cost of required bonds shall be charged against proceeds received as fiduciary. The Owner shall deposit in a separate account proceeds so received, which the

Owner shall distribute in accordance with such agreement as the parties in interest may reach, or as determined in accordance with the method of binding dispute resolution selected in the Agreement between the Owner and Contractor. If after such loss no other special agreement is made and unless the Owner terminates the Contract for convenience, replacement of damaged property shall be performed by the Contractor after notification of a Change in the Work in accordance with Article 7.

**§ 11.3.10** The Owner as fiduciary shall have power to adjust and settle a loss with insurers unless one of the parties in interest shall object in writing within five days after occurrence of loss to the Owner's exercise of this power; if such objection is made, the dispute shall be resolved in the manner selected by the Owner and Contractor as the method of binding dispute resolution in the Agreement. If the Owner and Contractor have selected arbitration as the method of binding dispute resolution, the Owner as fiduciary shall make settlement with insurers or, in the case of a dispute over distribution of insurance proceeds, in accordance with the directions of the arbitrators.

#### **§ 11.4 PERFORMANCE BOND AND PAYMENT BOND**

**§ 11.4.1** The Owner shall have the right to require the Contractor to furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder as stipulated in bidding requirements or specifically required in the Contract Documents on the date of execution of the Contract.

**§ 11.4.2** Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

### **ARTICLE 12 UNCOVERING AND CORRECTION OF WORK**

#### **§ 12.1 UNCOVERING OF WORK**

**§ 12.1.1** If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

**§ 12.1.2** If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncovering and replacement shall, by appropriate Change Order, be at the Owner's expense. If such Work is not in accordance with the Contract Documents, such costs and the cost of correction shall be at the Contractor's expense unless the condition was caused by the Owner or a separate contractor in which event the Owner shall be responsible for payment of such costs.

#### **§ 12.2 CORRECTION OF WORK**

##### **§ 12.2.1 BEFORE OR AFTER SUBSTANTIAL COMPLETION**

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, whether discovered before or after Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

##### **§ 12.2.2 AFTER SUBSTANTIAL COMPLETION**

**§ 12.2.2.1** In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.4.

§ 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

§ 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction, whether completed or partially completed, of the Owner or separate contractors caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

### § 12.3 ACCEPTANCE OF NONCONFORMING WORK

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

## ARTICLE 13 MISCELLANEOUS PROVISIONS

### § 13.1 GOVERNING LAW

The Contract shall be governed by the law of the place where the Project is located except that, if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

### § 13.2 SUCCESSORS AND ASSIGNS

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate such assignment.

### § 13.3 WRITTEN NOTICE

Written notice shall be deemed to have been duly served if delivered in person to the individual, to a member of the firm or entity, or to an officer of the corporation for which it was intended; or if delivered at, or sent by registered or certified mail or by courier service providing proof of delivery to, the last business address known to the party giving notice.

### § 13.4 RIGHTS AND REMEDIES

§ 13.4.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.

§ 13.4.2 No action or failure to act by the Owner, Architect or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing.



## § 13.5 TESTS AND INSPECTIONS

§ 13.5.1 Tests, inspections and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of (1) tests, inspections or approvals that do not become requirements until after bids are received or negotiations concluded, and (2) tests, inspections or approvals where building codes or applicable laws or regulations prohibit the Owner from delegating their cost to the Contractor.

§ 13.5.2 If the Architect, Owner or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection or approval not included under Section 13.5.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection or approval by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.5.3, shall be at the Owner's expense.

§ 13.5.3 If such procedures for testing, inspection or approval under Sections 13.5.1 and 13.5.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure including those of repeated procedures and compensation for the Architect's services and expenses shall be at the Contractor's expense.

§ 13.5.4 Required certificates of testing, inspection or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.5.5 If the Architect is to observe tests, inspections or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.5.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

## § 13.6 INTEREST

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at such rate as the parties may agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

## § 13.7 TIME LIMITS ON CLAIMS

The Owner and Contractor shall commence all claims and causes of action, whether in contract, tort, breach of warranty or otherwise, against the other arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in the Agreement within the time period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all claims and causes of action not commenced in accordance with this Section 13.7.

## ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

### § 14.1 TERMINATION BY THE CONTRACTOR

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with the Contractor, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency that requires all Work to be stopped;

- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor promptly, upon the Contractor's request, reasonable evidence as required by Section 2.2.1.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with the Contractor, repeated suspensions, delays or interruptions of the entire Work by the Owner as described in Section 14.3 constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor or a Subcontractor or their agents or employees or any other persons performing portions of the Work under contract with the Contractor because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' written notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

#### § 14.2 TERMINATION BY THE OWNER FOR CAUSE

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 14.2.2 When any of the above reasons exist, the Owner, upon certification by the Initial Decision Maker that sufficient cause exists to justify such action, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

#### § 14.3 SUSPENSION BY THE OWNER FOR CONVENIENCE

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the Owner may determine.

**§ 14.3.2** The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay or interruption as described in Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was or would have been so suspended, delayed or interrupted by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

#### **§ 14.4 TERMINATION BY THE OWNER FOR CONVENIENCE**

**§ 14.4.1** The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

**§ 14.4.2** Upon receipt of written notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

**§ 14.4.3** In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

### **ARTICLE 15 CLAIMS AND DISPUTES**

#### **§ 15.1 CLAIMS**

##### **§ 15.1.1 DEFINITION**

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

##### **§ 15.1.2 NOTICE OF CLAIMS**

Claims by either the Owner or Contractor must be initiated by written notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party must be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

##### **§ 15.1.3 CONTINUING CONTRACT PERFORMANCE**

Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents. The Architect will prepare Change Orders and issue Certificates for Payment in accordance with the decisions of the Initial Decision Maker.

##### **§ 15.1.4 CLAIMS FOR ADDITIONAL COST**

If the Contractor wishes to make a Claim for an increase in the Contract Sum, written notice as provided herein shall be given before proceeding to execute the Work. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

##### **§ 15.1.5 CLAIMS FOR ADDITIONAL TIME**

**§ 15.1.5.1** If the Contractor wishes to make a Claim for an increase in the Contract Time, written notice as provided herein shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

**§ 15.1.5.2** If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction.

### § 15.1.6 CLAIMS FOR CONSEQUENTIAL DAMAGES

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.6 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

### § 15.2 INITIAL DECISION

§ 15.2.1 Claims, excluding those arising under Sections 10.3, 10.4, 11.3.9, and 11.3.10, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim arising prior to the date final payment is due, unless 30 days have passed after the Claim has been referred to the Initial Decision Maker with no decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

§ 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of such request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

§ 15.2.6.1 Either party may, within 30 days from the date of an initial decision, demand in writing that the other party file for mediation within 60 days of the initial decision. If such a demand is made and the party receiving the demand fails to file for mediation within the time required, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

### § 15.3 MEDIATION

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.6 shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

### § 15.4 ARBITRATION

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

### § 15.4.4 CONSOLIDATION OR JOINDER

§ 15.4.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an

additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 15.4.4.3** The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Contractor under this Agreement.



# OSE FORM 00811

## STANDARD SUPPLEMENTARY CONDITIONS

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AGENCY: University of South Carolina

PROJECT NAME: USCB Hargray Classroom 159 Renovations

PROJECT NUMBER: H36-I313 CP50002925

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### 1. GENERAL CONDITIONS

The *General Conditions of the Contract for Construction*, AIA Document A201, 2007 Edition, Articles 1 through 15 inclusive, is a part of this Contract and is incorporated as fully as if herein set forth. For brevity, AIA Document A201 is also referred to in the Contract Documents collectively as the "General Conditions."

### 2. STANDARD SUPPLEMENTARY CONDITIONS

- 2.1 The following supplements modify, delete and/or add to the General Conditions. Where any portion of the General Conditions is modified or any paragraph, Section or clause thereof is modified or deleted by these Supplementary Conditions, the unaltered provisions of the General Conditions shall remain in effect.
- 2.2 Unless otherwise stated, the terms used in these Standard Supplementary Conditions which are defined in the General Conditions have the meanings assigned to them in the General Conditions.

### 3. MODIFICATIONS TO A201-2007

#### 3.1 *Insert the following at the end of Section 1.1.1:*

Any reference in this document to the Agreement between the Owner and Contractor, AIA Document A101, or some abbreviated reference thereof, shall mean the AIA A101, 2007 Edition as modified by OSE Form 00501 – Standard Modification to Agreement between Owner and Contractor. Any reference in this document to the General Conditions of the Contract for Construction, AIA Document A201, or some abbreviated reference thereof, shall mean the AIA A201, 2007 Edition as modified by OSE Form 00811 – Standard Supplementary Conditions.

#### 3.2 *Delete the language of Section 1.1.8 and substitute the word "Reserved."*

#### 3.3 *Add the following Section 1.1.9:*

##### **1.1.9 NOTICE TO PROCEED**

Notice to Proceed is a document issued by the Owner to the Contractor, with a copy to the Architect, directing the Contractor to begin prosecution of the Work in accordance with the requirements of the Contract Documents. The Notice to Proceed shall fix the date on which the Contract Time will commence.

#### 3.4 *Insert the following at the end of Section 1.2.1:*

In the event of patent ambiguities within or between parts of the Contract Documents, the contractor shall 1) provide the better quality or greater quantity of Work, or 2) comply with the more stringent requirement, either or both in accordance with the Architect's interpretation.

#### 3.5 *Delete Section 1.5.1 and substitute the following:*

**1.5.1** The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service and will retain all common law, statutory and other reserved rights, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as a violation of the Architect's or Architect's consultants' reserved rights.

#### 3.6 *Delete Section 2.1.1 and substitute the following:*

**2.1.1** The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization, except as provided in Section 7.1.2. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's Representative. [Reference § 8.2 of the Agreement.]

#### 3.7 *Delete Section 2.1.2 and substitute the following:*

**2.1.2** The Owner shall furnish to the Contractor within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to post Notice of Project Commencement pursuant to Title 29, Chapter 5, Section 23 of the South Carolina Code of Laws, as amended.

## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

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**3.8** *Delete Section 2.2.3 and substitute the following:*

**2.2.3** The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. Subject to the Contractor's obligations, including those in Section 3.2, the Contractor shall be entitled to rely on the accuracy of information furnished by the Owner pursuant to this Section but shall exercise proper precautions relating to the safe performance of the Work.

**3.9** *Replace the period at the end of the last sentence of Section 2.2.4 with a semicolon and insert the following after the inserted semicolon:*

"however, the Owner does not warrant the accuracy of any such information requested by the Contractor that is not otherwise required of the Owner by the Contract Documents. Neither the Owner nor the Architect shall be required to conduct investigations or to furnish the Contractor with any information concerning subsurface characteristics or other conditions of the area where the Work is to be performed beyond that which is provide in the Contract Documents."

**3.10** *Delete Section 2.2.5 and substitute the following:*

**2.2.5** Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor with two hard copies and one electronic copy (.pdf format) of the Contract Documents. The Contractor may make reproductions of the Contract Documents pursuant to Section 1.5.2.

**3.11** *Add the following Sections 2.2.6 and 2.2.7:*

**2.2.6** The Owner assumes no responsibility for any conclusions or interpretation made by the Contractor based on information made available by the Owner.

**2.2.7** The Owner shall obtain, at its own cost, general building and specialty inspection services as required by the Contract Documents. The Contractor shall be responsible for payment of any charges imposed for reinspections.

**3.12** *Delete Section 2.4 and substitute the following:*

**2.4** If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect, including but not limited to providing necessary resources, with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such deficiencies. In such case an appropriate Change Directive shall be issued deducting from payments then or thereafter due the Contractor the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect or failure. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner.

**3.13** *Insert the following at the end of Section 3.2.1:*

The Contractor acknowledges that it has investigated and satisfied itself as to the general and local conditions which can affect the work or its cost, including but not limited to (1) conditions bearing upon transportation, disposal, handling, and storage of materials; (2) the availability of labor, water, electric power, and roads; (3) uncertainties of weather, river stages, tides, or similar physical conditions at the site; (4) the conformation and conditions of the ground; and (5) the character of equipment and facilities needed preliminary to and during work performance. The Contractor also acknowledges that it has satisfied itself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all exploratory work done by the Owner, as well as from the drawings and specifications made a part of this contract. Any failure of the Contractor to take the actions described and acknowledged in this paragraph will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the Owner.

**3.14** *In the third sentence of Section 3.2.4, insert the word "latent" before the word "errors."*

**3.15** *In the last sentence of Section 3.3.1, insert the words "by the Owner in writing" after the word "instructed."*

**3.16** *Delete the third sentence of Section 3.5 and substitute the following sentences:*

Work, materials, or equipment not conforming to these requirements shall be considered defective. Unless caused by the Contractor or a subcontractor at any tier, the Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.



## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

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- 3.17** *Insert the following at the end of Section 3.6:*  
The Contractor shall comply with the requirements of Title 12, Chapter 8 of the South Carolina Code of Laws, as amended, regarding withholding tax for nonresidents, employees, contractors and subcontractors.
- 3.18** *In Section 3.7.1, delete the words “the building permit as well as for other” and insert the following sentence at the end of this section:*  
Pursuant to Title 10, Chapter 1, Section 180 of the South Carolina Code of Laws, as amended, no local general or specialty building permits are required for state buildings.
- 3.19** *Delete the last sentence of Section 3.7.5 and substitute the following:*  
Adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 7.3.3.
- 3.20** *Delete the last sentence of Section 3.8.2.3 and substitute the following:*  
The amount of the Change Order shall reflect the difference between actual costs, as documented by invoices, and the allowances under Section 3.8.2.1.
- 3.21** *In Section 3.9.1, insert a comma after the word “superintendent” in the first sentence and insert the following after the inserted comma:*  
acceptable to the Owner,
- 3.22** *Delete Section 3.9.2 and substitute the following:*  
**3.9.2** The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner the name and qualifications of a proposed superintendent. The Owner may reply within 14 days to the Contractor in writing stating (1) whether the Owner has reasonable objection to the proposed superintendent or (2) that the Owner requires additional time to review. Failure of the Owner to reply within the 14-day period shall constitute notice of no reasonable objection.
- 3.23** *After the first sentence in Section 3.9.3, insert the following sentence:*  
The Contractor shall notify the Owner, in writing, of any proposed change in the superintendent, including the reason therefore, prior to making such change.
- 3.24** *Delete Section 3.10.3 and substitute the following:*  
**3.10.3** Additional requirements, if any, for the constructions schedule are as follows:  
(Check box if applicable to this Contract))  
 The construction schedule shall be in a detailed precedence-style critical path management (CPM) or primavera-type format satisfactory to the Owner and the Architect that shall also (1) provide a graphic representation of all activities and events that will occur during performance of the work; (2) identify each phase of construction and occupancy; and (3) set forth dates that are critical in ensuring the timely and orderly completion of the Work in accordance with the requirements of the Contract Documents (hereinafter referred to as “Milestone Dates”). Upon review and acceptance by the Owner and the Architect of the Milestone Dates, the construction schedule shall be deemed part of the Contract Documents and attached to the Agreement as Exhibit “A.” If not accepted, the construction schedule shall be promptly revised by the Contractor in accordance with the recommendations of the Owner and the Architect and resubmitted for acceptance. The Contractor shall monitor the progress of the Work for conformance with the requirements of the construction schedule and shall promptly advise the Owner of any delays or potential delays. Whenever the approved construction schedule no longer reflects actual conditions and progress of the work or the Contract Time is modified in accordance with the terms of the Contract Documents, the Contractor shall update the accepted construction schedule to reflect such conditions. In the event any progress report indicates any delays, the Contractor shall propose an affirmative plan to correct the delay, including overtime and/or additional labor, if necessary. In no event shall any progress report constitute an adjustment in the Contract Time, any Milestone Date, or the Contract Sum unless any such adjustment is agreed to by the Owner and authorized pursuant to Change Order.
- 3.25** *Add the following Section 3.10.4:*  
**3.10.4** Owner’s review and acceptance of Contractor’s schedule is not conducted for the purpose of either determining its accuracy and completeness or approving the construction means, methods, techniques, sequences or procedures. The Owner’s approval shall not relieve the Contractor of any obligations. Unless expressly addressed in a Modification, the Owner's approval of a schedule shall not change the Contract Time.

## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

---

**3.26** *Add the following Section 3.12.5.1:*

**3.12.5.1** The fire sprinkler shop drawings shall be prepared by a licensed fire sprinkler contractor and shall accurately reflect actual conditions affecting the required layout of the fire sprinkler system. The fire sprinkler contractor shall certify the accuracy of his shop drawings prior to submitting them for review and approval. The fire sprinkler shop drawings shall be reviewed and approved by the Architect's engineer of record who, upon approving the sprinkler shop drawings will submit them to the State Fire Marshal or other authorities having jurisdiction for review and approval. The Architect's engineer of record will submit a copy of the State Fire Marshal's approval letter to the Contractor, Architect, and OSE. Unless authorized in writing by OSE, neither the Contractor nor subcontractor at any tier shall submit the fire sprinkler shop drawings directly to the State Fire Marshal or other authorities having jurisdiction for approval.

**3.27** *In the fourth sentence of Section 3.12.10, after the comma following the words "licensed design professional," insert the following:*

who shall comply with reasonable requirements of the Owner regarding qualifications and insurance and

**3.28** *In Section 3.13, insert the section number "3.13.1" before the opening words "The Contractors shall."*

**3.29** *Add the following Sections 3.13.2 and 3.13.3:*

**3.13.2** Protection of construction materials and equipment stored at the Project site from weather, theft, vandalism, damage, and all other adversity is solely the responsibility of the Contractor. The Contractor shall perform the work in a manner that affords reasonable access, both vehicular and pedestrian, to the site of the Work and all adjacent areas. The Work shall be performed, to the fullest extent reasonably possible, in such a manner that public areas adjacent to the site of the Work shall be free from all debris, building materials, and equipment likely to cause hazardous conditions.

**3.13.3** The Contractor and any entity for which the Contractor is responsible shall not erect any sign on the Project site without the prior written consent of the Owner.

**3.30** *In the first sentence of Section 3.18.1, after the parenthetical "... (other than the Work itself), ..." and before the word "...but...", insert the following:*

including loss of use resulting therefrom,

**3.31** *Delete Section 4.1.1 and substitute the following:*

**4.1.1** The Architect is that person or entity identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

**3.32** *Insert the following at the end of Section 4.2.1:*

Any reference in the Contract Documents to the Architect taking action or rendering a decision with a "reasonable time" is understood to mean no more than fourteen days, unless otherwise specified in the Contract Documents or otherwise agreed to by the parties.

**3.33** *Delete the first sentence of Section 4.2.2 and substitute the following:*

The Architect will visit the site as necessary to fulfill its obligation to the Owner for inspection services, if any, and, at a minimum, to assure conformance with the Architect's design as shown in the Contract Documents and to observe the progress and quality of the various components of the Contractor's Work, and to determine if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

**3.34** *Delete the first sentence of Section 4.2.3 and substitute the following:*

On the basis of the site visits, the Architect will keep the Owner informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

**3.35** *In Section 4.2.5, after the words "evaluations of the" and before the word "Contractor's," insert the following:*

Work completed and correlated with the

**3.36** *Delete the first sentence of Section 4.2.11 and substitute the following:*

**4.2.11** The Architect will, in the first instance, interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. Upon receipt of such request, the Architect will promptly provide the non-requesting party with a copy of the request.

## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

---

**3.37** *Insert the following at the end of Section 4.2.12:*

If either party disputes the Architects interpretation or decision, that party may proceed as provided in Article 15. The Architect's interpretations and decisions may be, but need not be, accorded any deference in any review conducted pursuant to law or the Contract Documents.

**3.38** *Delete Section 4.2.14 and substitute the following:*

The Architect will review and respond to requests for information about the Contract Documents so as to avoid delay to the construction of the Project. The Architect's response to such requests will be made in writing with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information. Any response to a request for information must be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. Unless issued pursuant to a Modification, supplemental Drawings or Specifications will not involve an adjustment to the Contract Sum or Contract Time.

**3.39** *Delete Section 5.2.1 and substitute the following:*

**5.2.1** Unless otherwise stated in the Contract Documents or the bidding requirements, the Contractor, within fourteen days after posting of the Notice of Intent to Award the Contract, shall furnish in writing to the Owner through the Architect the names of persons or entities (excluding Listed Subcontractors but including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. The Owner may reply within 14 days to the Contractor in writing stating (1) whether the Owner has reasonable objection to any such proposed person or entity. Failure of the Owner to reply within the 14 day period shall constitute notice of no reasonable objection.

**3.40** *Delete Section 5.2.2 and substitute the following:*

**5.2.2** The Contractor shall not contract with a proposed person or entity to whom the Owner has made reasonable and timely objection. The Owner shall not direct the Contractor to contract with any specific individual or entity for supplies or services unless such supplies and services are necessary for completion of the Work and the specified individual or entity is the only source of such supply or services.

**3.41** *In the first sentence of Section 5.2.3, delete the words "...or Architect..." in the two places they appear.*

**3.42** *Delete the words "...or Architect..." in the in the first sentence of Section 5.2.4 and insert the following sentence at the end of Section 5.2.4:*

The Contractor's request for substitution must be made to the Owner in writing accompanied by supporting information.

**3.43** *Add the following Section 5.2.5:*

**5.2.5** A Subcontractor identified in the Contractor's Bid in response the specialty subcontractor listing requirements of Section 7 of the Bid Form (SE-330) may only be substituted in accordance with and as permitted by the provisions of Title 11, Chapter 35, Section 3021 of the South Carolina Code of Laws, as amended. A proposed substitute for a Listed Subcontractor shall be subject to the Owner's approval as set forth in Section 5.2.3.

**3.44** *Add the following Section 5.2.6:*

**5.2.6** The Iran Divestment Act List is a list published by the State Fiscal Accountability Authority pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm>(.) Consistent with Section 11-57-330(B), the Contractor shall not contract with any person to perform a part of the Work, if, at the time you enter into the subcontract, that person is on the then-current version of the Iran Divestment Act List.

**3.45** *In Section 5.3, delete everything following the heading "SUBCONTRACTUAL RELATIONS" and insert the following Sections 5.3.1, 5.3.2, 5.3.3, and 5.3.4:*

**5.3.1** By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, which the Contractor, by these Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise herein or in the subcontract agreement, the benefit of all rights, remedies and redress against the Contractor that the Contractor, by the Contract

## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

---

Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

**5.3.2** Without limitation on the generality of Section 5.3.1, each Subcontract agreement and each Sub-subcontract agreement shall include, and shall be deemed to include, the following Sections of these General Conditions: 3.2, 3.5, 3.18, 5.3, 5.4, 6.2.2, 7.3.3, 7.5, 7.6, 13.1, 13.12, 14.3, 14.4, and 15.1.6.

**5.3.3** Each Subcontract Agreement and each Sub-subcontract agreement shall exclude, and shall be deemed to exclude, Sections 13.2.1 and 13.6 and all of Article 15, except Section 15.1.6, of these General Conditions. In the place of these excluded sections of the General Conditions, each Subcontract Agreement and each Sub-subcontract may include Sections 13.2.1 and 13.6 and all of Article 15, except Section 15.1.6, of AIA Document A201-2007, Conditions of the Contract, as originally issued by the American Institute of Architects.

**5.3.4** The Contractor shall assure the Owner that all agreements between the Contractor and its Subcontractor incorporate the provisions of Subparagraph 5.3.1 as necessary to preserve and protect the rights of the Owner and the Architect under the Contract Documents with respect to the work to be performed by Subcontractors so that the subcontracting thereof will not prejudice such rights. The Contractor's assurance shall be in the form of an affidavit or in such other form as the Owner may approve. Upon request, the Contractor shall provide the Owner or Architect with copies of any or all subcontracts or purchase orders.

**3.46** *Delete the last sentence of Section 5.4.1.*

**3.47** *Add the following Sections 5.4.4, 5.4.5 and 5.4.6:*

**5.4.4** Each subcontract shall specifically provide that the Owner shall only be responsible to the subcontractor for those obligations of the Contractor that accrue subsequent to the Owner's exercise of any rights under this conditional assignment.

**5.4.5** Each subcontract shall specifically provide that the Subcontractor agrees to perform portions of the Work assigned to the Owner in accordance with the Contract Documents.

**5.4.6** Nothing in this Section 5.4 shall act to reduce or discharge the Contractor's payment bond surety's obligations to claimants for claims arising prior to the Owner's exercise of any rights under this conditional assignment.

**3.48** *Delete the language of Section 6.1.4 and substitute the word "Reserved."*

**3.49** *Insert the following at the end of Section 7.1.2:*

If the amount of a Modification exceeds the limits of the Owner's Construction Change Order Certification (reference Section 9.1.7.2 of the Agreement), then the Owner's agreement is not effective, and Work may not proceed, until approved in writing by the Office of State Engineer.

**3.50** *Delete Section 7.2.1 and substitute the following:*

**7.2.1** A Change Order is a written instrument prepared by the Architect (using State Form SE-380 "Construction Change Order") and signed by the Owner, Contractor and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

**3.51** *Add the following Sections 7.2.2, 7.2.3, 7.2.4, and 7.2.5:*

**7.2.2** If a Change Order provides for an adjustment to the Contract Sum, the adjustment must be calculated in accordance with Section 7.3.3.

**7.2.3** At the Owner's request, the Contractor shall prepare a proposal to perform the work of a proposed Change Order setting forth the amount of the proposed adjustment, if any, in the Contract Sum; and the extent of the proposed adjustment, if any, in the Contract Time. Any proposed adjustment in the Contract sum shall be prepared in accordance with Section 7.2.2. The Owner's request shall include any revisions to the Drawings or Specifications necessary to define any changes in the Work. Within fifteen days of receiving the request, the Contractor shall submit the proposal to the Owner and Architect along with all documentation required by Section 7.6.

## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

---

**7.2.4** If the Contractor requests a Change Order, the request shall set forth the proposed change in the Work and shall be prepared in accordance with Section 7.2.3. If the Contractor requests a change to the Work that involves a revision to either the Drawings or Specifications, the Contractor shall reimburse the Owner for any expenditure associated with the Architects' review of the proposed revisions, except to the extent the revisions are accepted by execution of a Change Order.

**7.2.5** Agreement on any Change Order shall constitute a final settlement of all matters relating to the change in the Work that is the subject of the Change Order, including, but not limited to, any adjustments to the Contract Sum or the Contract Time.

**3.52** *Delete 7.3.3 and substitute the following:*

#### **7.3.3 PRICE ADJUSTMENTS**

**7.3.3.1** If any Modification, including a Construction Change Directive, provides for an adjustment to the Contract Sum, the adjustment shall be based on whichever of the following methods is the most valid approximation of the actual cost to the contractor, with overhead and profit as allowed by Section 7.5:

- .1** Mutual acceptance of a lump sum;
- .2** Unit prices stated in the Contract Documents, except as provided in Section 7.3.4, or subsequently agreed upon;
- .3** Cost attributable to the events or situations under applicable clauses with adjustment of profits or fee, all as specified in the contract, or subsequently agreed upon by the parties, or by some other method as the parties may agree; or
- .4** As provided in Section 7.3.7.

**7.3.3.2** Consistent with Section 7.6, costs must be properly itemized and supported by substantiating data sufficient to permit evaluation before commencement of the pertinent performance or as soon after that as practicable. All costs incurred by the Contractor must be justifiably compared with prevailing industry standards. Except as provided in Section 7.5, all adjustments to the Contract Price shall be limited to job specific costs and shall not include indirect costs, overhead, home office overhead, or profit.

**3.53** *Delete Section 7.3.7 and substitute the following:*

**7.3.7** If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall make an initial determination, consistent with Section 7.3.3, of the method and the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in Section 7.5. In such case, and also under Section 7.3.3.1.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.7 shall be limited to the following:

- .1** Costs of labor, including social security, old age and unemployment insurance, fringe benefits required by agreement or custom, and workers' compensation insurance;
- .2** Costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed;
- .3** Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others; and
- .4** Costs of premiums for all bonds and insurance, permit fees, and sales, use or similar taxes related to the Work.

**3.54** *Delete Section 7.3.8 and substitute the following:*

**7.3.8** Using the percentages stated in Section 7.5, any adjustment to the Contract Sum for deleted work shall include any overhead and profit attributable to the cost for the deleted Work.

**3.55** *Add the following Sections 7.5 and 7.6:*

#### **7.5 AGREED OVERHEAD AND PROFIT RATES**

**7.5.1** For any adjustment to the Contract Sum for which overhead and profit may be recovered, other than those made pursuant to Unit Prices stated in the Contract Documents, the Contractor agrees to charge and accept, as full payment for overhead and profit, the following percentages of costs attributable to the change in the Work. The percentages cited below shall be considered to include all indirect costs including, but not limited to: field and office managers, supervisors and assistants, incidental job burdens, small tools, and general overhead allocations. The allowable percentages for overhead and profit are as follows:

## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

---

- .1 To the Contractor for work performed by the Contractor's own forces, 17% of the Contractor's actual costs.
- .2 To each Subcontractor for work performed by the Subcontractor's own forces, 17% of the subcontractor's actual costs.
- .3 To the Contractor for work performed by a subcontractor, 10% of the subcontractor's actual costs (not including the subcontractor's overhead and profit).

#### 7.6 PRICING DATA AND AUDIT

##### 7.6.1 Cost or Pricing Data.

Upon request of the Owner or Architect, Contractor shall submit cost or pricing data prior to execution of a Modification which exceeds \$500,000. Contractor shall certify that, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of a mutually determined specified date prior to the date of pricing the Modification. Contractor's price, including profit, shall be adjusted to exclude any significant sums by which such price was increased because Contractor furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date specified by the parties. Notwithstanding Subparagraph 9.10.4, such adjustments may be made after final payment to the Contractor.

**7.6.2** Cost or pricing data means all facts that, as of the date specified by the parties, prudent buyers and sellers would reasonably expect to affect price negotiations significantly. Cost or pricing data are factual, not judgmental; and are verifiable. While they do not indicate the accuracy of the prospective contractor's judgment about estimated future costs or projections, they do include the data forming the basis for that judgment. Cost or pricing data are more than historical accounting data; they are all the facts that can be reasonably expected to contribute to the soundness of estimates of future costs and to the validity of determinations of costs already incurred.

##### 7.6.3 Records Retention.

As used in Section 7.6, the term "records" means any books or records that relate to cost or pricing data that Contractor is required to submit pursuant to Section 7.6.1. Contractor shall maintain records for three years from the date of final payment, or longer if requested by the chief procurement officer. The Owner may audit Contractor's records at reasonable times and places.

#### 3.56 Delete Section 8.2.2 and substitute the following:

**8.2.2** The Contractor shall not knowingly commence operations on the site or elsewhere prior to the effective date of surety bonds and insurance required by Article 11 to be furnished by the Contractor and Owner. The date of commencement of the Work shall not be changed by the effective date of such surety bonds or insurance.

#### 3.57 Delete Section 8.3.1 and substitute the following:

**8.3.1** If the Contractor is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or Architect, or of an employee of either, or of a separate contractor employed by the Owner; or by changes ordered in the Work; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the control of the Contractor and any subcontractor at any tier; or by delay authorized by the Owner pending dispute resolution; or by other causes that the Architect determines may justify delay, then to the extent such delay will prevent the Contractor from achieving Substantial Completion within the Contract Time and provided the delay (1) is not caused by the fault or negligence of the Contractor or a subcontractor at any tier and (2) is not due to unusual delay in the delivery of supplies, machinery, equipment, or services when such supplies, machinery, equipment, or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery, the Contract Time shall be extended by Change Order for such reasonable time as the Architect may determine.

#### 3.58 Insert the following at the end of Section 9.1:

All changes to the Contract Sum shall be adjusted in accordance with Section 7.3.3.

#### 3.59 Delete Section 9.2 and substitute the following:

##### 9.2 SCHEDULE OF VALUES

**9.2.1** The Contractor shall submit to the Architect, within ten days of full execution of the Agreement, a schedule of values allocating the entire Contract Sum to the various portions of the Work and prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. As requested by the Architect, the Contractor and each Subcontractor shall prepare a trade payment breakdown for the Work for which each is responsible, such breakdown being submitted on a uniform standardized format approved by the Architect and Owner. The breakdown shall be divided in detail, using convenient units, sufficient to accurately determine the value

## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

---

of completed Work during the course of the Project. The Contractor shall update the schedule of values as required by either the Architect or Owner as necessary to reflect:

- .1 the description of Work (listing labor and material separately);
- .2 the total value;
- .3 the percent and value of the Work completed to date;
- .4 the percent and value of previous amounts billed; and
- .5 the current percent completed and amount billed.

**9.2.2** Any schedule of values or trade breakdown that fails to include sufficient detail, is unbalanced, or exhibits "front-loading" of the value of the Work shall be rejected. If a schedule of values or trade breakdown is used as the basis for payment and later determined to be inaccurate, sufficient funds shall be withheld from future Applications for Payment to ensure an adequate reserve (exclusive of normal retainage) to complete the Work.

**3.60** *Delete Section 9.3.1 and substitute the following:*

Monthly, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2., for completed portions of the Work. Such application shall be notarized, if required, and supported by such data substantiating the Contractor's right to payment as the Owner or Architect may require (such as copies of requisitions from Subcontractors and material suppliers) and shall reflect retainage and any other adjustments provided in Section 5 of the Agreement. If required by the Owner or Architect, the Application for Payment shall be accompanied by a current construction schedule.

**3.61** *In Section 9.3.2, add the following words to the end of the second sentence:*

provided such materials or equipment will be subsequently incorporated in the Work

*Insert the following at the end of Section 9.3.2:*

The Contractor shall 1) protect such materials from diversion, vandalism, theft, destruction, and damage, 2) mark such materials specifically for use on the Project, and 3) segregate such materials from other materials at the storage facility. The Architect and the Owner shall have the right to make inspections of the storage areas at any time.

**3.62** *In Section 9.4.2, in the first sentence, after the words "Work has progressed to the point indicated," insert the following:*

in both the Application for Payment and, if required to be submitted by the Contractor, the accompanying current construction schedule

*In the last sentence, delete the third item starting with "(3) reviewed copies" and ending with "Contractor's right to payment,"*

**3.63** *In Section 9.5.1, in the first sentence, delete the word "may" after the opening words "The Architect" and substitute the word "shall."*

*In Section 9.5.1, insert the following sentence after the first sentence:*

The Architect shall withhold a Certificate of Payment if the Application for Payment is not accompanied by the current construction schedule required by Section 3.10.1.

**3.64** *In Section 9.6.2, delete the word "The..." at the beginning of the first sentence and substitute the following:*

Pursuant to Chapter 6 of Title 29 of the South Carolina Code of Laws, as amended, the

**3.65** *Delete Section 9.7 and substitute following:*

#### **9.7 FAILURE OF PAYMENT**

If the Architect does not issue a Certificate for Payment to the Owner, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the time established in the Contract Documents the amount certified by the Architect or awarded by a final dispute resolution order, then the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased, in accordance with the provisions of Section 7.3.3, by the amount of the Contractor's reasonable costs of shut-down, delay and start-up, plus interest as provided for in the Contract Documents.

**3.66** *Insert the following words at the end of the sentence in Section 9.8.1:*

and when all required occupancy permits, if any, have been issued and copies have been delivered to the Owner.

## **OSE FORM 00811**

### **STANDARD SUPPLEMENTARY CONDITIONS**

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**3.67** *In Section 9.8.2, insert the word “written” after the word “comprehensive” and before the word “list.”*

**3.68** *Delete Section 9.8.3 and substitute the following:*

**9.8.3.1** Upon receipt of the Contractor’s list, the Architect, with the Owner and any other person the Architect or the Owner choose, will make an inspection on a date and at a time mutually agreeable to the Architect, Owner, and Contractor, to determine whether the Work or designated portion thereof is substantially complete. The Contractor shall furnish access for the inspection and testing as provided in this Contract. The inspection shall include a demonstration by the Contractor that all equipment, systems and operable components of the Work function properly and in accordance with the Contract Documents. If the Architect’s inspection discloses any item, whether or not included on the Contractor’s list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion. If more than one Substantial Completion inspection is required, the Contractor shall reimburse the Owner for all costs of reinspections or, at the Owner’s option, the costs may be deducted from payments due to the Contractor.

**9.8.3.2** If the Architect and Owner concur in the Contractor’s assessment that the Work or a portion of the Work is safe to occupy, the Owner and Contractor may arrange for a Certificate of Occupancy Inspection by OSE. The Owner, Architect, and Contractor shall be present at OSE’s inspection. Upon verifying that the Work or a portion of the Work is substantially complete and safe to occupy, OSE will issue, as appropriate, a Full or Partial Certificate of Occupancy.

**3.69** *In the second sentence of Section 9.8.5, delete the words “and consent of surety, if any.”*

**3.70** *In the first sentence of Section 9.9.1, delete the words “Section 11.3.1.5” and substitute the words “Section 11.3.1.3.”*

**3.71** *Delete Section 9.10.1 and substitute the following:*

**9.10.1** Unless the parties agree otherwise in the Certificate of Substantial Completion, the Contractor shall achieve Final Completion no later than thirty days after Substantial Completion. Upon receipt of the Contractor’s written notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect, with the Owner and any other person the Architect or the Owner choose, will make an inspection on a date and at a time mutually agreeable to the Architect, Owner, and Contractor, and, when the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect’s knowledge, information and belief, and on the basis of the Architect’s on-site visits and inspections, the Work has been completed in accordance with terms and conditions of the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect’s final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor’s being entitled to final payment have been fulfilled. If more than one Final Completion inspection is required, the Contractor shall reimburse the Owner for all costs of reinspections or, at the Owner’s option, the costs may be deducted from payments due to the Contractor. If the Contractor does not achieve final completion within thirty days after Substantial Completion or the timeframe agreed to by the parties in the Certificate of Substantial Completion, whichever is greater, the Contractor shall be responsible for any additional Architectural fees resulting from the delay.

**3.72** *Delete the first sentence of Section 9.10.2 and substitute the following:*

Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner’s property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be canceled or allowed to expire until at least 30 days’ prior written notice has been given to the Owner, (3) a written statement that the Contractor knows of no substantial reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment (5), if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts, releases and waivers of liens, claims, security interests or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner, (6) required Training Manuals, (7) equipment Operations and Maintenance Manuals, (8) any certificates of testing, inspection or approval required by the Contract Documents and not previously provided (9) all warranties and guarantees required under or pursuant to the Contract Documents, and (10) one copy of the Documents required by Section 3.11.



## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

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**3.73** Delete the first sentence of Section 9.10.3 and substitute the following:

If, after Substantial Completion of the Work, final completion thereof is delayed 60 days through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted.

**3.74** Delete Section 9.10.5 and substitute the following:

**9.10.5** Acceptance of final payment by the Contractor, a Subcontractor or material supplier shall constitute a waiver of claims by that payee except those specific claims in stated amounts that have been previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

**3.75** Add the following Section 9.10.6:

**9.10.6** If OSE has not previously issued a Certificate of Occupancy for the entire Project, the Parties shall arrange for a representative of OSE to participate in the Final Completion Inspection. Representatives of the State Fire Marshal's Office and other authorities having jurisdiction may be present at the Final Completion Inspection or otherwise inspect the completed Work and advise the Owner whether the Work meets their respective requirements for the Project.

**3.76** Delete Section 10.3.1 and substitute the following:

**10.3.1** If the Contractor encounters a hazardous material or substance which was not discoverable as provided in Section 3.2.1 and not required by the Contract Documents, and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons or serious loss to real or personal property resulting from such material or substance encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the Owner and Architect in writing. Hazardous materials or substances are those hazardous, toxic, or radioactive materials or substances subject to regulations by applicable governmental authorities having jurisdiction, such as, but not limited to, the S.C. Department of Health and Environmental Control, the U.S. Environmental Protection Agency, and the U.S. Nuclear Regulatory Commission.

**3.77** Insert the following at the end of Section 10.3.2:

In the absence of agreement, the Architect will make an interim determination regarding any delay or impact on the Contractor's additional costs. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15. Any adjustment in the Contract Sum shall be determined in accordance with Section 7.3.3.

**3.78** Delete Section 10.3.3 and substitute the following:

**10.3.3** The Work in the affected area shall be resumed immediately following the occurrence of any one of the following events: (a) the Owner causes remedial work to be performed that results in the absence of hazardous materials or substances; (b) the Owner and the Contractor, by written agreement, decide to resume performance of the Work; or (c) the Work may safely and lawfully proceed, as determined by an appropriate governmental authority or as evidenced by a written report to both the Owner and the Contractor, which is prepared by an environmental engineer reasonably satisfactory to both the Owner and the Contractor.

**3.79** In Section 10.3.5, delete the word "The" at the beginning of the sentence and substitute the following:

In addition to its obligations under Section 3.18, the

**3.80** Delete the language of Section 10.3.6 and substitute the word "Reserved."

**3.81** Insert the following at the end of Section 10.4:

The Contractor shall immediately give the Architect notice of the emergency. This initial notice may be oral followed within five days by a written notice setting forth the nature and scope of the emergency. Within fourteen days of the start of the emergency, the Contractor shall give the Architect a written estimate of the cost and probable effect of delay on the progress of the Work.

**3.82** Delete 11.1.2 and substitute the following:

**11.1.2** The insurance required by Section 11.1.1 shall be written for not less than limits of liability specified below or required by law, whichever coverage is greater. Coverages shall be written on an occurrence basis and shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and, with respect to the Contractor's completed operations coverage, until the expiration of the period for correction of Work or for such other period for maintenance of completed operations coverage as specified in the Contract Documents.

**OSE FORM 00811**  
**STANDARD SUPPLEMENTARY CONDITIONS**

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- (1) COMMERCIAL GENERAL LIABILITY:
  - (a) General Aggregate (per project) ..... \$1,000,000
  - (b) Products/Completed Operations ..... \$1,000,000
  - (c) Personal and Advertising Injury ..... \$1,000,000
  - (d) Each Occurrence ..... \$1,000,000
  - (e) Fire Damage (Any one fire) ..... \$50,000
  - (f) Medical Expense (Any one person) ..... \$5,000
- (2) BUSINESS AUTO LIABILITY (including All Owned, Non-owned, and Hired Vehicles):
  - (a) Combined Single Limit ..... \$1,000,000
- (3) WORKER'S COMPENSATION:
  - (a) State Statutory
  - (b) Employers Liability ..... \$100,000 per Acc.  
 ..... \$500,000 Disease, Policy Limit  
 ..... \$100,000 Disease, Each Employee

In lieu of separate insurance policies for Commercial General Liability, Business Auto Liability, and Employers Liability, the Contractor may provide an umbrella policy meeting or exceeding all coverage requirements set forth in this Section 11.1.2. The umbrella policy limits shall not be less than \$3,000,000.

**3.83** *Delete Section 11.1.3 and substitute the following:*

**11.1.3** Prior to commencement of the Work, and thereafter upon replacement of each required policy of insurance, Contractor shall provide to the Owner a written endorsement to the Contractor's general liability insurance policy that:

- (i) names the Owner as an additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations;
- (ii) provides that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless all additional insureds have been given at least ten (10) days prior written notice of cancellation for non-payment of premiums and thirty (30) days prior written notice of cancellation for any other reason; and
- (iii) provides that the Contractor's liability insurance policy shall be primary, with any liability insurance of the Owner as secondary and noncontributory.

Prior to commencement of the Work, and thereafter upon renewal or replacement of each required policy of insurance, Contractor shall provide to the Owner a signed, original certificate of liability insurance (ACORD 25). Consistent with this Section 11.1, the certificate shall identify the types of insurance, state the limits of liability for each type of coverage, name the Owner a Consultants as Certificate Holder, provide that the general aggregate limit applies per project, and provide that coverage is written on an occurrence basis. Both the certificates and the endorsements must be received directly from either the Contractor's insurance agent or the insurance company. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, naming the Owner as an additional insured for claims made under the Contractor's completed operations, and otherwise meeting the above requirements, shall be submitted with the final Application for Payment as required by Section 9.10.2 and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 11.1.2. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished by the Contractor with reasonable promptness.

**3.84** *Delete Section 11.1.4 and substitute the following:*

**11.1.4** A failure by the Owner to either (i) demand a certificate of insurance or written endorsement required by Section 11.1, or (ii) reject a certificate or endorsement on the grounds that it fails to comply with Section 11.1, shall not be considered a waiver of Contractor's obligations to obtain the required insurance.

**3.85** *In Section 11.3.1, delete the first sentence and substitute the following:*

Unless otherwise provided in the Contract Documents, the Contractor shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent Contract Modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis.

**3.86** *Delete the language of Section 11.3.1.2 and substitute the word "Reserved."*

**3.87** *Delete the language of Section 11.3.1.3 and substitute the word "Reserved."*

## **OSE FORM 00811**

### **STANDARD SUPPLEMENTARY CONDITIONS**

---

**3.88** *Delete Section 11.3.2 and substitute the following:*

#### **11.3.2 BOILER AND MACHINERY INSURANCE**

The Contractor shall purchase and maintain boiler and machinery insurance required by the Contract Documents or by law, which shall specifically cover such insured objects during installation and until final acceptance by the Owner; this insurance shall include interests of the Owner, Contractor, Subcontractors and Sub-subcontractors in the Work, and the Owner and Contractor shall both be named insureds.

**3.89** *Delete Section 11.3.3 and substitute the following:*

#### **11.3.3 LOSS OF USE INSURANCE**

The Owner, at the Owner's option, may purchase and maintain such insurance as will insure the Owner against loss of use of the Owner's property due to fire or other hazards, however caused. To the extent any losses are covered and paid for by such insurance, the Owner waives all rights of action against the Contractor for loss of use of the Owner's property, including consequential losses due to fire or other hazards however caused.

**3.90** *Delete Section 11.3.4 and substitute the following:*

**11.3.4** If the Owner requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, the Contractor shall, if possible, include such insurance, and the cost thereof shall be charged to the Owner by appropriate Change Order.

**3.91** *Delete the language of Section 11.3.5 and substitute the word "Reserved."*

**3.92** *Delete Section 11.3.6 and substitute the following:*

**11.3.6** Before an exposure to loss may occur, the Contractor shall file with the Owner a copy of each policy that includes insurance coverages required by this Section 11.3. Each policy shall contain all generally applicable conditions, definitions, exclusions and endorsements related to this Project. Each policy shall contain a provision that the policy will not be canceled or allowed to expire, and that its limits will not be reduced, until at least 30 days' prior written notice has been given to the Owner.

**3.93** *Delete the first sentence of Section 11.3.7 and substitute the following:*

The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, and (2) the Architect, Architect's consultants, separate contractors described in Article 6, if any, and any of their subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other causes of loss to the extent the property insurance provided by the Contractor pursuant to this Section 11.3 covers and pays for the damage, except such rights as they have to proceeds of such insurance held by the Contractor as fiduciary.

**3.94** *Delete the first sentence of Section 11.3.8 and substitute the following:*

A loss insured under the Contractor's property insurance shall be adjusted by the Contractor as fiduciary and made payable to the Contractor as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.3.10.

**3.95** *Delete Section 11.3.9 and substitute the following:*

**11.3.9** If required in writing by a party in interest, the Contractor as fiduciary shall, upon occurrence of an insured loss, give bond for proper performance of the Contractor's duties. The cost of required bonds shall be charged against proceeds received as fiduciary. The Contractor shall deposit in a separate account proceeds so received, which the Contractor shall distribute in accordance with such agreement as the parties in interest may reach. If after such loss no other special agreement is made and unless the Owner terminates the Contract for convenience, replacement of damaged property shall be performed by the Contractor.

**3.96** *Delete Section 11.3.10 and substitute the following:*

**11.3.10** The Contractor as fiduciary shall have power to adjust and settle a loss with insurers unless one of the parties in interest shall object in writing within five days after occurrence of loss to the Contractor's exercise of this power; if such objection is made, the dispute shall be resolved in the manner provided in the contract between the parties in dispute as the method of binding dispute resolution. The Contractor as fiduciary shall make settlement with insurers or, in the case of a dispute over distribution of insurance proceeds, in accordance with a final order or determination issued by the appropriate authority having jurisdiction over the dispute.

## **OSE FORM 00811**

### **STANDARD SUPPLEMENTARY CONDITIONS**

---

**3.97** *Delete Section 11.4.1 and substitute the following:*

**11.4.1** Before commencing any services hereunder, the Contractor shall provide the Owner with Performance and Payment Bonds, each in an amount not less than the Contract Price set forth in Article 4 of the Agreement. The Surety shall have, at a minimum, a "Best Rating" of "A" as stated in the most current publication of "Best's Key Rating Guide, Property-Casualty". In addition, the Surety shall have a minimum "Best Financial Strength Category" of "Class V", and in no case less than five (5) times the contract amount. The Performance Bond shall be written on Form SE-355, "Performance Bond" and the Payment Bond shall be written on Form SE-357, "Labor and Material Payment Bond", and both shall be made payable to the Owner.

**3.98** *Delete Section 11.4.2 and substitute the following:*

**11.4.2** The Performance and Labor and Material Payment Bonds shall:

- .1** be issued by a surety company licensed to do business in South Carolina;
- .2** be accompanied by a current power of attorney and certified by the attorney-in-fact who executes the bond on the behalf of the surety company; and
- .3** remain in effect for a period not less than one (1) year following the date of Substantial Completion or the time required to resolve any items of incomplete Work and the payment of any disputed amounts, whichever time period is longer.

**3.99** *Add the following Sections 11.4.3 and 11.4.4:*

**11.4.3** Any bonds required by this Contract shall meet the requirements of the South Carolina Code of Laws and Regulations, as amended.

**11.4.4** Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

**3.100** *Delete Section 12.1.1 and substitute the following:*

**12.1.1** If a portion of the Work is covered contrary to the requirements specifically expressed in the Contract Documents, including inspections of work-in-progress required by all authorities having jurisdiction over the Project, it must, upon demand of the Architect or authority having jurisdiction, be uncovered for observation and be replaced at the Contractor's expense without change in the Contract Time.

**3.101** *In Section 12.2.2.1, delete the words "and to make a claim for breach of warranty" at the end of the third sentence.*

**3.102** *In Section 12.2.2.3, add the following to the end of the sentence:*

unless otherwise provided in the Contract Documents.

**3.103** *Insert the following at the end of Section 12.2.4:*

If, prior to the date of Substantial Completion, the Contractor, a Subcontractor, or anyone for whom either is responsible, uses or damages any portion of the Work, including, without limitation, mechanical, electrical, plumbing, and other building systems, machinery, equipment, or other mechanical device, the Contractor shall cause such item to be restored to "like new" condition at no expense to the Owner.

**3.104** *Delete Section 13.1 and substitute the following:*

**13.1 GOVERNING LAW**

The Contract, any dispute, claim, or controversy relating to the Contract, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules.

**3.105** *Delete Section 13.2, including its Sub-Sections 13.2.1 and 13.2.2, and substitute the following:*

**13.2 SUCCESSORS AND ASSIGNS**

The Owner and Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole, or in part, without written consent of the other and then only in accordance with and as permitted by Regulation 19-445.2180 of the South Carolina Code of Regulations, as amended. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

## **OSE FORM 00811**

### **STANDARD SUPPLEMENTARY CONDITIONS**

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**3.106** *Delete Section 13.3 and substitute the following:*

#### **13.3 WRITTEN NOTICE**

Unless otherwise permitted herein, all notices contemplated by the Contract Documents shall be in writing and shall be deemed given:

- .1 upon actual delivery, if delivery is by hand;
- .2 upon receipt by the transmitting party of confirmation or reply, if delivery is by electronic mail, facsimile, telex or telegram;
- .3 upon receipt, if delivery is by the United States mail.

Notice to Contractor shall be to the address provided in Section 8.3.2 of the Agreement. Notice to Owner shall be to the address provided in Section 8.2.2 of the Agreement. Either party may designate a different address for notice by giving notice in accordance with this paragraph.

**3.107** *In Section 13.4.1, insert the following at the beginning of the sentence:*

Unless expressly provided otherwise,

**3.108** *Add the following Section 13.4.3:*

**13.4.3** Notwithstanding Section 9.10.4, the rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses:

- 1.5** Ownership and Use of Drawings, Specifications and Other Instruments of Service;
- 3.5** Warranty
- 3.17** Royalties, Patents and Copyrights
- 3.18** Indemnification
- 7.6** Cost or Pricing Data
- 11.1** Contractor's Liability Insurance
- 11.4** Performance and Payment Bond
- 15.1.6** Claims for Listed Damages
- 15.1.7** Waiver of Claims Against the Architect
- 15.6** Dispute Resolution
- 15.6.5** Service of Process

**3.109** *Delete Section 13.6 and substitute the following:*

#### **13.6 INTEREST**

Payments due to the Contractor and unpaid under the Contract Documents shall bear interest only if and to the extent allowed by Title 29, Chapter 6, Article 1 of the South Carolina Code of Laws. Amounts due to the Owner shall bear interest at the rate of one percent a month or a pro rata fraction thereof on the unpaid balance as may be due.

**3.110** *Delete the language of Section 13.7 and substitute the word "Reserved."*

**3.111** *Add the following Sections 13.8 through 13.17:*

#### **13.8 PROCUREMENT OF MATERIALS BY OWNER**

The Contractor accepts assignment of all purchase orders and other agreements for procurement of materials and equipment by the Owner that are identified as part of the Contract Documents. The Contractor shall, upon delivery, be responsible for the storage, protection, proper installation, and preservation of such Owner purchased items, if any, as if the Contractor were the original purchaser. The Contract Sum includes, without limitation, all costs and expenses in connection with delivery, storage, insurance, installation, and testing of items covered in any assigned purchase orders or agreements. Unless the Contract Documents specifically provide otherwise, all Contractor warranty of workmanship and correction of the Work obligations under the Contract Documents shall apply to the Contractor's installation of and modifications to any Owner purchased items.

#### **13.9 INTERPRETATION OF BUILDING CODES**

As required by Title 10, Chapter 1, Section 180 of the South Carolina Code of Laws, as amended, OSE shall determine the enforcement and interpretation of all building codes and referenced standards on state buildings. The Contractor shall refer any questions, comments, or directives from local officials to the Owner and OSE for resolution.

## **OSE FORM 00811**

### **STANDARD SUPPLEMENTARY CONDITIONS**

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#### **13.10 MINORITY BUSINESS ENTERPRISES**

Contractor shall notify Owner of each Minority Business Enterprise (MBE) providing labor, materials, equipment, or supplies to the Project under a contract with the Contractor. Contractor's notification shall be via the first monthly status report submitted to the Owner after execution of the contract with the MBE. For each such MBE, the Contractor shall provide the MBE's name, address, and telephone number, the nature of the work to be performed or materials or equipment to be supplied by the MBE, whether the MBE is certified by the South Carolina Office of Small and Minority Business Assistance, and the value of the contract.

#### **13.11 SEVERABILITY**

If any provision or any part of a provision of the Contract Documents shall be finally determined to be superseded, invalid, illegal, or otherwise unenforceable pursuant to any applicable Legal Requirements, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or parts of the provision of the Contract Documents, which shall remain in full force and effect as if the unenforceable provision or part were deleted.

#### **13.12 ILLEGAL IMMIGRATION**

Contractor certifies and agrees that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Contractor and its subcontractors or sub-subcontractors; or (b) that Contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov))

#### **13.13 SETOFF**

The Owner shall have all of its common law, equitable, and statutory rights of set-off.

#### **13.14 DRUG-FREE WORKPLACE**

The Contractor certifies to the Owner that Contractor will provide a Drug-Free Workplace, as required by Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

#### **13.15 FALSE CLAIMS**

According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

#### **13.16 NON-INDEMNIFICATION:**

Any term or condition is void to the extent it requires the State to indemnify anyone. It is unlawful for a person charged with disbursements of state funds appropriated by the General Assembly to exceed the amounts and purposes stated in the appropriations. (§ 11-9-20) It is unlawful for an authorized public officer to enter into a contract for a purpose in which the sum is in excess of the amount appropriated for that purpose. It is unlawful for an authorized public officer to divert or appropriate the funds arising from any tax levied and collected for any one fiscal year to the payment of an indebtedness contracted or incurred for a previous year. (§ 11-1-40)

#### **13.17 OPEN TRADE (JUN 2015):**

During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [07-7A053-1]

#### **3.112 Delete Section 14.1.1 and substitute the following:**

**14.1.1** The Contractor may terminate the Contract if the Work is stopped for a period of 45 consecutive days through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with the Contractor, for any of the following reasons:

- .1** Issuance of an order of a court or other public authority having jurisdiction that requires substantially all Work to be stopped; or
- .2** An act of government, such as a declaration of national emergency that requires substantially all Work to be stopped.

## OSE FORM 00811

### STANDARD SUPPLEMENTARY CONDITIONS

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- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1 or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents and the Contractor has stopped work in accordance with Section 9.7

**3.113** *Insert the following at the end of Section 14.1.3:*

Any adjustment to the Contract Sum pursuant to this Section shall be made in accordance with the requirements of Article 7.

**3.114** *In Section 14.1.4, replace the word “repeatedly” with the word “persistently.”*

**3.115** *Delete Section 14.2.1 and substitute the following:*

**14.2.1** The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials, or otherwise fails to prosecute the Work, or any separable part of the Work, with the diligence, resources and skill that will ensure its completion within the time specified in the Contract Documents, including any authorized adjustments;
- .2 fails to make payment to Subcontractors for materials or labor in accordance with the Contract Documents and the respective agreements between the Contractor and the Subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

**3.116** *In Section 14.2.2, delete the parenthetical statement “, upon certification by the Initial Decision Maker that sufficient cause exists to justify such action,” immediately following the word “Owner” in the first line.*

**3.117** *In Section 14.2.4, replace the words “Initial Decision Maker” with the word “Architect”*

**3.118** *Add the following Section 14.2.5:*

**14.2.5** If, after termination for cause, it is determined that the Owner lacked justification to terminate under Section 14.2.1, or that the Contractor’s default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Owner under Section 14.4.

**3.119** *Delete the second sentence of Section 14.3.2 and substitute the following:*

Any adjustment to the Contract Sum made pursuant to this section shall be made in accordance with the requirements of Article 7.3.3.

**3.120** *Delete Section 14.4.1 and substitute the following:*

**14.4.1** The Owner may, at any time, terminate the Contract, in whole or in part for the Owner’s convenience and without cause. The Owner shall give written notice of the termination to the Contractor specifying the part of the Contract terminated and when termination becomes effective.

**3.121** *Delete Section 14.4.2 and substitute the following:*

**14.4.2** Upon receipt of written notice from the Owner of such termination for the Owner’s convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work;
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders; and
- .4 complete the performance of the Work not terminated, if any.

**3.122** *Delete Section 14.4.3 and substitute the following:*

**14.4.3** In case of such termination for the Owner’s convenience, the Contractor shall be entitled to receive payment for Work executed, costs incurred by reason of such termination, and any other adjustments otherwise allowed by the Contract. Any adjustment to the Contract Sum made pursuant to this Section 14.4 shall be made in accordance with the requirements of Article 7.3.3.

## **OSE FORM 00811**

### **STANDARD SUPPLEMENTARY CONDITIONS**

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**3.123** *Add the following Sections 14.4.4, 14.4.5, and 14.5:*

**14.4.4** Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the Owner's right to require the termination of a subcontract, or (ii) increase the obligation of the Owner beyond what it would have been if the subcontract had contained an appropriate clause.

**14.4.5** Upon written consent of the Contractor, the Owner may reinstate the terminated portion of this Contract in whole or in part by amending the notice of termination if it has been determined that:

- .1** the termination was due to withdrawal of funding by the General Assembly, Governor, or State Fiscal Accountability Authority or the need to divert project funds to respond to an emergency as defined by Regulation 19-445.2110(B) of the South Carolina Code of Regulations, as amended;
- .2** funding for the reinstated portion of the work has been restored;
- .3** circumstances clearly indicate a requirement for the terminated work; and
- .4** reinstatement of the terminated work is advantageous to the Owner.

**14.5 CANCELLATION AFTER AWARD BUT PRIOR TO PERFORMANCE**

Pursuant to Title 11, Chapter 35 and Regulation 19-445.2085 of the South Carolina Code of Laws and Regulations, as amended, this contract may be canceled after award but prior to performance.

**3.124** *Insert the following sentence after the second sentence of Section 15.1.1:*

A voucher, invoice, payment application or other routine request for payment that is not in dispute when submitted is not a Claim under this definition.

**3.125** *Delete Section 15.1.2 and substitute the following:*

**15.1.2 NOTICE OF CLAIMS**

Claims by either the Owner or Contractor must be initiated by written notice to the other party and to the Architect. Such notice shall include sufficient information to advise the Architect and other party of the circumstances giving rise to the claim, the specific contractual adjustment or relief requested and the basis of such request. Claims by either party arising prior to the date final payment is due must be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later except as stated for adverse weather days in Section 15.1.5.2. By failing to give written notice of a Claim within the time required by this Section, a party expressly waives its claim.

**3.126** *Delete Section 15.1.3 and substitute the following:*

**15.1.3 CONTINUING CONTRACT PERFORMANCE**

Pending final resolution of a Claim, including any administrative review allowed under Section 15.6, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents. The Architect will issue Certificates for Payment in accordance with the initial decisions and determinations of the Architect.

**3.127** *Insert the following at the end of Section 15.1.5.1:*

Claims for an increase in the Contract Time shall be based on one additional calendar day for each full calendar day that the Contractor is prevented from working.

**3.128** *Insert the following Sub-Sections at the end of Section 15.1.5.2:*

- .1** Claims for adverse weather shall be based on actual weather conditions at the job site or other place of performance of the Work, as documented in the Contractor's job site log.
- .2** For the purpose of this Contract, a total of five (5) days per calendar month (non-cumulative) shall be anticipated as "adverse weather" at the job site, and such time will not be considered justification for an extension of time. If, in any month, adverse weather develops beyond the five (5) days, the Contractor shall be allowed to claim additional days to compensate for the excess weather delays only to the extent of the impact on the approved construction schedule and days the contractor was already scheduled to work. The remedy for this condition is for an extension of time only and is exclusive of all other rights and remedies available under the Contract Documents or imposed or available by law.
- .3** The Contractor shall submit monthly with their pay application all claims for adverse weather conditions that occurred during the previous month. The Architect shall review each monthly submittal in accordance with Section 15.5 and inform the Contractor and the Owner promptly of its evaluation. Approved days shall be included in the next Change Order issued by the Architect. Adverse weather conditions not claimed within the time limits of this Subparagraph shall be considered to be waived by the Contractor. Claims will not be allowed for adverse weather days that occur after the scheduled (original or adjusted) date of Substantial Completion.



## **OSE FORM 00811**

### **STANDARD SUPPLEMENTARY CONDITIONS**

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**3.129** *Delete Section 15.1.6 and substitute the following:*

#### **15.1.6 CLAIMS FOR LISTED DAMAGES**

Notwithstanding any other provision of the Contract Documents, including Section 1.2.1, but subject to a duty of good faith and fair dealing, the Contractor and Owner waive Claims against each other for listed damages arising out of or relating to this Contract.

**15.1.6.1** For the Owner, listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) costs suffered by a third party unable to commence work, (vi) attorney's fees, (vii) any interest, except to the extent allowed by Section 13.6 (Interest), (viii) lost revenue and profit for lost use of the property, (ix) costs resulting from lost productivity or efficiency.

**15.1.6.2** For the Contractor, listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) attorney's fees, (vi) any interest, except to the extent allowed by Section 13.6 (Interest); (vii) unamortized equipment costs; and, (viii) losses incurred by subcontractors for the types of damages the Contractor has waive as against the Owner. Without limitation, this mutual waiver is applicable to all damages due to either party's termination in accordance with Article 14.

**15.1.6.3** Nothing contained in this Section shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents. This mutual waiver is not applicable to amounts due or obligations under Section 3.18 (Indemnification).

**3.130** *Add the following Section 15.1.7:*

#### **15.1.7 WAIVER OF CLAIMS AGAINST THE ARCHITECT**

Notwithstanding any other provision of the Contract Documents, including Section 1.2.1, but subject to a duty of good faith and fair dealing, the Contractor waives all claims against the Architect and any other design professionals who provide design and/or project management services to the Owner, either directly or as independent contractors or subcontractors to the Architect, for listed damages arising out of or relating to this Contract. The listed damages are (i) lost revenue and profit, (ii) losses resulting from injury to business or reputation, (iii) additional or escalated overhead and administration expenses, (iv) additional financing costs, (v) attorney's fees, (vi) any interest; (vii) unamortized equipment costs; and, (viii) losses incurred by subcontractors for the types of damages the Contractor has waive as against the Owner. This mutual waiver is not applicable to amounts due or obligations under Section 3.18 (Indemnification).

**3.131** *Delete the language of Sections 15.2, 15.3, and 15.4, including all Sub-Sections, and substitute the word "Reserved" for the deleted language of each Section and Sub-Section.*

**3.132** *Add the following Sections 15.5 and 15.6 with their sub-sections:*

#### **15.5 CLAIM AND DISPUTES - DUTY OF COOPERATION, NOTICE, AND ARCHITECTS INITIAL DECISION**

**15.5.1** Contractor and Owner are fully committed to working with each other throughout the Project to avoid or minimize claims. To further this goal, Contractor and Owner agree to communicate regularly with each other and the Architect at all times notifying one another as soon as reasonably possible of any issue that if not addressed may cause loss, delay, and/or disruption of the Work. If claims do arise, Contractor and Owner each commit to resolving such claims in an amicable, professional, and expeditious manner to avoid unnecessary losses, delays, and disruptions to the Work.

**15.5.2** Claims shall first be referred to the Architect for initial decision. An initial decision shall be required as a condition precedent to resolution pursuant to Section 15.6 of any Claim arising prior to the date of final payment, unless 30 days have passed after the Claim has been referred to the Architect with no decision having been rendered, or after all the Architect's requests for additional supporting data have been answered, whichever is later. The Architect will not address claims between the Contractor and persons or entities other than the Owner.

**15.5.3** The Architect will review Claims and within ten days of the receipt of a Claim (1) request additional supporting data from the claimant or a response with supporting data from the other party or (2) render an initial decision in accordance with Section 15.5.5.

## **OSE FORM 00811**

### **STANDARD SUPPLEMENTARY CONDITIONS**

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- 15.5.4** If the Architect requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of such request, and shall either (1) provide a response on the requested supporting data, (2) advise the Architect when the response or supporting data will be furnished or (3) advise the Architect that all supporting data has already been provided. Upon receipt of the response or supporting data, the Architect will render an initial decision in accordance with Section 15.5.5.
- 15.5.5** The Architect will render an initial decision in writing; (1) stating the reasons therefor; and (2) notifying the parties of any change in the Contract Sum or Contract Time or both. The Architect will deliver the initial decision to the parties within two weeks of receipt of any response or supporting data requested pursuant to Section 16.4 or within such longer period as may be mutually agreeable to the parties. If the parties accept the initial decision, the Architect shall prepare a Change Order with appropriate supporting documentation for the review and approval of the parties and the Office of State Engineer. If either the Contractor, Owner, or both, disagree with the initial decision, the Contractor and Owner shall proceed with dispute resolution in accordance with the provisions of Section 15.6.
- 15.5.6** In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

#### **15.6 DISPUTE RESOLUTION**

- 15.6.1** If a claim is not resolved pursuant to Section 15.5 to the satisfaction of either party, both parties shall attempt to resolve the dispute at the field level through discussions between Contractor's Representative and Owner's Representative. If a dispute cannot be resolved through Contractor's Representative and Owner's Representative, then the Contractor's Senior Representative and the Owner's Senior Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than twenty-one days after such a request is made, to attempt to resolve such dispute. Prior to any meetings between the Senior Representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute. The meetings required by this Section are a condition precedent to resolution pursuant to Section 15.6.2.
- 15.6.2** If after meeting in accordance with the provisions of Section 15.6.1, the Senior Representatives determine that the dispute cannot be resolved on terms satisfactory to both the Contractor and the Owner, then either party may submit the dispute by written request to South Carolina's Chief Procurement Officer for Construction (CPOC). Except as otherwise provided in Article 15, all claims, claims, or controversies relating to the Contract shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or in the absence of jurisdiction a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the State regarding the Contract is not a waiver of either the State's sovereign immunity or the State's immunity under the Eleventh Amendment of the United State's Constitution.
- 15.6.3** If any party seeks resolution to a dispute pursuant to Section 15.6.2, the parties shall participate in non-binding mediation to resolve the claim. If the claim is governed by Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws as amended and the amount in controversy is \$100,000.00 or less, the CPOC shall appoint a mediator, otherwise, the mediation shall be conducted by an impartial mediator selected by mutual agreement of the parties, or if the parties cannot so agree, a mediator designated by the American Arbitration Association ("AAA") pursuant to its Construction Industry Mediation Rules. The mediation will be governed by and conducted pursuant to a mediation agreement negotiated by the parties or, if the parties cannot so agree, by procedures established by the mediator.
- 15.6.4** Without relieving any party from the other requirements of Sections 15.5 and 15.6, either party may initiate proceedings in the appropriate forum prior to initiating or completing the procedures required by Sections 15.5 and 15.6 if such action is necessary to preserve a claim by avoiding the application of any applicable statutory period of limitation or repose.

# OSE FORM 00811

## STANDARD SUPPLEMENTARY CONDITIONS

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### 15.6.5 SERVICE OF PROCESS

Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any claims, claims, or controversies relating to the Contract; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided for the Contractor's Senior Representative or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.

### 3.133 Add the following Article 16:

#### ARTICLE 16 PROJECT-SPECIFIC REQUIREMENTS AND INFORMATION

##### 16.1. Inspection Requirements: *(Indicate the inspection services required by the Contract)*

- Special Inspections are required and are not part of the Contract Sum. *(see section 01400)*
- Building Inspections are required and are not part of the Contract Sum. *(see section 01400)*

The inspections required for this Work are:

*(Indicate which services are required and the provider)*

- Civil: \_\_\_\_\_
- Structural: \_\_\_\_\_
- Mechanical: \_\_\_\_\_
- Plumbing: \_\_\_\_\_
- Electrical: \_\_\_\_\_
- Gas: \_\_\_\_\_
- Other *(list)*: \_\_\_\_\_

Remarks: \_\_\_\_\_

**16.1.1** Contractor shall schedule and request inspections in an orderly and efficient manner and shall notify the Owner whenever the Contractor schedules an inspection in accordance with the requirements of Section 16.1. Contractor shall be responsible for the cost of inspections scheduled and conducted without the Owner's knowledge and for any increase in the cost of inspections resulting from the inefficient scheduling of inspections.

**16.2** List Cash Allowances, if any. *(Refer to attachments as needed. If none, enter NONE)*

None

**16.3.** Requirements for Record Drawings, if any. *(Refer to attachments as needed. If none, enter NONE)*

See 017839 Project Record Documents

**16.4.** Requirements for Shop Drawings and other submittals, if any, including number, procedure for submission, list of materials to be submitted, etc. *(Refer to attachments as needed. If none, enter NONE)*

See section 0133300 Submittal Procedures and the individual specification sections

**16.5.** Requirements for signage, on-site office or trailer, utilities, restrooms, etc., in addition to the Contract, if any. *(Refer to attachments as needed. If none, enter NONE)*

None

**16.6.** Requirements for Project Cleanup in addition to the Contract, if any. *(Refer to attachments as needed. If none, enter NONE)*

Daily Clean up required. See also 015000 Temporary Facilities and Controls for dust containment/prevention.

**16.7.** List all attachments that modify these General Conditions. *(If none, enter NONE)*

None

USCB Hargray Classroom 159 Renovation

Project Number: H36-I313 CP50002925

University of South Carolina

**CONTRACTOR'S ONE YEAR GUARANTEE**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

WE \_\_\_\_\_  
as General 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 \_\_\_\_\_

## USC SUPPLEMENTAL GENERAL CONDITIONS FOR CONSTRUCTION PROJECTS

### WORK AREAS

1. The Contractor shall maintain the job site in a safe manner at all times. This includes (but is not limited to) the provision and/or maintenance of lighting, fencing, barricades around obstructions, and safety and directional signage.
2. Contractor's employees shall take all reasonable means not to interrupt the flow of student traffic in building corridors, lobbies, stairs and exterior walks. All necessary and reasonable safety precautions shall be taken to prevent injury to building occupants while transporting materials and equipment through the work area. Providing safe, accessible, plywood-shielded pedestrian ways around construction may be required if a suitable alternative route is not available.
3. 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. The lay-down area will be clearly identified to the contractor by the Project Manager, with a sketch or drawing provided to USC Parking Services. In turn, Parking Services will mark off this area with a sign containing the project name, Project Manager's 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 Project Manager. The area will be maintained in a neat and orderly fashion.
4. Work vehicles parked in the lay down area (or designated parking areas) will be clearly marked and display a USC-furnished placard for identification. No personal vehicles will be allowed in this area, or in any areas surrounding the construction site. Personal vehicles must be parked in the perimeter parking lots or garages. Temporary parking permits can be obtained at the Contractor's expense at the USC Parking Office located in the Pendleton Street parking garage. Refer to the CAMPUS VEHICLE EXPECTATIONS (below) for additional information.
5. Contractor is responsible for removal of all debris from the site, and is required to provide the necessary dumpsters which will be emptied on a regular basis. 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.
6. Where it is necessary to jump curbs, dimensional lumber and plywood must be built up to appropriate curb elevation to protect curbs from damage. Contractor will be responsible for any project related damage.
7. The Contractor shall be responsible for erosion and sediment control measures where ground disturbances are made.

### PROJECT FENCING

8. All construction projects with exterior impacts shall have construction fencing at the perimeter. Fencing shall be 6' chain link with black or green privacy fabric (80-90% blockage). For fence panels with footed stands, sandbag weights shall be placed on the inside of the fence. Ripped sandbags shall be replaced immediately.
9. For projects with long fencing runs and/or high profile locations, decorative USC banners shall be used on top of privacy fabric; banners should be used at a ratio of one banner for every five fence

panels. USC Project Manager will make arrangements for banner delivery for Contractor to hang.

10. The use of plastic safety fencing is discouraged and shall only be used on a temporary basis (less than four weeks) where absolutely necessary. Safety fencing shall be a neon yellow-green, high-visibility fencing equal to 'Kryptonight' by Tenax. Safety fencing shall be erected and maintained in a neat and orderly fashion throughout the project.
11. Vehicles and all other equipment shall be contained within a fenced area if they are on site for more than 3 consecutive calendar days.

#### BEHAVIOR

12. Fraternalization between Contractor's employees and USC students, faculty or staff is strictly prohibited.
13. 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.
14. Contractor's employees must adhere to the University's policy of maintaining a drug-free and tobacco-free campus. Tobacco product trash that is found on the jobsite may result in a \$25/piece fee.

#### HAZARDOUS MATERIALS & SAFETY COMPLIANCE

15. A USC Permit to Work must be signed prior to any work being performed by the general contractor or sub-contractor(s).
16. The contractor will comply with all regulations set forth by OSHA, EPA and SCDHEC. Contractor must also adhere to USC's internal policies and procedures (available by request). Upon request, the contractor will submit all Safety Programs and Certificates of Insurance to the University for review.
17. Contractor must notify the University immediately upon the discovery of suspect material which may contain asbestos or other such hazardous materials. These materials must not be disturbed until approved by the USC Project Manager.
18. In the event of an OSHA inspection, the Contractor shall immediately call the Facilities Call Center, 803-777-4217, and report that an OSHA inspector is on site. An employee from USC's Safety Unit will arrive to assist in the inspection.

#### LANDSCAPE & TREE PROTECTION

19. In conjunction with the construction documents, the USC Arborist shall direct methods to minimize damage to campus trees. Tree protection fencing is required to protect existing trees and other landscape features to be affected by a construction project. The location of this fence will be evaluated for each situation with the USC Arborist, Landscape Architect and Project Manager. Tree protection fencing may be required along access routes as well as within the project area itself. Fence locations may have to be reset throughout the course of the project.
20. The tree protection fence shall be 6' high chain link fence with 80-90% privacy screening unless otherwise approved by USC Arborist and/or Landscape Architect. If the tree protection fence is completely within a screened jobsite fence perimeter, privacy fabric is not required. In-ground

fence posts are preferred in most situations for greater protection. If utility or pavement conflicts are present, fence panels in footed stands are acceptable. See attached detail for typical tree protection fencing.

21. No entry, vehicle parking, 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.
22. Where it is necessary to cross walks, tree root zones (i.e., under canopy) or lawns the following protective measures shall be taken:
  - a. For single loads up to 9,000 lbs., a 3/4" minimum plywood base shall be placed over 4" of mulch.
  - b. For single loads over 9,000 lbs., two layers of 3/4" plywood shall be placed over 4" of mulch.
  - c. Plywood sheets shall be replaced as they deteriorate or delaminate with exposure.
  - d. For projects requiring heavier loads, a construction entry road consisting of 10' X 16' oak logging mats on 12" coarse, chipped, hardwood base. Mulch and logging mats shall be supplemented throughout the project to keep matting structurally functional.
23. Damage to any trees during construction shall be assessed by the USC Arborist, who will stipulate what action will be taken for remediation of damage. The cost of any and all remediation will be assumed by the contractor at no additional cost to the project. Compensation for damages may be assessed up to \$500 per caliper inch of tree (up to 8") and \$500 per inch of diameter at breast height (for trees over 8").
24. Damage to trunks and limbs, as well as disturbance of the root zone under the dripline of tree, including compaction of soil, cutting or filling, or storage of materials, shall qualify as damage and subject to remediation.
25. Any damage to existing pavements or landscaping (including lawn areas and irrigation) will be remediated before final payment is made.

#### TEMPORARY FACILITIES

26. Contractor will be responsible for providing its own temporary toilet facilities, unless prior arrangements are made with the USC Project Manager.
27. Contractor must provide its own electrical power supply. Water may be available to the extent of existing sources. Any needed or desired taps, connections, or metering devices, shall be at the sole expense of the contractor.
28. Use of USC communications facilities (telephones, computers, etc.) by the Contractor is prohibited, unless prior arrangements are made with the USC Project Manager.

#### CAMPUS KEYS

29. 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.

#### WELDING

30. A welding (hot work) permit must be issued by the University Fire Marshall before any welding can begin inside a building. The USC Project Manager will coordinate.

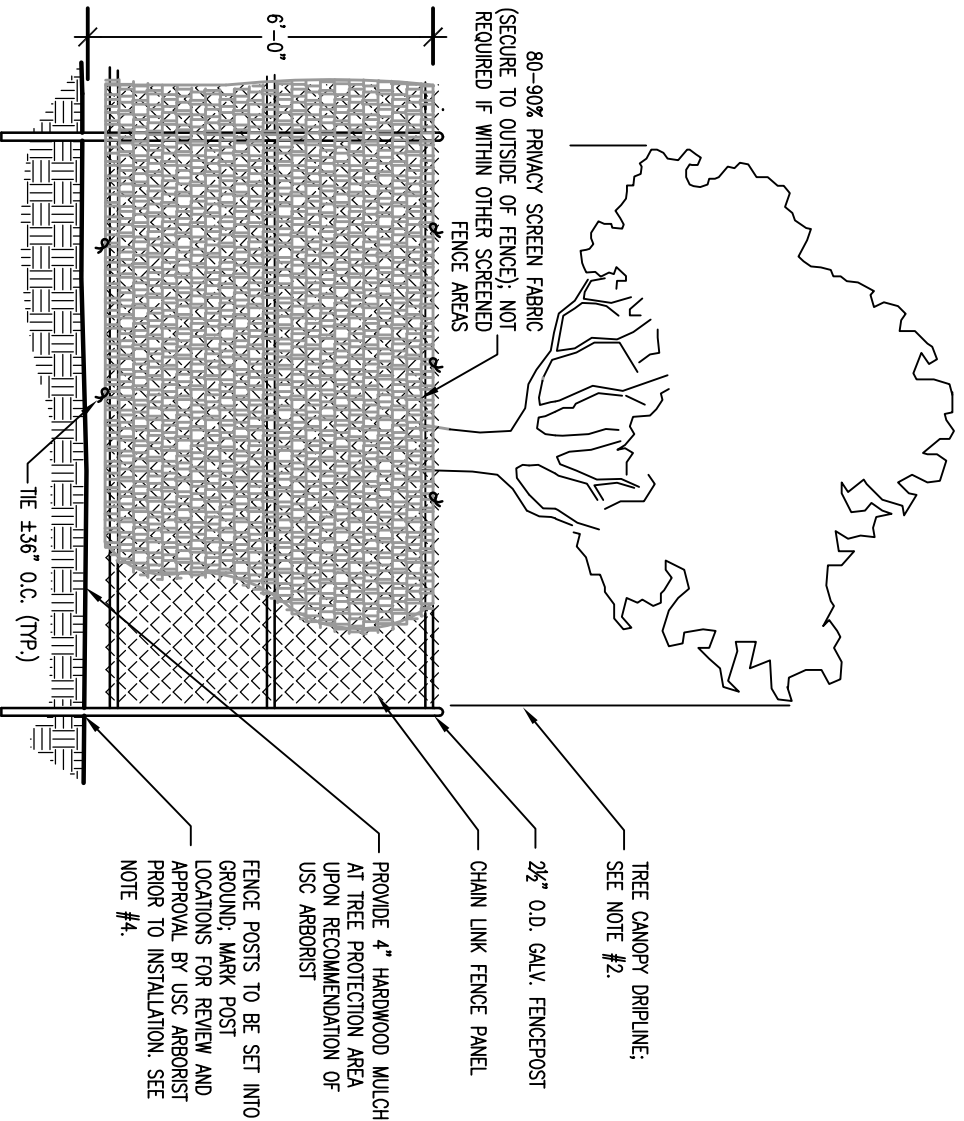
#### PROJECT EVALUATION & CLOSE-OUT

31. For all projects over \$100,000, including IDCs, a Contractor Performance Evaluation (SE 397) will be 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 by the USC Project Manager and a Construction Performance rating will be established.
32. 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.

#### CAMPUS VEHICLE EXPECTATIONS

33. Personal vehicles must be parked in the perimeter parking lots or garages. Temporary parking permits can be obtained at the Contractor's expense at the USC Parking Office located in the Pendleton Street parking garage.
34. All motorized vehicle traffic on USC walkways and landscape areas must be approved by the USC Project Manager and Parking Division, have a USC parking placard, and be parked within the approved laydown area. Violators may be subject to ticketing, towing and fines.
35. All motorized vehicles that leak or drip liquids are prohibited from traveling or parking on walks or landscaped areas.
36. Drivers of equipment or motor vehicles that damage university hardscape or landscape will be held responsible for damages and restoration expense.
37. 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.
38. All drivers of equipment and vehicles shall be respectful of University landscape, equipment, structures, fixtures and signage.
39. All incidents of property damage shall be reported to Parking Services or the Work Management Center.





TREE PROTECTION FENCING (IN-GROUND) WITH SCREENING

NOTES:

1. PROVIDE PROTECTION FENCING FOR ALL TREES WITHIN AREA OF DISTURBANCE AND CONSTRUCTION ACCESS.
2. PROTECTION FENCING SHALL BE IN PLACE PRIOR TO BEGINNING CONSTRUCTION.
3. PROTECTION FENCING TO BE PLACED AT THE OUTSIDE OF THE CANOPY DRIPLINE, OR AT A DISTANCE OF ONE FOOT PER ONE INCH OF TREE DIAMETER, MEASURED AT BREAST HEIGHT, WHICHEVER IS LARGER, UNLESS OTHERWISE INDICATED ON LANDSCAPE PLAN OR APPROVED BY UNIVERSITY ARBORIST.
4. IN-GROUND POSTS ARE STANDARD. IF EXISTING ROOTS, UTILITIES OR PAVEMENT PRECLUDE USE OF IN-GROUND POSTS, FOOTED STANDS ARE ACCEPTABLE. SAND BAGS SHALL BE PLACED ON THE INSIDE OF FENCE.
5. DAMAGE TO ANY TREES DURING CONSTRUCTION SHALL BE ASSESSED BY UNIVERSITY ARBORIST AND THE UNIVERSITY ARBORIST SHALL STIPULATE WHAT ACTION WILL BE TAKEN FOR REMEDIATION OF DAMAGE. THE COST OF ANY AND ALL REMEDIATION WILL BE ASSUMED BY CONTRACTOR AT NO ADDITIONAL COST TO THE PROJECT.
6. DISTURBANCE OF ROOT ZONE UNDER DRIPLINE OF TREE, INCLUDING COMPACTION OF SOIL, CUTTING OR FILLING OR STORAGE OF MATERIALS SHALL QUALIFY AS DAMAGE AND SUBJECT TO REMEDIATION.

**SE-355**  
**PERFORMANCE BOND**

**KNOW ALL MEN BY THESE PRESENTS**, that *(Insert full name or legal title and address of Contractor)*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

hereinafter referred to as "Contractor", and *(Insert full name and address of principal place of business of Surety)*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

hereinafter called the "surety", are jointly and severally held and firmly bound unto *(Insert full name and address of Agency)*

Name: University of South Carolina  
Address: 743 Greene St, Columbia, SC 29208  
\_\_\_\_\_

hereinafter referred to as "Agency", or its successors or assigns, the sum of \_\_\_\_\_ (\$ \_\_\_\_\_), being the sum of the Bond to which payment to be well and truly made, the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, Contractor has by written agreement dated \_\_\_\_\_ entered into a contract with Agency to construct

State Project Name: USCB Hargray 159 Renovations

State Project Number: H36-I313 CP50002925

Brief Description of Awarded Work, as found on the SE-330 or SE-332, Bid Form: Interior Construction to divide existing large classroom into three classrooms

in accordance with Drawings and Specifications prepared by *(Insert full name and address of A/E)*

Name: Watson Tate Savory  
Address: 1316 Washington Street  
Columbia, SC, 29201

which agreement is by reference made a part hereof, and is hereinafter referred to as the Contract.

**IN WITNESS WHEREOF**, Surety and Contractor, intending to be legally bound hereby, subject to the terms stated herein, do each cause this Performance Bond to be duly executed on its behalf by its authorized officer, agent or representative.

**DATED this** \_\_\_\_\_ **day of** \_\_\_\_\_, **2**  
*(shall be no earlier than Date of Contract)*

**BOND NUMBER** \_\_\_\_\_

**CONTRACTOR**

**SURETY**

**By:** \_\_\_\_\_  
(Seal)

**By:** \_\_\_\_\_  
(Seal)

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Title:** \_\_\_\_\_

**Print Title:** \_\_\_\_\_  
*(Attach Power of Attorney)*

**Witness:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

*(Additional Signatures, if any, appear on attached page)*

## SE-355 **PERFORMANCE BOND**

### **NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT:**

1. The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Agency for the full and faithful performance of the contract, which is incorporated herein by reference.
2. If the Contractor performs the contract, the Surety and the Contractor have no obligation under this Bond, except to participate in conferences as provided in paragraph 3.1.
3. The Surety's obligation under this Bond shall arise after:
  - 3.1 The Agency has notified the Contractor and the Surety at the address described in paragraph 10 below, that the Agency is considering declaring a Contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than 15 days after receipt of such notice to discuss methods of performing the Contract. If the Agency, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Contract, but such an agreement shall not waive the Agency's right, if any, subsequently to declare a Contractor Default; or
  - 3.2 The Agency has declared a Contractor Default and formally terminated the Contractor's right to complete the Contract.
4. The Surety shall, within 15 days after receipt of notice of the Agency's declaration of a Contractor Default, and at the Surety's sole expense, take one of the following actions:
  - 4.1 Arrange for the Contractor, with consent of the Agency, to perform and complete the Contract; or
  - 4.2 Undertake to perform and complete the Contract itself, through its agents or through independent contractors; or
  - 4.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Agency for a contract for performance and completion of the Contract, arrange for a contract to be prepared for execution by the Agency and the contractor selected with the Agency's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the Bonds issued on the Contract, and pay to the Agency the amount of damages as described in paragraph 7 in excess of the Balance of the Contract Sum incurred by the Agency resulting from the Contractor Default; or
  - 4.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor, and:
    - 4.4.1 After investigation, determine the amount for which it may be liable to the Agency and, within 60 days of waiving its rights under this paragraph, tender payment thereof to the Agency; or
    - 4.4.2 Deny liability in whole or in part and notify the Agency, citing the reasons therefore.
5. Provided Surety has proceeded under paragraphs 4.1, 4.2, or 4.3, the Agency shall pay the Balance of the Contract Sum to either:
  - 5.1 Surety in accordance with the terms of the Contract; or
  - 5.2 Another contractor selected pursuant to paragraph 4.3 to perform the Contract.
  - 5.3 The balance of the Contract Sum due either the Surety or another contractor shall be reduced by the amount of damages as described in paragraph 7.
6. If the Surety does not proceed as provided in paragraph 4 with reasonable promptness, the Surety shall be deemed to be in default on this Bond 15 days after receipt of written notice from the Agency to the Surety demanding that the Surety perform its obligations under this Bond, and the Agency shall be entitled to enforce any remedy available to the Agency.
  - 6.1 If the Surety proceeds as provided in paragraph 4.4 and the Agency refuses the payment tendered or the Surety has denied liability, in whole or in part, then without further notice the Agency shall be entitled to enforce any remedy available to the Agency.
  - 6.2 Any dispute, suit, action or proceeding arising out of or relating to this Bond shall be governed by the Dispute Resolution process defined in the Contract Documents and the laws of the State of South Carolina.
7. After the Agency has terminated the Contractor's right to complete the Contract, and if the Surety elects to act under paragraph 4.1, 4.2, or 4.3 above, then the responsibilities of the Surety to the Agency shall be those of the Contractor under the Contract, and the responsibilities of the Agency to the Surety shall those of the Agency under the Contract. To a limit of the amount of this Bond, but subject to commitment by the Agency of the Balance of the Contract Sum to mitigation of costs and damages on the Contract, the Surety is obligated to the Agency without duplication for:
  - 7.1 The responsibilities of the Contractor for correction of defective Work and completion of the Contract; and
  - 7.2 Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under paragraph 4; and
  - 7.3 Damages awarded pursuant to the Dispute Resolution Provisions of the Contract. Surety may join in any Dispute Resolution proceeding brought under the Contract and shall be bound by the results thereof; and
  - 7.4 Liquidated Damages, or if no Liquidated Damages are specified in the Contract, actual damages caused by delayed performance or non-performance of the Contractor.
8. The Surety shall not be liable to the Agency or others for obligations of the Contractor that are unrelated to the Contract, and the Balance of the Contract Sum shall not be reduced or set-off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Agency or its heirs, executors, administrators, or successors.
9. The Surety hereby waives notice of any change, including changes of time, to the contract or to related subcontracts, purchase orders and other obligations.
10. Notice to the Surety, the Agency or the Contractor shall be mailed or delivered to the address shown on the signature page.
11. Definitions
  - 11.1 Balance of the Contract Sum: The total amount payable by the Agency to the Contractor under the Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts to be received by the Agency in settlement of insurance or other Claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Contract.
  - 11.2 Contractor Default: Failure of the Contractor, which has neither been remedied nor waived, to perform the Contract or otherwise to comply with the terms of the Contract.

**SE-357**  
**LABOR & MATERIAL PAYMENT BOND**

**KNOW ALL MEN BY THESE PRESENTS**, that *(Insert full name or legal title and address of Contractor)*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

hereinafter referred to as "Contractor", and *(Insert full name and address of principal place of business of Surety)*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

hereinafter called the "surety", are jointly and severally held and firmly bound unto *(Insert full name and address of Agency)*

Name: University of South Carolina  
Address: 743 Greene St. Columbia, SC, 29208  
\_\_\_\_\_

hereinafter referred to as "Agency", or its successors or assigns, the sum of \_\_\_\_\_ (\$ \_\_\_\_\_), being the sum of the Bond to which payment to be well and truly made, the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, Contractor has by written agreement dated \_\_\_\_\_ entered into a contract with Agency to construct

State Project Name: USCB Hargray 159 Renovations

State Project Number: H36-I313 CP50002925

Brief Description of Awarded Work, as found on the SE-330 or SE-332, Bid Form: Interior Construction to divide existing large classroom into three classrooms

in accordance with Drawings and Specifications prepared by *(Insert full name and address of A/E)*

Name: Watson Tate Savory

Address: 1316 Washington Street  
Columbia, SC, 29201

which agreement is by reference made a part hereof, and is hereinafter referred to as the Contract.

**IN WITNESS WHEREOF**, Surety and Contractor, intending to be legally bound hereby, subject to the terms stated herein, do each cause this Labor & Material Payment Bond to be duly executed on its behalf by its authorized officer, agent or representative.

**DATED this** \_\_\_\_\_ **day of** \_\_\_\_\_, **2**  
*(shall be no earlier than Date of Contract)*

**BOND NUMBER** \_\_\_\_\_

**CONTRACTOR**

**SURETY**

**By:** \_\_\_\_\_  
(Seal)

**By:** \_\_\_\_\_  
(Seal)

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Title:** \_\_\_\_\_

**Print Title:** \_\_\_\_\_  
*(Attach Power of Attorney)*

**Witness:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

*(Additional Signatures, if any, appear on attached page)*

**SE-357**

**LABOR & MATERIAL PAYMENT BOND**

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**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT:**

1. The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Agency to pay for all labor, materials and equipment required for use in the performance of the Contract, which is incorporated herein by reference.
  2. With respect to the Agency, this obligation shall be null and void if the Contractor:
    - 2.1 Promptly makes payment, directly or indirectly, for all sums due Claimants; and
    - 2.2 Defends, indemnifies and holds harmless the Agency from all claims, demands, liens or suits by any person or entity who furnished labor, materials or equipment for use in the performance of the Contract.
  3. With respect to Claimants, this obligation shall be null and void if the Contractor promptly makes payment, directly or indirectly, for all sums due.
  4. With respect to Claimants, and subject to the provisions of Title 29, Chapter 5 and the provisions of §11-35-3030(2)(c) of the SC Code of Laws, as amended, the Surety's obligation under this Bond shall arise as follows:
    - 4.1 Every person who has furnished labor, material or rental equipment to the Contractor or its subcontractors for the work specified in the Contract, and who has not been paid in full therefore before the expiration of a period of ninety (90) days after the date on which the last of the labor was done or performed by him or material or rental equipment was furnished or supplied by him for which such claim is made, shall have the right to sue on the payment bond for the amount, or the balance thereof, unpaid at the time of institution of such suit and to prosecute such action for the sum or sums justly due him.
    - 4.2 A remote claimant shall have a right of action on the payment bond upon giving written notice by certified or registered mail to the Contractor within ninety (90) days from the date on which such person did or performed the last of the labor or furnished or supplied the last of the material or rental equipment upon which such claim is made.
    - 4.3 Every suit instituted upon a payment bond shall be brought in a court of competent jurisdiction for the county or circuit in which the construction contract was to be performed, but no such suit shall be commenced after the expiration of one year after the day on which the last of the labor was performed or material or rental equipment was supplied by the person bringing suit.
  5. When the Claimant has satisfied the conditions of paragraph 4, the Surety shall promptly and at the Surety's expense take the following actions:
    - 5.1 Send an answer to the Claimant, with a copy to the Agency, within sixty (60) days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.
    - 5.2 Pay or arrange for payment of any undisputed amounts.
    - 5.3 The Surety's failure to discharge its obligations under this paragraph 5 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a claim. However, if the Surety fails to discharge its obligations under this paragraph 5, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs to recover any sums found to be due and owing to the Claimant.
  6. Amounts owed by the Agency to the Contractor under the Contract shall be used for the performance of the Contract and to satisfy claims, if any, under any Performance Bond. By the Contractor furnishing and the Agency accepting this Bond, they agree that all funds earned by the contractor in the performance of the Contract are dedicated to satisfy obligations of the Contractor and the Surety under this Bond, subject to the Agency's prior right to use the funds for the completion of the Work.
  7. The Surety shall not be liable to the Agency, Claimants or others for obligations of the Contractor that are unrelated to the Contract. The Agency shall not be liable for payment of any costs or expenses of any claimant under this bond, and shall have under this Bond no obligations to make payments to, give notices on behalf of, or otherwise have obligations to Claimants under this Bond.
  8. The Surety hereby waives notice of any change, including changes of time, to the Contract or to related Subcontracts, purchase orders and other obligations.
  9. Notice to the Surety, the Agency or the Contractor shall be mailed or delivered to the addresses shown on the signature page. Actual receipt of notice by Surety, the Agency or the contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.
  10. By the Contractor furnishing and the Agency accepting this Bond, they agree that this Bond has been furnished to comply with the statutory requirements of the South Carolina Code of Laws, as amended, and further, that any provision in this Bond conflicting with said statutory requirements shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory Bond and not as a common law bond.
  11. Upon request of any person or entity appearing to be a potential beneficiary of this bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.
  12. Any dispute, suit, action or proceeding arising out of or relating to this Bond shall be governed by the laws of the State of South Carolina.
- 13. DEFINITIONS**
- 13.1 Claimant: An individual or entity having a direct contract with the Contractor or with a Subcontractor of the Contractor to furnish labor, materials, or equipment for use in the performance of the Contract. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Contract, architectural and engineering services required for performance of the Work of the Contractor and the Contractor's Subcontractors, and all other items for which a mechanic's lien might otherwise be asserted.
  - 13.2 Remote Claimant: A person having a direct contractual relationship with a subcontractor of the Contractor or subcontractor, but no contractual relationship expressed or implied with the Contractor.
  - 13.3 Contract: The agreement between the Agency and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

SE-380

CHANGE ORDER NO.: \_\_\_\_\_

## CHANGE ORDER TO CONSTRUCTION CONTRACT

AGENCY: University of South Carolina

PROJECT NAME: USCB Hargray Classroom 159 Renovations

PROJECT NUMBER: H27-D182-PD

CONTRACTOR: \_\_\_\_\_ CONTRACT DATE: \_\_\_\_\_

This Contract is changed as follows: *(Insert description of change in space provided below)*

### ADJUSTMENTS IN THE CONTRACT SUM:

1. Original Contract Sum:		\$
2. Change in Contract Sum by previously approved Change Orders:		
3. Contract Sum prior to this Change Order		\$ 0.00
4. Amount of this Change Order:		
5. New Contract Sum, including this Change Order:		\$ 0.00

### ADJUSTMENTS IN THE CONTRACT TIME:

1. Original Substantial Completion Date:		
2. Sum of previously approved increases and decreases in Days:		Days
3. Change in Days for this Change Order		Days
4. New Substantial Completion Date:		

### CONTRACTOR ACCEPTANCE:

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature of Representative)*

Print Name: \_\_\_\_\_

### A/E RECOMMENDATION FOR ACCEPTANCE:

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature of Representative)*

Print Name: Eugene Bell

### AGENCY ACCEPTANCE AND CERTIFICATION:

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature of Representative)*

Print Name: \_\_\_\_\_

- Change is within Agency Construction Contract Change Order Certification of: \$ \_\_\_\_\_
- Change is not within Agency Construction Contract Change Order Certification of: \$ \_\_\_\_\_

Office of the State Engineer Authorization for change exceeding Agency Construction Contract Change Order Certification:

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(OSE Project Manager)*

## SECTION 011000 – SUMMARY

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes the following:
  - 1. Work covered by the Contract Documents.
  - 2. Use of premises.
  - 3. Specification formats and conventions.

#### 1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: USCB Library Upfit and Hargray Building Renovations
  - 1. Project Location: University of South Carolina Beaufort, Hilton Head Gateway Campus, Bluffton, South Carolina.
- B. Owner: University of South Carolina
  - 1. Owner's Representative: Al Lindsey, University of South Carolina
- C. Architect: Watson Tate Savory Architects, Inc.
  - 1. Project Architect: Gene Bell.
- D. The Work consists of the following:
  - 1. Interior Construction to divide existing large classroom into three classrooms. Project includes, interior ceiling and partitions & finishes, and mechanical, electrical and fire protection.
- E. Project will be constructed under a single prime contract.

#### 1.3 WORK BY OTHERS

- A. Coordinate fully with separate contractors on site so that work under their supervision may be carried out smoothly without interfering with a delay in work under this contract.
- B. Coordinate Work of this Contract with work performed by others.

#### 1.4 USE OF PREMISES

- A. General: Contractor shall have limited use of premises for construction operations as indicated on Drawings by the Contract limits.
- B. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
- C. Use of Existing Building
  - 1. Contractor shall coordinate work with Owner for use and access.
  - 2. The Building will remain occupied during construction.

3. The contractor is to coordinate loud and disruptive work with the Owner.
4. The Owner will work with the contractor for areas that can be isolated for loud/disruptive work to occur.
5. Damage done to existing interior finishes and equipment shall be repaired and/or replaced by the Contractor.
6. Damage done to the landscaping and irrigation and other site amenities shall be repaired and/or replaced by the Contractor.
7. Provide notification to the Owner for shutting down of any utility or service that will disrupt the building(s).

## 1.5 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 16-division format and CSI/CSC's "MasterFormat" numbering system.
  1. Division 1: Sections in Division 1 govern the execution of the Work of all Sections in the Specifications.
- B. 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. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
    - a. 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.

## 1.6 CONTRACT DOCUMENTS INCONSISTENCIES:

- A. In the event of inconsistencies within or between part of the Contract Documents or between the Contract Documents and applicable standards, codes and ordinances, the Contractor shall:
  1. Notify the Architect of inconsistency.
  2. Provide the better quality work or greater quantity of Work; or,
  3. Comply with the more stringent requirement; either or both in accordance with the Architect's interpretation.



PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01100

## SECTION 012500 – SUBSTITUTION PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
  - 1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

#### 1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
  - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
  - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

#### 1.4 ACTION SUBMITTALS

- A. Substitution Requests: Submit an electronic copy of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 1. Substitution Request Form: Use CSI Form 13.1A.
  - 2. Documentation: Show compliance with requirements for substitutions and the following:
    - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
    - b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
    - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
    - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
    - e. Samples, where applicable or requested.
    - f. Certificates and qualification data, where applicable or requested.
    - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
    - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
    - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
    - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified

product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.

- k. Cost information, including a proposal of change, if any, in the Contract Sum. Contractor proposing the substitution will be required to pay for any additional costs discovered or not planned on due to the substitution that impacts any other Contract or material on the project that is a direct result or impact of the substitution.
  - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
  - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor through Construction Manager of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
  - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

## 1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

## 1.6 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

## PART 2 - PRODUCTS

### 2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
  - 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
    - b. Requested substitution provides sustainable design characteristics that specified product provided for achieving LEED prerequisites and credits.
    - c. Substitution request is fully documented and properly submitted.
    - d. Requested substitution will not adversely affect Contractor's construction schedule.
    - e. Requested substitution has received necessary approvals of authorities having jurisdiction.
    - f. Requested substitution is compatible with other portions of the Work.
    - g. Requested substitution has been coordinated with other portions of the Work.
    - h. Requested substitution provides specified warranty.
    - i. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

- B. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after commencement of the Work. Requests received after that time may be considered or rejected at discretion of Architect.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
- a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
  - b. Requested substitution does not require extensive revisions to the Contract Documents.
  - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
  - d. Requested substitution provides sustainable design characteristics that specified product provided for achieving LEED prerequisites and credits.
  - e. Substitution request is fully documented and properly submitted.
  - f. Requested substitution will not adversely affect Contractor's construction schedule.
  - g. Requested substitution has received necessary approvals of authorities having jurisdiction.
  - h. Requested substitution is compatible with other portions of the Work.
  - i. Requested substitution has been coordinated with other portions of the Work.
  - j. Requested substitution provides specified warranty.
  - k. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 012500**

## SECTION 012900 – PAYMENT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
  - 1. Refer to Bid Manual for procedural requirements governing the handling and processing of allowances.
  - 2. Refer to Bid Manual for administrative requirements governing the use of unit prices.
  - 3. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
  - 4. Section 013200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.
  - 5. Section 018113.23 "Sustainable Design Requirements" for administrative requirements governing submittal of cost breakdown information required for LEED documentation.

#### 1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

#### 1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
  - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with continuation sheets.
    - b. Submittal schedule.
    - c. Items required to be indicated as separate activities in Contractor's construction schedule.
  - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
  - 3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of payment.
  - 4. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.
  - 5. Subschedules for Separate Design Contracts: Where the Owner has retained design professionals under separate contracts who will each provide certification of payment requests, provide subschedules showing values coordinated with the scope of each design services contract as described in Section 011000 "Summary."

- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
1. Identification: Include the following Project identification on the schedule of values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Architect's project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  2. Arrange schedule of values consistent with format of AIA Document G703.
  3. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or Division.
    - b. Description of the Work.
    - c. Name of subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.
    - f. Change Orders (numbers) that affect value.
    - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
      - 1) Labor.
      - 2) Materials.
      - 3) Equipment.
  4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
    - a. Include separate line items under Contractor and principal subcontracts for LEED documentation and other Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
  5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
  6. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
    - a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.
  7. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
  8. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
  9. Purchase Contracts: Provide a separate line item in the schedule of values for each purchase contract. Show line-item value of purchase contract. Indicate owner payments or deposits, if any, and balance to be paid by Contractor.
  10. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.

- a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
11. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

## 1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
  1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Submit Application for Payment to Architect by the 25th of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
  1. Submit draft copy of Application for Payment five days prior to due date for review by Architect.
- D. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. The Architect will return incomplete applications without action.
  1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
  3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
  4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- F. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
  1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
  2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
  3. Provide summary documentation for stored materials indicating the following:
    - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
    - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.

- c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- G. Transmittal: Submit three signed and notarized original copies of each Application for Payment to the Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
  1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- H. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
  1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  2. When an application shows completion of an item, submit conditional final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- I. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
  1. List of subcontractors.
  2. Schedule of values.
  3. LEED submittal for project materials cost data.
  4. Contractor's construction schedule (preliminary if not final).
  5. Combined Contractor's construction schedule (preliminary if not final) incorporating Work of multiple contracts, with indication of acceptance of schedule by each Contractor.
  6. Products list (preliminary if not final).
  7. LEED action plans.
  8. Schedule of unit prices.
  9. Submittal schedule (preliminary if not final).
  10. List of Contractor's staff assignments.
  11. List of Contractor's principal consultants.
  12. Copies of building permits.
  13. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  14. Initial progress report.
  15. Report of preconstruction conference.
  16. Certificates of insurance and insurance policies.
  17. Performance and payment bonds.
  18. Data needed to acquire Owner's insurance.
- J. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
  1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- K. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:



1. Evidence of completion of Project closeout requirements.
2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
3. Updated final statement, accounting for final changes to the Contract Sum.
4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
6. AIA Document G707, "Consent of Surety to Final Payment."
7. Evidence that claims have been settled.
8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
9. Final liquidated damages settlement statement.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 012900**

## SECTION 013310 – ELECTRONIC SUBMITTAL PROCEDURES

### **PART 1 - GENERAL**

#### 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. See Division 1 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule.
- C. See Division 1 Section "Quality Requirements" for submitting test and inspection reports and for mockup requirements.
- D. See Division 1 Section "Closeout Procedures" for submitting warranties.
- E. See Division 1 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
- F. See Division 1 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.
- G. See Division 1 Section "Demonstration and Training" for submitting videotapes of demonstration of equipment and training of Owner's personnel.

#### 1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements.
- C. Electronic Submittal: Submittals transmitted to the architect by vendor-hosted website.

#### 1.3 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. General: At Contractor's written request, copies of Architect's electronic files will be provided to Contractor for Contractor's use in connection with the Project, subject to the following conditions:
  - 1. Digital Reproduction of Instruments of Service (limited to CAD drawings only and not to be considered Contract Documents as defined by the General Conditions for the Contract for Construction) may be obtained for specific qualified purposes with appropriate authorization and subject to a Letter of Agreement stating Terms and Conditions for release (use form included at the end of this Section.) The following billing rates will apply:
    - a. AutoCAD Drawing File Format: \$30 per Drawing.
    - b. Adobe PDF Format: \$10 per Drawing.
  - 2. Autodesk AutoCAD drawings are represented in the "Drawing" file format. Additional charges for file format conversion may apply. Adobe PDF files are not modifiable and may be viewed using Adobe Acrobat Reader, available as a free download at [www.adobe.com](http://www.adobe.com).

## 1.4 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.
1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
  2. Initial Submittal: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
  3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
    - a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
  4. Format: Arrange the following information in a tabular format:
    - a. Scheduled date for first submittal.
    - b. Specification Section number and title.
    - c. Submittal category: Action; informational.
    - d. Name of subcontractor.
    - e. Description of the Work covered.
    - f. Scheduled date for Architect's final release or approval.
    - g. Scheduled date of fabrication.
    - h. Scheduled dates for purchasing.
    - i. Scheduled dates for installation.
    - j. Activity or event number
- C. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. 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.
1. Initial Review: Allow 10 working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
  3. Resubmittal Review: Allow 10 working days for review of each resubmittal.
- D. Identification: Clearly label each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Include the following information for processing and recording action taken:
    - a. Project name.
    - b. Date.
    - c. Name and address of Architect.
    - d. Name and address of Contractor.

- e. Name and address of subcontractor.
  - f. Name and address of supplier.
  - g. Name of manufacturer.
  - h. Submittal number or other unique identifier, including revision identifier.
    - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 06100.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 06100.01.A).
  - i. Number and title of appropriate Specification Section.
  - j. Drawing number and detail references, as appropriate.
  - k. Location(s) where product is to be installed, as appropriate.
  - l. Other necessary identification.
- E. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
- F. Transmittal: If one hardcopy is required package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form to match, or similar to form sent electronically. Architect will discard submittals received from sources other than Contractor.
- G. Resubmittals: Make resubmittals in same form as initial submittal.
- 1. Note date and content of previous submittal.
  - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
  - 3. Resubmit submittals until they are marked "No Exceptions Taken" or "Make Corrections Noted."
- H. Distribution: Furnish final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities.
- I. Use for Construction: Use only final submittals with mark indicating "No Exceptions Taken" or "Make Corrections Noted" .
- J. Electronic Submittal Procedures
- 1. **The Contractor shall contact the vendor and include the full cost of the vendor-hosted website project subscription including subscriptions for the design team (3) and Owner (3) in their bid amount. This cost is to be included in the Contract Amount.**
  - 2. Shop drawing and product data submittals shall be transmitted to Architect in electronic (PDF) format using vendor-hosted website service designed for transmitting submittals between construction team members.
  - 3. The electronic submittal process is not intended for color samples, color charts, or physical material samples. Where the documents require submittals of this type Contractor to send electronic transmittal with date action is required. Architect shall return submittal electronically upon receipt or when selection is made.
  - 4. Submittal Preparation - Contractor may use any or all of the following options:
    - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the vendor-hosted website.
    - b. Subcontractors and Suppliers provide paper submittals to General Contractor who electronically scans and converts to PDF format.
    - c. Subcontractors and Suppliers provide paper submittals to Scanning Service which electronically scans and converts to PDF format.
  - 2. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
  - 3. Contractor shall transmit each submittal to Architect using the vendor-hosted website. Architect shall receive same-day email notice of each submittal.
  - 4. Architect / Engineer review comments will be made available on the vendor-hosted website for downloading. Contractor shall receive same-day email notice of completed review.

5. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
6. Vendor hosting the website shall offer training regarding use of website and PDF submittals.
7. Internet Service and Equipment Requirements:
  - a. Email address and Internet access at Contractor's main office.
  - b. PDF review software for applying electronic stamps and comments such as Adobe Acrobat ([www.adobe.com](http://www.adobe.com)), Bluebeam PDF Revu ([www.bluebeam.com](http://www.bluebeam.com)), or other.

## **PART 2 - PRODUCTS**

### **2.1 VENDOR-HOSTED WEBSITE**

- A. Contractor shall select from one of the following approved vendor-hosted website services designed for transmitting documents between construction team members;
  1. Plan Grid [www.plangrid.com](http://www.plangrid.com)
  2. Other (approved prior to bid)

### **2.2 ACTION SUBMITTALS**

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's written recommendations.
    - b. Manufacturer's product specifications.
    - c. Manufacturer's installation instructions.
    - d. Manufacturer's catalog cuts.
    - e. Wiring diagrams showing factory-installed wiring.
    - f. Printed performance curves.
    - g. Operational range diagrams.
    - h. Compliance with specified referenced standards.
    - i. Testing by recognized testing agency.
  4. Number of Copies: Architect reserves the right to require one (1) hardcopy of any submittal. Required electronic copy to be sent same day hardcopy is sent.
- C. Shop Drawings: Prepare Project-specific information, scanned accurately to scale and able to be printed accurately to scale if architect wishes to print. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
  1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams.
    - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
    - f. Shopwork manufacturing instructions.
    - g. Templates and patterns.
    - h. Schedules.
    - i. Notation of coordination requirements.
    - j. Notation of dimensions established by field measurement.
    - k. Relationship to adjoining construction clearly indicated.

1. Seal and signature of professional engineer if specified.
    - m. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
  
  - D. Samples: Submit samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
    1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
    2. Electronic transmittal for all samples to be sent the same day physical sample is sent/shipped to the architect.
    3. Identification: Attach label on unexposed side of Samples that includes the following:
      - a. Generic description of Sample.
      - b. Product name and name of manufacturer.
      - c. Sample source.
      - d. Number and title of appropriate Specification Section.
    4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
    5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
      - a. Number of Samples: Submit two full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
    6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
      - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project Record Sample.
  
  - E. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location.
    1. Submit product schedule or list electronically, unless otherwise indicated.
  
  - F. Submittals Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
  
  - G. Application for Payment: Comply with requirements specified in Division 1 Section "Payment Procedures."
  
  - H. Schedule of Values: Comply with requirements specified in Division 1 Section "Payment Procedures."
  
  - I. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Use CSI Form 1.5A. Include the following information in tabular form:
    1. Submit subcontractor list electronically, unless otherwise indicated.
- 2.3 INFORMATIONAL SUBMITTALS
- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
    1. Submit each submittal electronically, unless otherwise indicated.

2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
  3. Test and Inspection Reports: Comply with requirements specified in Division 1 Section "Quality Requirements."
- B. Coordination Drawings: Comply with requirements specified in Division 1 Section "Project Management and Coordination."
  - C. Contractor's Construction Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
  - D. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
  - E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
  - F. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
  - G. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
  - H. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
  - I. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
  - J. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
  - K. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
  - L. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project.
  - M. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
  - N. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

- O. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- P. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 1 Section "Operation and Maintenance Data."
- Q. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- R. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer.
- S. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
  - 1. Statement on condition of substrates and their acceptability for installation of product.
  - 2. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  - 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
- T. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- U. Construction Photographs: Comply with requirements specified in Division 1 Section "Photographic Documentation."
- V. Material Safety Data Sheets (MSDSs): Submit information directly to Owner; do not submit to Architect.
  - 1. Architect will not review submittals that include MSDSs and will return them for resubmittal.

#### 2.4 DELEGATED DESIGN

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  - 1. Design professional shall be an engineer licensed in good standing in the State of South Carolina.
  - 2. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
  - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.



## **PART 3 - EXECUTION**

### **3.1 CONTRACTOR'S REVIEW**

- A. 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 Architect.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
  - 1. Any submittals received without Contractor's stamp will be returned by the Architect for resubmittal.

### **3.2 ARCHITECT'S ACTION**

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
  - 1. Submittal Review: Checking is only for conformance with the design concept of the project and compliance with the information given in the contract documents. Contractor is responsible for dimensions to be confirmed and correlated at the job site; for information that pertains solely to the fabrication processes or to techniques of construction; and for coordination of the work of all trades. Approval of items does not relieve the contractor from complying with all requirements of the contract documents.
    - A. NO EXCEPTIONS TAKEN (Work may proceed)
    - B. MAKE CORRECTIONS NOTED (Work may proceed with corrections)
    - C. REVISE AND RESUBMIT (Resubmittal required)
    - D. REJECT (Resubmittal required)
- C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 013310

## SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
  - 1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.
  - 2. Section 321313 "Concrete Paving" for construction and maintenance of cement concrete pavement for temporary roads and paved areas.

#### 1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Paid by owner.
- C. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- D. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.
- B. Erosion- and Sedimentation-Control Plan: Show compliance with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
- C. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- D. Moisture-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage.
  - 1. Describe delivery, handling, and storage provisions for materials subject to water absorption or water damage.
  - 2. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water-damaged Work.

3. Indicate sequencing of work that requires water, such as sprayed fire-resistive materials, plastering, and terrazzo grinding, and describe plans for dealing with water from these operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.
- E. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Identify further options if proposed measures are later determined to be inadequate. Include the following:
1. Locations of dust-control partitions at each phase of work.
  2. HVAC system isolation schematic drawing.
  3. Location of proposed air-filtration system discharge.
  4. Waste handling procedures.
  5. Other dust-control measures.

#### 1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in [the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines] [and] [ICC/ANSI A117.1].

#### 1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

### **PART 2 - PRODUCTS**

#### 2.1 MATERIALS

- A. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10-mil minimum thickness, with flame-spread rating of 15 or less per ASTM E 84 and passing NFPA 701 Test Method 2.
- B. Dust-Control Adhesive-Surface Walk-off Mats: Provide mats minimum 36 by 60 inches.

#### 2.2 TEMPORARY FACILITIES

- A. Field Offices, General: Not required.
- B. Common-Use Field Office: Not required, at contractor's discretion,
- C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
  1. Store combustible materials apart from building.

## 2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment:
  - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
  - 2. Heating Units: not required.
  - 3. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return-air grille in system and remove at end of construction and clean HVAC system as required in Section 017700 "Closeout Procedures".
- C. Air-Filtration Units: Primary and secondary HEPA-filter-equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

## PART 3 - EXECUTION

### 3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
  - 1. Locate facilities to limit site disturbance.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

### 3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
  - 1. Arrange with utility company and Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
  - 1. Connect temporary sewers to municipal system as directed by authorities having jurisdiction.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- E. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- F. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or

elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.

1. Provide dehumidification systems when required to reduce substrate moisture levels to level required to allow installation or application of finishes.
- G. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
1. Install electric power service overhead unless otherwise indicated.
  2. Connect temporary service to Owner's existing power source, as directed by Owner.
- H. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
  2. Install lighting for Project identification sign.
- I. Telephone Service:
1. Provide superintendent with cellular telephone for use.
- J. Electronic Communication Service: Provide a superintendent with a computer or laptop for communication to the owner and A/E.

### 3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
1. Provide construction for temporary offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.
  2. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas as indicated on Drawings.
1. Provide dust-control treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.
- C. Parking: Provide temporary parking areas for construction personnel.
- D. Waste Disposal Facilities: Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."
- E. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 017300 "Execution."
- F. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

### 3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
  - 1. Comply with work restrictions specified in Section 011000 "Summary."
- C. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- D. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each work day.
- E. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- F. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
  - 1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- G. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
  - 1. Prohibit smoking in construction areas.
  - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
  - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
  - 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

### 3.5 MOISTURE AND MOLD CONTROL

- A. Contractor's Moisture-Protection Plan: Avoid trapping water in finished work. Document visible signs of mold that may appear during construction.
- B. Exposed Construction Phase: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect as follows:
  - 1. Protect porous materials from water damage.
  - 2. Protect stored and installed material from flowing or standing water.
  - 3. Keep porous and organic materials from coming into prolonged contact with concrete.
  - 4. Remove standing water from decks.
  - 5. Keep deck openings covered or dammed.

- C. Partially Enclosed Construction Phase: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
  2. Keep interior spaces reasonably clean and protected from water damage.
  3. Periodically collect and remove waste containing cellulose or other organic matter.
  4. Discard or replace water-damaged material.
  5. Do not install material that is wet.
  6. Discard, replace, or clean stored or installed material that begins to grow mold.
  7. Perform work in a sequence that allows any wet materials adequate time to dry before enclosing the material in drywall or other interior finishes.
- D. Controlled Construction Phase of Construction: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
  2. Use permanent HVAC system to control humidity.
  3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
    - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective.
    - b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
    - c. Remove materials that cannot be completely restored to their manufactured moisture level within 48 hours.

### 3.6 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
  2. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

### END OF SECTION 015000

## SECTION 017329 – CUTTING AND PATCHING

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. Related Sections include the following:
  - 1. Divisions 2 through 33 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
- C. Cutting and patching shall be the responsibility of the trade or contractor requiring such work.

#### 1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

#### 1.4 SUBMITTALS

- A. Cutting and Patching Proposal: Submit a proposal describing procedures at least ten (10) working days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:
  - 1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.
  - 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.
  - 3. Products: List products to be used and firms or entities that will perform the Work.
  - 4. Dates: Indicate when cutting and patching will be performed.
  - 5. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems will be disrupted.
  - 6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
  - 7. Architect's Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

#### 1.5 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio – verify all cutting and patching with the Architect.
  - 1. Obtain approval of proposed cutting and patching before cutting and patching the following structural elements:



- a. Structural steel.
  - b. Lintels.
  - c. Structural decking.
  - d. Structural wood framing.
  - e. Structural concrete.
  - f. Miscellaneous structural metals.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:
- 1. Primary operational systems and equipment.
  - 2. Air or smoke barriers.
  - 3. Fire-suppression systems.
  - 4. Mechanical systems piping and ducts.
  - 5. Control systems.
  - 6. Communication systems.
  - 7. Conveying systems.
  - 8. Electrical wiring systems.
  - 9. Operating systems of special construction in Division 13 Sections.
- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Miscellaneous elements include the following:
- 1. Water, moisture, or vapor barriers.
  - 2. Membranes and flashings.
  - 3. Exterior curtain-wall construction.
  - 4. Equipment supports.
  - 5. Piping, ductwork, vessels, and equipment.
  - 6. Noise- and vibration-control elements and systems.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- E. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

## 1.6 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

### **PART 3 - EXECUTION**

#### **3.1 EXAMINATION**

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
  1. **Compatibility:** Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
  2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

#### **3.2 PREPARATION**

- A. **Temporary Support:** Provide temporary support of Work to be cut.
- B. **Protection:** Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. **Adjoining Areas:** Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. **Existing Utility Services and Mechanical/Electrical Systems:** Where existing services/systems are required to be removed, relocated, or abandoned, including piping, conduit and ductwork, bypass such services/systems before cutting to minimize interruption to occupied areas.

#### **3.3 PERFORMANCE**

- A. **General:** Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. **Cutting:** Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  2. **Finished Surfaces:** Cut or drill from the exposed or finished side into concealed surfaces.
  3. **Concrete and Masonry:** Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  4. **Excavating and Backfilling:** Comply with requirements in applicable Division 2 Sections where required by cutting and patching operations.
  5. **Mechanical and Electrical Services:** Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  6. Proceed with patching after construction operations requiring cutting are complete.

- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
    - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
    - b. Restore damaged pipe covering to its original condition.
  3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
  4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
  5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.
  6. Pipe Covering: Restore pipe covering to pre-construction condition.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

**END OF SECTION 017329**

## SECTION 017700 – CLOSEOUT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Substantial Completion procedures.
2. Final completion procedures.
3. Warranties.
4. Final cleaning.
5. Repair of the Work.

- B. Related Requirements:

1. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.
2. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
3. Section 017900 "Demonstration and Training" for requirements for instructing Owner's personnel.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

#### 1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest control inspection.

#### 1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

#### 1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.

- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
  3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Owner. Label with manufacturer's name and model number where applicable.
    - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
  5. Submit test/adjust/balance records.
  6. Submit sustainable design submittals required in Section 018113.23 "Sustainable Design Requirements".
  7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
  2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  3. Complete startup and testing of systems and equipment.
  4. Perform preventive maintenance on equipment used prior to Substantial Completion.
  5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
  6. Advise Owner of changeover in heat and other utilities.
  7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
  8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  9. Complete final cleaning requirements, including touchup painting.
  10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect and Owner will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  2. Results of completed inspection will form the basis of requirements for final completion.

## 1.7 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
  2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
  4. Submit pest-control final inspection report.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect and Owner will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

## 1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
  3. Include the following information at the top of each page:
    - a. Project name.
    - b. Date.
    - c. Name of Architect.
    - d. Name of Contractor.
    - e. Page number.
  4. Submit list of incomplete items in the following format:
    - a. MS Excel electronic file. Architect will return annotated file.
    - b. PDF electronic file. Architect will return annotated file.

## 1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.

- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
  - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
  - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
  - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
  - 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
  - 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

## **PART 3 - EXECUTION**

### **3.1 FINAL CLEANING**

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
    - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
    - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
    - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - e. Remove snow and ice to provide safe access to building.
    - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
    - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
    - h. Sweep concrete floors broom clean in unoccupied spaces.
    - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.

- j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
  - k. Remove labels that are not permanent.
  - l. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  - m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
  - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  - o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
    - 1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report on completion of cleaning.
  - p. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
  - q. Leave Project clean and ready for occupancy.
- C. Pest Control: Comply with pest control requirements in Section 015000 "Temporary Facilities and Controls." Prepare written report.
- D. Construction Waste Disposal: Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls" and Section 017419 "Construction Waste Management and Disposal."

### 3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
  - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
  - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
    - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
  - 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
  - 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

**END OF SECTION 017700**





## SECTION 017823 – OPERATION AND MAINTENANCE DATA

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:

1. Operation and maintenance documentation directory.
2. Emergency manuals.
3. Operation manuals for systems, subsystems, and equipment.
4. Product maintenance manuals.
5. Systems and equipment maintenance manuals.

- B. Related Requirements:

1. Section 013300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
2. Section 019113 "General Commissioning Requirements" for verification and compilation of data into operation and maintenance manuals.

#### 1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

#### 1.4 CLOSEOUT SUBMITTALS

- A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.

1. Architect and Commissioning Authority will comment on whether content of operations and maintenance submittals are acceptable.
2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

- B. Format: Submit operations and maintenance manuals in the following format:

1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Architect.
  - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
  - b. Enable inserted reviewer comments on draft submittals.

- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect and Commissioning Authority will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect and Commissioning Authority will return copy with comments.
  - 1. Correct or revise each manual to comply with Architect's and Commissioning Authority's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's and Commissioning Authority's comments and prior to commencing demonstration and training.

## **PART 2 - PRODUCTS**

### **2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY**

- A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information. Include a section in the directory for each of the following:
  - 1. List of documents.
  - 2. List of systems.
  - 3. List of equipment.
  - 4. Table of contents.
- B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
- D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

### **2.2 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS**

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
  - 1. Title page.
  - 2. Table of contents.
  - 3. Manual contents.
- B. Title Page: Include the following information:
  - 1. Subject matter included in manual.
  - 2. Name and address of Project.
  - 3. Name and address of Owner.
  - 4. Date of submittal.
  - 5. Name and contact information for Contractor.
  - 6. Name and contact information for Architect.

7. Name and contact information for Commissioning Authority.
  8. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
  9. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
  2. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- F. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.
1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
    - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
    - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
  2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
  3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
  4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
  5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
    - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
    - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

## 2.3 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.
  2. Emergency instructions.
  3. Emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
  2. Flood.
  3. Gas leak.
  4. Water leak.
  5. Power failure.
  6. Water outage.
  7. System, subsystem, or equipment failure.
  8. Chemical release or spill.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include the following, as applicable:
1. Instructions on stopping.
  2. Shutdown instructions for each type of emergency.
  3. Operating instructions for conditions outside normal operating limits.
  4. Required sequences for electric or electronic systems.
  5. Special operating instructions and procedures.

## 2.4 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
  2. Performance and design criteria if Contractor has delegated design responsibility.
  3. Operating standards.
  4. Operating procedures.
  5. Operating logs.
  6. Wiring diagrams.
  7. Control diagrams.
  8. Piped system diagrams.
  9. Precautions against improper use.
  10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.
  2. Manufacturer's name.
  3. Equipment identification with serial number of each component.
  4. Equipment function.

5. Operating characteristics.
6. Limiting conditions.
7. Performance curves.
8. Engineering data and tests.
9. Complete nomenclature and number of replacement parts.

C. Operating Procedures: Include the following, as applicable:

1. Startup procedures.
2. Equipment or system break-in procedures.
3. Routine and normal operating instructions.
4. Regulation and control procedures.
5. Instructions on stopping.
6. Normal shutdown instructions.
7. Seasonal and weekend operating instructions.
8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

## 2.5 PRODUCT MAINTENANCE MANUALS

A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.

B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.

C. Product Information: Include the following, as applicable:

1. Product name and model number.
2. Manufacturer's name.
3. Color, pattern, and texture.
4. Material and chemical composition.
5. Reordering information for specially manufactured products.

D. Maintenance Procedures: Include manufacturer's written recommendations and the following:

1. Inspection procedures.
2. Types of cleaning agents to be used and methods of cleaning.
3. List of cleaning agents and methods of cleaning detrimental to product.
4. Schedule for routine cleaning and maintenance.
5. Repair instructions.

E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.

F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

## 2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
  - 1. Standard maintenance instructions and bulletins.
  - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
  - 3. Identification and nomenclature of parts and components.
  - 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
  - 1. Test and inspection instructions.
  - 2. Troubleshooting guide.
  - 3. Precautions against improper maintenance.
  - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  - 5. Aligning, adjusting, and checking instructions.
  - 6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
  - 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
  - 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
  - 1. Include procedures to follow and required notifications for warranty claims.

## **PART 3 - EXECUTION**

### **3.1 MANUAL PREPARATION**

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.
- B. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
  - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
  - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- E. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
  - 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- F. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
  - 1. Do not use original project record documents as part of operation and maintenance manuals.
  - 2. Comply with requirements of newly prepared record Drawings in Section 017839 "Project Record Documents."
- G. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

### **END OF SECTION 017823**



## SECTION 017839 – PROJECT RECORD DOCUMENTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
  - 1. Record Drawings.
  - 2. Record Specifications.
  - 3. Record Product Data.
  - 4. Miscellaneous record submittals.
- B. Related Requirements:
  - 1. Section 017700 "Closeout Procedures" for general closeout procedures.
  - 2. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

#### 1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
  - 1. Number of Copies: Submit one set of marked-up record prints and a disc of electronic copy of record prints.
- B. Record Specifications: Submit one paper copy and disc of electronic copy of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit one paper copy and one annotated PDF electronic files and directories of each submittal.
  - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit one paper copy and one annotated PDF electronic files and directories of each submittal.
- E. Reports: Submit written report weekly indicating items incorporated into project record documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

### PART 2 - PRODUCTS

#### 2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.

1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
  - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
  - b. Accurately record information in an acceptable drawing technique.
  - c. Record data as soon as possible after obtaining it.
  - d. Record and check the markup before enclosing concealed installations.
  - e. Cross-reference record prints to corresponding archive photographic documentation.
2. Content: Types of items requiring marking include, but are not limited to, the following:
  - a. Dimensional changes to Drawings.
  - b. Revisions to details shown on Drawings.
  - c. Depths of foundations below first floor.
  - d. Locations and depths of underground utilities.
  - e. Revisions to routing of piping and conduits.
  - f. Revisions to electrical circuitry.
  - g. Actual equipment locations.
  - h. Duct size and routing.
  - i. Locations of concealed internal utilities.
  - j. Changes made by Change Order or Construction Change Directive.
  - k. Changes made following Architect's written orders.
  - l. Details not on the original Contract Drawings.
  - m. Field records for variable and concealed conditions.
  - n. Record information on the Work that is shown only schematically.
3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
5. Mark important additional information that was either shown schematically or omitted from original Drawings.
6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:

1. Format: Annotated PDF electronic file with comment function enabled.
2. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
3. Refer instances of uncertainty to Architect for resolution.

## 2.2 RECORD SPECIFICATIONS

A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.

3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
  4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
  5. Note related Change Orders, record Product Data, and record Drawings where applicable.
- B. Format: Submit record Specifications as paper copy and scanned PDF electronic file(s) of marked-up paper copy of Specifications.

### 2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  3. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as paper copy and scanned PDF electronic file(s) of marked-up paper copy of Product Data.
1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

### 2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Format: Submit miscellaneous record submittals as paper copy and scanned PDF electronic file(s) of marked-up miscellaneous record submittals.
1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

## PART 3 - EXECUTION

### 3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

## END OF SECTION 017839



## SECTION 064200 - INTERIOR ARCHITECTURAL WOODWORK

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes interior woodwork including for the following applications:
  - 1. Standing and running trim.
- B. Interior architectural woodwork includes wood furring, blocking, shims, and hanging strips, unless concealed within other construction before woodwork installation.

#### 1.2 SUBMITTALS

- A. Product Data: For the following:
  - 1. Cabinet hardware and accessories.
  - 2. Finishing materials and processes.
- B. Shop Drawings: Include location of each item, plans and elevations, large-scale details, attachment devices, and other components.
- C. Samples:
  - 1. Lumber and panel products for transparent/stain finish, for each species and cut, finished on one side and one edge.
  - 2. Lumber and panel products with shop-applied opaque finish, for each finish system and color, with exposed surface finished.

#### 1.3 QUALITY ASSURANCE

- A. Installer Qualifications: Fabricator of woodwork.
- B. Quality Standard: Unless otherwise indicated, comply with AWI's "Architectural Woodwork Quality Standards" for grades of interior architectural woodwork, construction, finishes, and other requirements.
  - 1. Provide AWI certification labels or compliance certificate indicating that woodwork complies with requirements of grades specified.

#### 1.4 PROJECT CONDITIONS

- A. Environmental Limitations: Do not deliver or install woodwork until building is enclosed, wet work is complete, and HVAC system is operating and maintaining temperature and relative humidity at levels planned for building occupants during the remainder of the construction period.

### PART 2 - PRODUCTS

#### 2.1 WOODWORK FABRICATORS

- A. Fabricators: Subject to compliance with requirements, provide interior architectural woodwork by one of the following:
  - 1. Charleston Woodworks, Inc., Charleston, SC, (843) 744-0016

2. Interior Wood Specialities Inc. Elizabethtown, NC, (910) 862-8760
3. Satterfield Woodworking Inc. Greer, SC, (864) 877-0706
4. Biggs Casework, Florence, SC, (843) 673-0081
5. Low Country Case & Millwork, Inc.: Ladson, SC (843) 797-0881.
6. Specialty Woodworks, Inc, Lexington, SC, (803) 957-8872
7. PCI Cabinetworks; Harleyville, SC (843) 462-7509.
8. Pridgen Woodwork Incorporated, Whiteville, North Carolina, (910) 642-7175.
9. Cabinets By Design, Duluth, GA, (770) 418-1200
10. Others, as approved prior to bidding. No exceptions.

## 2.2 MATERIALS

- A. Wood for Transparent/Stain Finish:
  1. Species and Cut: Cherry, plain sawn, Grade A, Match Existing Finish.

## 2.3 INSTALLATION MATERIALS

- A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln-dried to less than 15 percent moisture content.

## 2.4 FABRICATION

- A. General: Complete fabrication to maximum extent possible before shipment to Project site. Where necessary for fitting at site, provide allowance for scribing, trimming, and fitting.
  1. Interior Woodwork Grade: Premium complying with the referenced quality standard.
  2. Shop cut openings to maximum extent possible. Sand edges of cutouts to remove splinters and burrs.
  3. Seal edges of openings in countertops with a coat of varnish.
  4. For trim items wider than available lumber, use veneered construction. Do not glue for width.
  5. Backout or groove backs of flat trim members and kerf backs of other wide, flat members, except for members with ends exposed in finished work.
  6. Assemble casings in plant except where limitations of access to place of installation require field assembly.
  7. All Woodwork to be Class C finish as defined by IBC Chapter 8.

## 2.5 SHOP FINISHING

- A. Finish architectural woodwork at fabrication shop. Defer only final touchup, cleaning, and polishing until after installation.
- B. Backpriming: Apply one coat of sealer or primer, compatible with finish coats, to concealed surfaces of woodwork. Apply two coats to back of paneling.
- C. Transparent Finish: Comply with requirements indicated below for grade, finish system, staining, and sheen, with sheen measured on 60-degree gloss meter per ASTM D 523:
  1. Grade: Premium.
  2. AWI Finish System: TR-6, catalyzed polyurethane.
  3. Staining: Match existing, submit sample to be approved for color.

4. Wash Coat for Stained Finish: Apply a vinyl wash coat to woodwork made from closed-grain wood before staining and finishing.
5. Open-Grain Woods: After staining (if any), apply paste wood filler to open-grain woods and wipe off excess. Tint filler to match stained wood.
6. Sheen: Satin, 30-50 gloss units.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Condition woodwork to average prevailing humidity conditions in installation areas and examine and complete work as required, including removal of packing and backpriming before installation.
- B. Quality Standard: Install woodwork to comply with AWI Section 1700 for the same grade specified in this Section for type of woodwork involved.
- C. Install woodwork level, plumb, true, and straight to a tolerance of 1/8 inch in 96 inches (3 mm in 2400 mm). Shim as required with concealed shims.
- D. Scribe and cut woodwork to fit adjoining work, and refinish cut surfaces and repair damaged finish at cuts.
- E. Anchor woodwork to anchors or blocking built in or directly attached to substrates. Secure with countersunk, concealed fasteners and blind nailing as required for complete installation. Use fine finishing nails or finishing screws for exposed fastening, countersunk and filled flush with woodwork and matching final finish if transparent finish is indicated.
- F. Standing and Running Trim: Install with minimum number of joints possible, using full-length pieces (from maximum length of lumber available) to greatest extent possible. Fill gaps, if any, between top of base and wall with plastic wood filler, sand smooth, and finish same as wood base, if finished. Scribe to meet adjoining surfaces.

END OF SECTION 06402

## SECTION 092900 - GYPSUM BOARD ASSEMBLIES AND ACOUSTIC ACCESSORIES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes the following:
  - 1. Interior gypsum wallboard.
  - 2. Non-load-bearing steel framing.
  - 3. Acoustic Accessories

#### 1.2 SUBMITTALS

- A. Product Data: For each product indicated.
- B. Samples: For each textured finish indicated and on same backing indicated for Work.

#### 1.3 QUALITY ASSURANCE

- A. Fire-Test-Response Characteristics: For gypsum board assemblies with fire-resistance ratings, provide materials and construction identical to those tested in assembly indicated according to ASTM E 119 by an independent testing and inspecting agency acceptable to authorities having jurisdiction.
- B. Sound Transmission Characteristics: For gypsum board assemblies with STC ratings, provide materials and construction identical to those tested in assembly indicated according to ASTM E 90 and classified according to ASTM E 413 by a qualified independent testing agency.
- C. Mockups: Before finishing gypsum board assemblies, install mockups of at least 100 sq. ft. (9 sq. m) in surface area to demonstrate aesthetic effects and qualities of materials and execution.
  - 1. Install mockups for the following applications:
    - a. Surfaces indicated to receive nontextured paint finishes.
  - 2. Simulate finished lighting conditions for review of mockups.
  - 3. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. In other Part 2 articles where subparagraph titles below introduce lists, the following requirements apply for product selection:
  - 1. Product: Subject to compliance with requirements, provide the product specified.

#### 2.2 STEEL FRAMING

- A. Steel Framing, General: Comply with ASTM C 754 for conditions indicated.



1. Steel Sheet Components: Metal complying with ASTM C 645 requirements.
  - a. Protective Coating:
    - 1) Interior Applications: manufacturer's standard corrosion-resistant zinc coating.
    - 2) Exterior Applications: G60 (Z180).
  
- B. Suspended Ceiling and Soffit Framing:
  1. Tie Wire: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.0625-inch- (1.59-mm-) diameter wire, or double strand of 0.0475-inch- (1.21-mm-) diameter wire.
  2. Hanger Attachments to Concrete:
    - a. Powder-Actuated Fasteners: Suitable for application indicated, fabricated from corrosion-resistant materials, with clips or other devices for attaching hangers of type indicated, and capable of sustaining, without failure, a load equal to 10 times that imposed by construction as determined by testing according to ASTM E 1190 by a qualified independent testing agency.
  3. Wire Hangers: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.162-inch (4.12-mm) diameter.
  4. Carrying Channels: Cold-rolled, commercial-steel sheet with a base metal thickness of 0.0538 inch (1.37 mm), a minimum 1/2-inch- (12.7-mm-) wide flange, and in depth indicated.
  5. Furring Channels (Furring Members):
    - a. Cold Rolled Channels: 0.0538-inch (1.37-mm) bare steel thickness, with minimum 1/2-inch- (12.7-mm-) wide flange, 3/4 inch (19.1 mm) deep.
    - b. Steel Studs: ASTM C 645, in depth indicated.
      - 1) Minimum Base Metal Thickness: 0.0312 inch (0.79 mm).
    - c. Hat-Shaped, Rigid Furring Channels: ASTM C 645, 7/8 inch (22.2 mm) deep.
      - 1) Minimum Base Metal Thickness: 0.0312 inch (0.79 mm).
    - d. Resilient Furring Channels: 1/2-inch- (12.7-mm-) deep members designed to reduce sound transmission, and asymmetrical with single leg or hat shaped with two legs.
  
- C. Grid Suspension System for Interior Ceilings: ASTM C 645, direct-hung system composed of main beams and cross-furring members that interlock.
  1. Products:
    - a. Armstrong World Industries, Inc.; Furring Systems/Drywall.
    - b. Chicago Metallic Corporation; Drywall Furring 640, Drywall Furring 660 System.
    - c. USG Interiors, Inc.; Drywall Suspension System.
  
- D. Partition and Soffit Framing:
  1. Steel Studs and Runners: ASTM C 645, in depth indicated.
    - a. Minimum Base Metal Thickness: As indicated.
  2. Deep-Leg Deflection Track: ASTM C 645 top runner with 2-inch- (50.8-mm-) deep flanges.
  3. Flat Strap and Backing Plate: Steel sheet for blocking and bracing in length and width indicated.
    - a. Minimum Base Metal Thickness: 0.027 inch (0.7 mm).
  4. Cold-Rolled Channel Bridging: 0.0538-inch (1.37-mm) bare steel thickness, with minimum 1/2-inch- (12.7-mm-) wide flange, and in depth indicated.
    - a. Clip Angle: 1-1/2 by 1-1/2 inch (38.1 by 38.1 mm), 0.068-inch- (1.73-mm-) thick, galvanized steel.

5. Hat-Shaped, Rigid Furring Channels: ASTM C 645, in depth indicated.
  - a. Minimum Base Metal Thickness: 0.0312 inch (0.79 mm).
6. Resilient Furring Channels: 1/2-inch- (12.7-mm-) deep, steel sheet members designed to reduce sound transmission. Asymmetrical or hat shaped, with face attached to single flange by a slotted leg (web) or attached to two flanges by slotted or expanded metal legs.
7. Cold-Rolled Furring Channels: 0.0538-inch (1.37-mm) bare steel thickness, with minimum 1/2-inch- (12.7-mm-) wide flange, and in depth indicated.
  - a. Furring Brackets: Adjustable, corrugated-edge type of steel sheet with minimum bare steel thickness of 0.0312 inch (0.79 mm).
  - b. Tie Wire: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.0625-inch- (1.59-mm-) diameter wire, or double strand of 0.0475-inch- (1.21-mm) diameter wire.
8. Z-Shaped Furring: With slotted or nonslotted web, face flange of 1-1/4 inches (31.8 mm), wall attachment flange of 7/8 inch (22.2 mm), minimum bare metal thickness of 0.0179 inch (0.45 mm), and depth required to fit insulation thickness indicated.
9. Fasteners for Metal Framing: Of type, material, size, corrosion resistance, holding power, and other properties required to fasten steel members to substrates.

## 2.3 PANEL PRODUCTS

- A. Panel Size, General: Provide in maximum lengths and widths available that will minimize joints in each area and correspond with support system indicated.
- B. Gypsum Wallboard: ASTM C 36.
  1. Regular Type: In thickness indicated and with long edges tapered.
  2. Abuse Resistant: Category 3, Heavy Duty.
    - a. Product: USG: Fiberock VHI.
    - b. Or approved equal.
- C. Proprietary, Special Fire-Resistive Type: ASTM C 36, having improved fire resistance over standard Type X, complying with requirements of fire-resistance-rated assemblies indicated, in thickness indicated, and with long edges tapered.

## 2.4 TRIM ACCESSORIES

- A. Interior Trim: ASTM C 1047.
  1. Cornerbead: Use at outside corners, unless otherwise indicated.
  2. LC-Bead: Use at exposed panel edges.
  3. L-Bead: Use where indicated.
  4. U-Bead: Use where indicated.
  5. Tear Away (zip) bead: Use where indicated.
  6. Expansion (Control) Joint: Install where shown and not to exceed spacing as follows:
    - a. Ceilings: Install control joints in areas exceeding 2500 sq. ft. (232 sq. m). Space control joints not more than 50 feet (15.2 m) o.c. Install control joints where ceiling framing or furring changes direction.
    - b. Partitions and Furring: Install control joint in partitions and wall furring runs exceeding 30 feet (9.1m). Space control joints not more than 30 feet (9.1m) o.c. Install control joints in furred assemblies where control joints occur in base exterior wall.

## 2.5 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C 475.
- B. Joint Tape:
  - 1. Interior Gypsum Wallboard: Paper.
- C. Joint Compound for Interior Gypsum Wallboard: 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, flanges of trim accessories, and fasteners, use setting-type taping compound.
    - a. Use setting-type compound for installing paper-faced metal trim accessories.
  - 3. Fill Coat: For second coat, use setting-type, sandable topping compound.
  - 4. Finish Coat: For third coat, use setting-type, sandable topping compound.
  - 5. Skim Coat: For final coat of Level 5 finish, use setting-type, sandable topping compound. (Use this coating where wall covering is removed)

## 2.6 AUXILIARY MATERIALS AND ACOUSTIC ACCESSORIES

- A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer's written recommendations.
- B. Acoustical Sealant for Exposed and Concealed Joints: Nonsag, paintable, nonstaining, latex sealant complying with ASTM C 834 that effectively reduces airborne sound transmission through perimeter joints and openings in building construction as demonstrated by testing representative assemblies according to ASTM E 90.
  - 1. Products:
    - a. Pecora Corp.; AC-20 FTR Acoustical and Insulation Sealant.
    - b. United States Gypsum Co.; SHEETROCK Acoustical Sealant.
- C. Acoustical Sealant for Concealed Joints: Nondrying, nonhardening, nonskinning, nonstaining, gunnable, synthetic-rubber sealant recommended for sealing interior concealed joints to reduce airborne sound transmission.
  - 1. Products:
    - a. Ohio Sealants, Inc.; Pro-Series SC-170 Rubber Base Sound Sealant.
    - b. Pecora Corp.; BA-98.
    - c. Tremco, Inc.; Tremco Acoustical Sealant.
- D. Steel Drill Screws: ASTM C 1002, unless otherwise indicated.
  - 1. Use screws complying with ASTM C 954 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.
- E. Sound Attenuation Blankets: ASTM C 665, Type I (blankets without membrane facing) produced by combining thermosetting resins with mineral fibers manufactured from glass, slag wool, or rock wool.

1. Fire-Resistance-Rated Assemblies: Comply with mineral-fiber requirements of assembly.

## PART 3 - EXECUTION

### 3.1 NON-LOAD-BEARING STEEL FRAMING INSTALLATION

- A. General: Comply with ASTM C 754, and ASTM C 840 requirements that apply to framing installation.
- B. Suspended Ceiling and Soffit Framing:
  1. Suspend ceiling hangers plumb and free from contact with insulation or other objects within ceiling plenum that are not part of supporting structural or ceiling suspension system. Splay hangers only where required to miss obstructions and offset resulting horizontal forces by bracing, countersplaying, or other equally effective means.
  2. Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with the location of hangers required to support standard suspension system members, install supplemental suspension members and hangers in form of trapezes or equivalent devices. Size supplemental suspension members and hangers to support ceiling loads within performance limits established by referenced standards.
  3. Attach hangers to structural members. Do not support ceilings from or attach hangers to permanent metal forms, steel deck tabs, steel roof decks, ducts, pipes, or conduit.
  4. Wire-tie or clip furring channels to supports, as required to comply with requirements for assemblies indicated.
  5. Grid Suspension System: Attach perimeter wall track or angle where grid suspension system meets vertical surfaces. Mechanically join main beam and cross-furring members to each other and butt-cut to fit into wall track.
- C. Partition and Soffit Framing:
  1. Where studs are installed directly against exterior walls, install isolation strip between studs and wall.
  2. Extend partition framing full height to structural supports or substrates above suspended ceilings, except where partitions are indicated to terminate at suspended ceilings. Continue framing over frames for doors and openings and frame around ducts penetrating partitions above ceiling to provide support for gypsum board.
  3. Frame door openings to comply with GA-600 and with gypsum board manufacturer's applicable written recommendations, unless otherwise indicated. Screw vertical studs at jambs to jamb anchor clips on door frames; install runner track section (for cripple studs) at head and secure to jamb studs.
    - a. Install two studs at each jamb, unless otherwise indicated.
    - b. Extend jamb studs through suspended ceilings and attach to underside of floor or roof structure above.
  4. 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.
- D. Z-Furring Members: Erect insulation vertically and hold in place with Z-furring members.

### 3.2 PANEL PRODUCT INSTALLATION

- A. Gypsum Board: Comply with ASTM C 840 and GA-216.
1. Space screws a maximum of 12 inches (304.8 mm) o.c. for vertical applications.
  2. Space fasteners in panels that are tile substrates a maximum of 8 inches (203.2 mm) o.c.
  3. On ceilings, apply gypsum panels before wall/partition board application to the greatest extent possible and at right angles to framing, unless otherwise indicated.
  4. On partitions/walls, apply gypsum panels vertically (parallel to framing), unless otherwise indicated or required by fire-resistance-rated assembly, and minimize end joints.
    - a. Stagger abutting end joints not less than one framing member in alternate courses of board.
    - b. At stairwells and other high walls, install panels horizontally, unless otherwise indicated or required by fire-resistance-rated assembly.
  5. On Z-furring members, apply gypsum panels vertically (parallel to framing) with no end joints. Locate edge joints over furring members.
  6. Single-Layer Fastening Methods: Apply gypsum panels to supports with steel drill screws.
  7. Multilayer Fastening Methods: Fasten base layers and face layers separately to supports with screws.

### 3.3 FINISHING

- A. Installing Trim Accessories: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
- B. Finishing Gypsum Board Panels: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration.
1. Prefill open joints, rounded or beveled edges, and damaged surface areas.
  2. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
  3. Glass-Mat Gypsum Sheathing Board: Finish according to manufacturer's written instructions for use as exposed soffit board.
  4. Glass-Mat, Water-Resistant Backing Panels: Finish according to manufacturer's written instructions.
- C. Gypsum Board Finish Levels: Finish panels to levels indicated below, according to ASTM C 840, for locations indicated:
1. Level 1: Embed tape at joints in ceiling plenum areas, concealed areas, and where indicated, unless a higher level of finish is required for fire-resistance-rated assemblies and sound-rated assemblies.
  2. Level 2: Embed tape and apply separate first coat of joint compound to tape, fasteners, and trim flanges where panels are substrate for tile and where indicated.
  3. Level 4: Embed tape and apply separate first, fill, and finish coats of joint compound to tape, fasteners, and trim flanges at panel surfaces that will be exposed to view, unless otherwise indicated.

END OF SECTION 09260

WATSON TATE SAVORY

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GYPSUM BOARD ASSEMBLIES  
AND ACCESSORIES  
APRIL 20, 2016

USCB HARGRAY CLASSROOM 159 RENOVATION  
WTS #1514

## SECTION 095100 - ACOUSTICAL TILE CEILINGS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes acoustical tiles and concealed suspension systems for ceilings.

#### 1.2 SUBMITTALS

- A. Product Data: For each product indicated.
- B. Coordination Drawings: Drawn to scale and coordinating penetrations and ceiling-mounted items. Show the following:
  - 1. Ceiling suspension assembly members.
  - 2. Method of attaching hangers to building structure.
  - 3. Size and location of initial access modules for acoustical tile.
  - 4. Ceiling-mounted items including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.
- C. Samples: For each acoustical tile, for each concealed suspension system member, and for each color and texture required.
- D. Product test reports.
- E. Research/evaluation reports.
- F. Maintenance data.

#### 1.3 QUALITY ASSURANCE

- A. Fire Performance Characteristics: Identify acoustical ceiling components with appropriate markings of applicable testing and inspecting organization.
  - 1. Surface Burning Characteristics: As follows, tested per ASTM E 84 and complying with ASTM E 1264 for Class A products.
    - a. Flame Spread: 25 or less
    - b. Smoke Developed: 50 or less
- B. Seismic Performance: Provide acoustical ceiling system that has been evaluated by an independent party and found to be compliant with the 2006 International Building Code, Seismic Category D.
  - 1. Tested per International Code Council - Evaluation Services - AC 156 Acceptance Criteria for Seismic Qualification Testing of Non-structural Components as evidenced by International Code Council Evaluation Report, ESR-1308 or equal.
- C. Handle acoustical ceiling units carefully to avoid chipping edges or damaged units in any way.

#### 1.4 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
  - 1. Acoustical Ceiling Units: Full-size units equal to 1.0 percent of quantity installed, but not fewer than 400 square feet of tile.
  - 2. Suspension System Components: Quantity of each concealed grid and exposed component equal to 1.0 percent of quantity installed, but not fewer than 400 square feet of grid.

#### 1.5 WARRANTY

- A. Acoustical Panel: Submit a written warranty executed by the manufacturer, agreeing to repair or replace acoustical panels that fail within the warranty period. Failures include, but are not limited to:
  - 1. Acoustical Panels: Sagging and warping as a result of defects in materials or factory workmanship.
  - 2. Grid System: Rusting and manufacturer's defects
- B. Warranty Period:
  - 1. Acoustical panels: Ten (10) years from date of substantial completion.
  - 2. Grid: Ten (10) years from date of substantial completion.
- C. The Warranty shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and will be in addition to and run concurrent with other warranties made by the Contractor under the requirements of the Contract Documents.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply for product selection:
- B. Products: Subject to compliance with requirements, provide one of the products specified.

#### 2.2 GENERAL

- A. Acoustical Tile Standard: Comply with ASTM E 1264.
- B. Metal Suspension System Standard: Heavy Duty System, comply with ASTM C 635.
- C. Attachment Devices: Size for five times the design load indicated in ASTM C 635, Table 1, "Direct Hung," unless otherwise indicated.



- D. Wire Hangers, Braces, and Ties: Zinc-coated carbon-steel wire; ASTM A 641/A 641M, Class 1 zinc coating, soft temper.
  - 1. Size: Select wire diameter so its stress at three times hanger design load (ASTM C 635, Table 1, "Direct Hung") will be less than yield stress of wire, but provide not less than 0.106-inch- (2.69-mm-) diameter wire.
- E. Seismic struts and seismic clips.
- F. Metal Edge Moldings and Trim: Type and profile indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations that fit acoustical tile edge details and suspension systems indicated; formed from sheet metal of same material and finish as that used for exposed flanges of suspension system runners.
  - 1. Provide seismic clip (Armstrong BERC 2; USG AC-M7) at perimeter supporting closure angle in accordance with IBC 2003-1621.1 for Seismic Design Category "D."

### 2.3 ACOUSTICAL TILE 1, ACT 1, High CAC

- A. Products:
  - 1. Basis of Design: Armstrong; Ultima High CAC #1951, 2x2 panels, Wet formed mineral fiber with acoustically transparent membrane. Match existing panels.
- B. Color: White.
- C. LR: Not less than .90
- D. NRC: Not less than .60.
- E. CAC: Not less than 40.
- F. Edge Detail: Beveled and rabbeted.
- G. Thickness: 3/4 inch minimum.
- H. Sag Warranty: Minimum of 30 years.

### 2.4 METAL SUSPENSION SYSTEM

- A. Products:
  - 1. Typical, unless otherwise noted.
    - a. Armstrong; Prelude XL 7301.
    - b. USG; Donn; Style DX 26
- B. Components: Main beams and cross tees In accordance with the International Building Code, Section 1621 for Category D, as described in ESR-1308 or equal.
  - 1. Structural Classification: ASTM C 635, Heavy Duty.
  - 2. Color: White and match the actual color of the selected ceiling tile, unless noted otherwise.

- C. Attachment Devices: In accordance with the International Building Code, Section 1621 for Category D.
- D. Wire for Hangers and Ties: In accordance with the International Building Code, Section 1621.
- E. Wall Moldings: In accordance with the International Building Code, Section 1621 for Category D or method as described in ESR-1308 (or equal).
  - 1. Nominal 7/8 inch x 7/8 inch hemmed, pre-finished angle molding
- F. Accessories:
  - 1. BERCC2 (basis of design) - 2 inch Beam End Retaining Clip, 0.034 inch thick, hot-dipped galvanized cold-rolled steel per ASTM A568 - used to join main beam or cross tee to wall molding.
    - a. Or equal

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. General: Install acoustical tile ceilings to comply with ASTM C 636 and seismic requirements indicated, per manufacturer's written instructions and CISCA's "Ceiling Systems Handbook."
  - 1. At existing ceilings where new work will be performed and ceilings are indicated to remain or be modified, verify the existing ceiling meets the current seismic design construction. If the ceiling fails to meet the requirements, make corrections to bring that ceiling up to code.
- B. Measure each ceiling area and establish layout of acoustical tiles to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width tiles at borders.
  - 1. Where using less than half width tiles is unavoidable, utilize 2x4 or longer tiles as needed to eliminate tile slivers.
  - 2. Paint edges of cut tile with manufacturer's approved paint and method.
- C. Suspend ceiling hangers from building's structural members, plumb and free from contact with insulation or other objects within ceiling plenum. Splay hangers only where required to miss obstructions; offset resulting horizontal forces by bracing, countersplaying, or other equally effective means. Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with location of hangers, use trapezes or equivalent devices.
  - 1. Do not support ceilings directly from permanent metal forms or floor deck; anchor into concrete slabs.
  - 2. Do not attach hangers to steel deck tabs or to steel roof deck.
- D. Install edge moldings and trim at perimeter of acoustical tile ceiling area and where necessary to conceal edges of acoustical units. Screw attach moldings to substrate with concealed fasteners at intervals not more than 16 inches (400 mm) o.c. and not more than 3 inches (75 mm) from ends, leveling with ceiling suspension system to a tolerance of 1/8 inch in 12 feet (3.2 mm in 3.66 m). Miter corners accurately and connect securely.
- E. Install suspension system runners so they are square and securely interlocked with one another. Remove and replace dented, bent, or kinked members.

- F. Install acoustical tiles in coordination with suspension system and exposed moldings and trim. Place splines or suspension system flanges into kerfed edges so tile-to-tile joints are closed by double lap of material. Fit adjoining tile to form flush, tight joints. Scribe and cut tile for accurate fit at borders and around penetrations through tile. Hold tile field in compression by inserting leaf-type, spring-steel spacers between tile and moldings, spaced 12 inches (305 mm) o.c.

### 3.2 Seismic Installation

- A. Install suspension system and panels in accordance with the International Building Code, Section 1621, except as noted in Section 4.4.3.1 of ESR-1308 (or equal), and with the authorities having jurisdiction.
- B. Basis of Design Installation: ESR-1308, Section 4.4.3.1, Alternate Seismic Design Category D, Installation:

Under this installation, the runners must be rated heavy-duty and have a minimum simple span uniform load of 16.35 pounds per lineal foot (238 N/m); maximum ceiling weight permitted is 4.0 pounds per square foot (19.5 kg/m<sup>2</sup>).

1. The BERC-2 clip (or equal) is used to secure the main runners and cross runners on two adjacent walls to the structure and the two opposite walls to the perimeter trim, as detailed below. A nominal 7/8-inch (22 mm) wall molding is used in lieu of the 2-inch (51 mm) perimeter supporting closure angle required by Section 9.6.2.6.2.2 (b) of ASCE-7 for Seismic Design Categories D, E and F. Except for the use of the BERC-2 clip and the 7/8-inch (22 mm) wall molding and elimination of spreader bars, installation of the ceiling system must be as prescribed by the applicable code.
  2. The BERC-2 clip (or equal) is attached to the wall molding by sliding the locking lances over the hem of the vertical leg of the wall molding. Clips installed on the walls where the runners are fixed are attached to the runner by a sheet metal screw through the horizontal slot in the clip into the web of the runner.
  3. Clips installed on the walls where the runners are not fixed to the runner allow the terminal runner end to move 3/4 inch (19.1 mm) in both directions. BERC-2 clips installed in this manner are an acceptable means of preventing runners from spreading in lieu of spacer bars required in CISCA 3-4, which is referenced in ASCE 7, Section 9.6.2.6.2.2, which is referenced in IBC Section 1621.
- C. The presence of a hanger wire within 3 inches of an expansion relief joint as called for in ASTM C636 shall be required in addition to the requirements of the International Building Code, Section 1621.2.5 and with the authorities having jurisdiction.
  - D. For reveal edge panels: Cut and reveal or rabbet edges of ceiling panels at border areas and vertical surfaces.
  - E. Install acoustical panels in coordination with suspended system, with edges resting on flanges of main runner and cross tees. Cut and fit panels neatly against abutting surfaces. Support edges by wall moldings.

END OF SECTION 09512

## SECTION 096800 – CARPET – ALTERNATE No. 1

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes carpet and cushion.

#### 1.2 SUBMITTALS

- A. Product Data: For each product indicated.
- B. Shop Drawings: Include the following:
  - 1. Seam locations.
  - 2. Pattern type, repeat, location, direction, and starting point.
  - 3. Pile direction.
  - 4. Insets and borders.
  - 5. Transition, and other accessory strips.
  - 6. Transition details to other flooring materials.
- C. Samples: For each for each carpet, cushion, and exposed accessory and for each color and pattern required.
- D. Product Schedule: Use same room and product designations indicated on Drawings and in schedules.
- E. Maintenance data.

#### 1.3 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified installer who is certified by the Floor Covering Installation Board or who can demonstrate compliance with its certification program requirements.

#### 1.4 DELIVERY, STORAGE, AND HANDLING

- A. Comply with CRI 104, Section 5, "Storage and Handling."

#### 1.5 PROJECT CONDITIONS

- A. General: Comply with CRI 104, Section 6.1, "Site Conditions; Temperature and Humidity."
- B. Environmental Limitations: Do not install carpet and cushion until wet work in spaces is complete and dry, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
- C. Do not install carpet over concrete slabs until slabs have cured and are sufficiently dry to bond with adhesive and concrete slabs have pH range recommended by manufacturer.
- D. Where demountable partitions or other items are indicated for installation on top of carpet, install carpet tile before installing these items.

## 1.6 WARRANTY

- A. Carpet Warranty: Manufacturer's standard form in which manufacturer agrees to replace carpet that does not comply with requirements or that fails within 10 years from date of Substantial Completion. Warranty does not include deterioration or failure of carpet from unusual traffic, failure of substrate, vandalism, or abuse. Failures include, but are not limited to, more than 10 percent loss of face fiber, edge raveling, snags, runs, and delamination.
- B. Carpet Cushion Warranty: Manufacturer's standard form agreeing to replace carpet cushion that does not comply with requirements or that fails within 10 years from date of Substantial Completion. Warranty does not include deterioration or failure of carpet cushion from unusual traffic, failure of substrate, vandalism, or abuse. Failure includes, but is not limited to, permanent indentation or compression.

## PART 2 - PRODUCTS

### 2.1 CARPET

- A. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the following:
- B. Products: Subject to compliance with requirements, provide one of the following:
  - 1. Carpet to be Bentley Mills, Collection: Saturnia, Motivo, Broadloom. Color to be selected from manufacturer's full range.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Comply with CRI 104, Section 8, "Direct Glue-Down." 10, "Attached Cushion."
- B. Maintain uniformity of carpet direction and lay of pile. At doorways, center seams under door in closed position. Bind or seal cut edges as recommended by carpet manufacturer.
- C. Install pattern parallel to walls and borders.

END OF SECTION 09680

## SECTION 099000 - PAINTING

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Surface preparation and finishing
- B. Paint exposed surfaces whether or not colors are designated in schedules except where a surface or material is specifically indicated not to be painted or is to remain natural. Where an item or surface is not specifically mentioned, paint the same as similar materials or surfaces in color selected by Architect.
- C. Painting includes exposed bare and covered pipes, ducts, support hangers, primed metal surfaces of mechanical and electrical equipment.
- D. Painting is not required on operating parts and labels.
- E. "Paint" includes coating systems materials, primers, emulsions, enamels, stains, sealers and fillers and other prime, intermediate, and finish coats.

#### 1.2 SYSTEM DESCRIPTION

- A. Finish Materials: Conform to applicable code for flame/fuel/smoke rating requirements.

#### 1.3 SUBMITTALS

- A. Product Data: Provide data on all finishing products.
- B. Submit manufacturer's full color line for initial selection process.
- C. Samples: Submit two samples, 6 x 6 inch in size illustrating range of colors and textures available for each surface finishing product selected from initial submission.
- D. Field Samples: On each wall and other exterior and interior component to receive paint, provide full three-coat finish samples on at least 100 square feet of surface; simulate finished lighting for review of in-place work.
- E. Final selection will be from job-applied samples only. Allow at least three minor shading changes of job-applied sample before final selection.

#### 1.4 DELIVERY, STORAGE, AND HANDLING

- A. Delivery, store, protect and handle products to site under provisions of Section 01001.
- B. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
- C. Container label to include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions to mixing and reducing.

- D. Store paint materials at minimum ambient temperature of 45 degrees F and a maximum of 90 degrees F in ventilated area, and as required by manufacturer's instructions.

#### 1.5 ENVIRONMENTAL REQUIREMENTS

- A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.
- B. Do not apply exterior coatings during rain or snow, or when relative humidity is outside the humidity ranges required by the paint product manufacturer.
- C. Minimum Application Temperatures for All Coatings: 45 degrees F for interiors; 50 degrees F for exterior; unless required otherwise by manufacturer's instructions.
- D. Provide lighting level of 80-footcandles measured mid-height at substrate surface.

#### 1.6 EXTRA MATERIALS

- A. Furnish under provisions of Division 1.
- B. Provide 1 gallon of each surface finishing product to Owner.
- C. Label each container with color, type, texture, and room locations in addition to the manufacturer's label.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. Manufacturers: (Premium Line Only)
  - 1. Sherwin-Williams Company – Basis of Design, or approved equal by one of the following.
    - a. Benjamin-Moore and Company
    - b. The Glidden Company
    - c. PPG
    - d. Rose Talbert
- B. Provide "Premium" line, top quality grade materials.
- C. Provide primers and undercoat paint produced by the same manufacturer as the finish coats.
- D. Coatings: Ready mixed, except field catalyzed coatings, of good flow and brushing properties, capable of drying or curing free of streaks or sags.
- E. Accessory Materials: Linseed oil, shellac, turpentine, paint thinners and other materials required to achieve the finishes specified.
- F. All materials utilized must be lead-free and shall comply with Section 401(b) of the Lead-Based Poisoning Prevention Act.



- G. VOC Content of Field-Applied Interior Paints and Coatings: Provide products that comply with the following limits for VOC content, exclusive of colorants added to a tint base, when calculated according to 40 CFR 59, Subpart D (EPA Method 24); these requirements do not apply to paints and coatings that are applied in a fabrication or finishing shop:
1. Flat Paints, Coatings, and Primers: VOC content of not more than 50 g/L.
  2. Nonflat Paints, Coatings, and Primers: VOC content of not more than 150 g/L.
  3. Anti-Corrosive and Anti-Rust Paints Applied to Ferrous Metals: VOC not more than 250 g/L.
  4. Floor Coatings: VOC not more than 100 g/L.
  5. Shellacs, Clear: VOC not more than 730 g/L.
  6. Shellacs, Pigmented: VOC not more than 550 g/L.
  7. Flat Topcoat Paints: VOC content of not more than 50 g/L.
  8. Nonflat Topcoat Paints: VOC content of not more than 150 g/L.
  9. Anti-Corrosive and Anti-Rust Paints Applied to Ferrous Metals: VOC not more than 250 g/L.
  10. Floor Coatings: VOC not more than 100 g/L.
  11. Shellacs, Clear: VOC not more than 730 g/L.
  12. Shellacs, Pigmented: VOC not more than 550 g/L.
  13. Primers, Sealers, and Undercoaters: VOC content of not more than 200 g/L.
  14. Dry-Fog Coatings: VOC content of not more than 400 g/L.
  15. Zinc-Rich Industrial Maintenance Primers: VOC content of not more than 340 g/L.
  16. Pre-Treatment Wash Primers: VOC content of not more than 420 g/L.

## PART 3 - EXECUTION

### 3.1 EXAMINATION AND PREPARATION

- A. Verify that substrate conditions are ready to receive Work. Testing of stucco substrates for alkalinity content is required prior to paint application. Submit test results to architect for evaluation.
- B. Measure moisture content of porous surfaces using an electronic moisture meter. Do not apply finishes unless moisture content is less than 12 percent.
- C. Correct minor defects and clean surfaces which affect Work of this Section.
- D. Gypsum Board Surfaces: Latex fill minor defects. Spot prime defects after repair.
- E. Galvanized Surfaces: Remove surface contamination and oils and wash with solvent. Apply coat of etching primer.
- F. Concrete Scheduled to Receive Paint Finish: Remove foreign matter. Remove oil and grease with a solution of tri-sodium phosphate, rinse well and allow to dry.
- G. Uncoated Ferrous Surfaces: Remove scale by wire brushing or sandblasting; wash clean with solvent. Apply treatment of phosphoric acid solution. Prime paint after repairs.
- H. Shop Primed Steel Surfaces: Sand and scrape to remove loose primer and rust, feather edges; clean surfaces with solvent. Prime bare steel surfaces.

- I. Interior Bare Wood Items Scheduled to Receive Paint Finish: Wipe surface clean; seal knots, pitch streaks, and sappy sections with sealer. Fill nail holes and cracks after primer has dried; sand between coats.

### 3.2 APPLICATION

- A. Apply products in accordance with manufacturer's instructions.
- B. Back prime interior woodwork scheduled to receive paint finish with primer paint.

### 3.3 FINISHING MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Color code items in accordance with requirements indicated. Color band and identify with flow arrows, names and numbering.
- B. Prime and paint insulated and exposed pipes, insulated and exposed ducts, hangers, brackets, collars and supports, except where items are prefinished.
- C. Paint interior surfaces of air ducts, convectors, and baseboard heating cabinets that are visible through grilles and louvers with one coat of flat black paint, to limit of sight line.
- D. Paint exposed conduit and electrical equipment occurring in finished areas, except pre-finished surfaces.
- E. Replace electrical plates, hardware, light fixture trim, and fittings removed prior to finishing.

### 3.4 PROGRESS CLEANING

- A. As work proceeds, promptly remove spilled, splashed, or spattered finishes.
- B. Collect waste material which may constitute a fire hazard, place in closed containers and remove daily from site

### 3.5 SCHEDULE – INTERIOR SURFACES

- A. Gypsum Drywall:
  - 1. One coat ProGreen 200 Low VOC, Interior Latex Primer.B28W600 (4 mils wet, 1.5 mils dry per coat)
  - 2. Two coats Latex Eg-shel finish, Pro-Green 200 B20-600 Series. (4 mils wet, 1.7 mils dry per coat)
- B. Wood with Transparent Finish: See section 064200.

### 3.6 SCHEDULE – COLORS

- A. To match existing adjacent surfaces.

END OF SECTION 099000

## SECTION 101100 - VISUAL DISPLAY SURFACES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes the following:
  - 1. Markerboards.

#### 1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
  - 1. Show location of panel joints.
  - 2. Include sections of typical trim members.
- C. Samples: For each type of visual display surface indicated.
- D. Product test reports for surface-burning characteristics of vinyl and polyester fabrics.
- E. Maintenance data.

#### 1.3 QUALITY ASSURANCE

- A. Installer Qualifications: An authorized representative of motor-operated, sliding visual display unit manufacturer for installation and maintenance of units required for this Project.
- B. Preinstallation Conference: Conduct conference at Project site.

#### 1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver factory-built visual display boards, including factory-applied trim where indicated, completely assembled in one piece without joints, where possible. If dimensions exceed maximum manufactured panel size, provide two or more pieces of equal length as acceptable to Architect. When overall dimensions require delivery in separate units, prefit components at the factory, disassemble for delivery, and make final joints at the site.

#### 1.5 WARRANTY

- A. Special Warranty for Porcelain-Enamel Face Sheets: Manufacturer's standard form in which manufacturer agrees to repair or replace porcelain-enamel face sheets that fail in materials or workmanship within specified warranty period.
  - 1. Failures include, but are not limited to, the following:
    - a. Surfaces lose original writing and erasing qualities.
    - b. Surfaces become slick or shiny.
    - c. Surfaces exhibit crazing, cracking, or flaking.
  - 2. Warranty Period: Life of the building.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
  - 1. Product: Subject to compliance with requirements, provide product specified.

### 2.2 MATERIALS, GENERAL

- A. Porcelain-Enamel Face Sheet: ASTM A 424, enameling-grade steel, uncoated thickness indicated; with exposed face and edges coated with primer, 1.7-to-2.5-mil- (0.043-to-0.064-mm-) thick ground coat, and color cover coat; and concealed face coated with primer and 1.7-to-2.5-mil- (0.043-to-0.064-mm-) thick ground coat.
  - 1. Gloss-Finish Cover Coat: Gloss as indicated; dry-erase markers wipe clean with dry cloth or standard eraser. Minimum 3.0-to-4.0-mil- (0.076-to-0.102-mm-) thick cover coat. Cover and ground coats shall be fused to steel at manufacturer's standard firing temperatures but not less than 1475 deg F (802 deg C).
    - a. Product: PolyVision Corporation; P<sup>3</sup> ceramicsteel Markerboard.
- B. Porcelain-Enamel Face Sheet: Porcelain-enamel-clad, ASTM A 463/A 463M, Type 1, stretcher-leveled aluminized steel, with 0.0236-inch (0.60-mm) uncoated thickness; with porcelain-enamel coating fused to steel at approximately 1000 deg F (538 deg C).
  - 1. Gloss Finish: Low gloss; dry-erase markers wipe clean with dry cloth or standard eraser. Suitable for use as projection screen.
    - a. Product: Claridge Products & Equipment, Inc.; LCS Markerboard.
- C. Particleboard: ANSI A208.1, Grade 1-M-1.
- D. Extruded Aluminum: ASTM B 221 (ASTM B 221M), Alloy 6063.
- E. Laminating Adhesive: Manufacturer's standard moisture-resistant thermoplastic type.

### 2.3 MARKERBOARD ASSEMBLIES

- A. Porcelain-Enamel Markerboard Assembly: Balanced, high-pressure, factory-laminated markerboard assembly of 3-ply construction consisting of backing sheet, core material, and 0.013-inch- (0.33-mm-) thick, porcelain-enamel face sheet with high-gloss finish.
  - 1. Manufacturers:
    - a. Claridge Products & Equipment, Inc.; LCS; Type A.
    - b. PolyVision Corporation; P3; 500.
    - c. Equivalent by Newline Products, Inc.
  - 2. Particleboard Core: 3/8 inch (9.5 mm) thick; with 0.005-inch- (0.127-mm-) thick, aluminum foil backing.

### 2.4 MARKERBOARD ACCESSORIES

- A. Aluminum Frames and Trim: Fabricated from not less than 0.062-inch- (1.57-mm-) thick, extruded aluminum; of size and shape indicated.
  - 1. Factory-Applied Trim: Manufacturer's standard.

- B. Chalktray: Manufacturer's standard, continuous, extruded aluminum, box type with slanted front, grooved tray, and cast-aluminum end closures.
- C. Map Rail: Provide the following accessories:
  - 1. Display Rail: Continuous and integral with map rail; fabricated from cork approximately 1 to 2 inches (25 to 50 mm) wide.
  - 2. End Stops: Located at each end of map rail.
  - 3. Map Hooks: Two map hooks for every 48 inches (1220 mm) of map rail or fraction thereof.
  - 4. Paper Holder: Extruded aluminum; designed to hold paper by clamping action.

## 2.5 FABRICATION

- A. Fabricate visual display surfaces to sizes indicated on Drawings.
- B. Porcelain-Enamel Visual Display Assemblies: Laminate porcelain-enamel face sheet and backing sheet to core material under heat and pressure with manufacturer's standard flexible, waterproof adhesive.
- C. Visual Display Boards: Factory assemble visual display boards, unless otherwise indicated.
  - 1. Where factory-applied trim is indicated, trim shall be assembled and attached to visual display boards at manufacturer's factory before shipment.
- D. Factory-Assembled Visual Display Units: Coordinate factory-assembled units with trim and accessories indicated. Join parts with a neat, precision fit.
  - 1. Make joints only where total length exceeds maximum manufactured length. Fabricate with minimum number of joints, as indicated on approved Shop Drawings.
  - 2. Provide manufacturer's standard vertical-joint spline system between abutting sections of markerboards.
- E. Aluminum Frames and Trim: Fabricate units straight and of single lengths, keeping joints to a minimum. Miter corners to neat, hairline closure.
  - 1. Where factory-applied trim is indicated, trim shall be assembled and attached to visual display units at manufacturer's factory before shipment.
- F. Aluminum Anodic Finish: Class II, clear anodic coating complying with AAMA 611.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Prepare surfaces to achieve a smooth, dry, clean surface free of flaking, unsound coatings, cracks, defects, and substances that will impair bond between visual display boards and surfaces.
- B. Install visual display surfaces in locations and at mounting heights indicated on Drawings. Keep perimeter lines straight, level, and plumb. Provide grounds, clips, backing materials, adhesives, brackets, anchors, blocking, trim, and accessories necessary for complete installation.
  - 1. Provide manufacturer's standard vertical-joint spline system between abutting sections of markerboards.

END OF SECTION 10101

## SECTION 115213 - PROJECTION SCREENS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes front-projection screens.
- B. See Division 26 Sections for electrical service and connections including metal device boxes for switches and conduit, where required, for low-voltage control wiring.

#### 1.2 SUBMITTALS

- A. Product Data: For each type of screen indicated.
- B. Shop Drawings: Show layouts and types of projection screens. Include the following:
  - 1. Location of screen centerline relative to ends of screen case.
  - 2. Location of wiring connections.
  - 3. Location of seams in viewing surfaces.
  - 4. Connections to supporting structure for pendant- and recess-mounted screens.
  - 5. Anchorage details.
  - 6. Wiring Diagrams: For electrically operated units.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
  - 1. Products: Subject to compliance with requirements, provide one of the products specified.

#### 2.2 FRONT-PROJECTION ELECTRIC SCREENS

- A. Electrically Operated Screens, General: Manufacturer's standard units consisting of case, screen, motor, controls, mounting accessories, and other components necessary for a complete installation.
  - 1. Low-Voltage Control: System consisting of a control unit with 24-V power supply, remote 3-button or 3-position switches, and interconnecting wiring.
  - 2. End-Mounted Motor: Instant-reversing, gear-drive motor with permanently lubricated ball bearings, automatic thermal-overload protection, preset limit switches, and positive-stop action to prevent coasting.
- B. Recessed, Electrically Operated Screens with Automatic Ceiling Closure: Motor in roller units designed and fabricated for recessed installation in ceiling; with bottom of case composed of two panels: one panel designed to open and close automatically, the other removable or openable for access to interior of case.
  - 1. Products:
    - a. Da-Lite Screen Co., Inc.; Boardroom Electrol, Da-Matt White (Basis of Design) Model as indicated by on drawings

- C. Screen Material and Viewing Surface:
  - 1. Matte-White Viewing Surface: Peak gain of 0.9 to 1.0, and gain of not less than 0.8 at an angle of 50 degrees from the axis of the screen surface.
  - 2. Seamless Construction: Provide screens, in sizes indicated, without seams.
  - 3. Edge Treatment:
    - a. Black masking borders and at extra drop lengths.
    - b. The ends of the aluminum slat to be protected by heavy duty plastic plugs.
  - 4. Size of Viewing Surface in HDTV Format

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install front-projection screens with screen cases in position and in relation to adjoining construction indicated. Securely anchor to supporting substrate in a manner that produces a smoothly operating screen with vertical edges plumb and viewing surface flat when screen is lowered.
  - 1. Install low-voltage controls according to NFPA 70 and manufacturer's written instructions.
    - a. Wiring Method: Install wiring in raceway except in accessible ceiling spaces and in gypsum board partitions where unenclosed wiring method may be used. Use UL-listed plenum cable in environmental air spaces, including plenum ceilings. Conceal raceway and cables except in unfinished spaces.
  - 2. Test electrically operated units to verify that screen controls, limit switches, closure, and other operating components are in optimum functioning condition.

END OF SECTION 11132



## SECTION 211313 - WET-PIPE SPRINKLER SYSTEMS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Pipes, fittings, and specialties.
  - 2. Fire-protection valves.

#### 1.3 SYSTEM DESCRIPTIONS

- A. Wet-Pipe Sprinkler System: Automatic sprinklers are attached to piping containing water and that is connected to water supply through alarm valve. Water discharges immediately from sprinklers when they are opened. Sprinklers open when heat melts fusible link or destroys frangible device.

#### 1.4 PERFORMANCE REQUIREMENTS

- A. Standard-Pressure Piping System Component: Listed for **175-psig** minimum working pressure.
- B. Delegated Design: Design sprinkler system(s), including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
  - 1. Available fire-hydrant flow test records indicate the following conditions:
    - a. See drawings
- C. Sprinkler system design shall be approved by authorities having jurisdiction.
  - 1. Margin of Safety for Available Water Flow and Pressure: 5 psi.
  - 2. Sprinkler Occupancy Hazard Classifications:
    - a. See drawings.
  - 3. Minimum Density for Automatic-Sprinkler Piping Design:
    - a. See drawings.

4. Maximum Protection Area per Sprinkler: Per UL listing.
  5. Total Combined Hose-Stream Demand Requirement: According to NFPA 13 unless otherwise indicated:
    - a. Light-Hazard Occupancies: 100 gpm for 30 minutes.
    - b. Ordinary-Hazard Occupancies: 250 gpm for 60 minutes.
- D. Seismic Performance: Sprinkler piping shall withstand the effects of earthquake motions determined according to NFPA 13 and ASCE/SEI 7-10.

#### 1.5 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: For wet-pipe sprinkler systems. Include plans, elevations, sections, details, and attachments to other work. Provide hydraulic calculations and seismic bracing calculations.
- C. Delegated-Design Submittal: For sprinkler systems indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.
- D. Field Test Reports and Certificates: Indicate and interpret test results for compliance with performance requirements and as described in NFPA 13. Include "Contractor's Material and Test Certificate for Aboveground Piping."
- E. Field quality-control reports.

#### 1.6 QUALITY ASSURANCE

- A. Installer Qualifications:
  1. Installer's responsibilities include designing, fabricating, and installing sprinkler systems and performing associated hydraulic calculations and seismic calculations. Base hydraulic calculations on results of fire-hydrant flow test.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- C. NFPA Standards: Sprinkler system equipment, specialties, accessories, installation, and testing shall comply with the following:
  1. NFPA 13, "Installation of Sprinkler Systems."

## 1.7 PROJECT CONDITIONS

- A. Interruption of Existing Sprinkler Service: Do not interrupt sprinkler service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary sprinkler service according to requirements indicated:
  - 1. Notify Architect/Engineer or Agency no fewer than five business days in advance of proposed interruption of sprinkler service.
  - 2. Do not proceed with interruption of sprinkler service without Agency's written permission.

## 1.8 COORDINATION

- A. Coordinate layout and installation of sprinklers with other construction that penetrates ceilings, including light fixtures, HVAC equipment, partition assemblies, etc.
- B. Coordinate layout and installation of sprinkler piping with other construction above ceilings, including ductwork and insulation, piping and insulation, light fixtures and clearances, HVAC equipment and service clearances, structural components, etc.

## 1.9 EXTRA MATERIALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
  - 1. Provide number of spare sprinklers prescribed by NFPA 13.

## PART 2 - PRODUCTS

### 2.1 PIPING MATERIALS

- A. Comply with requirements in "Piping Schedule" Article for applications of pipe, tube, and fitting materials, and for joining methods for specific services, service locations, and pipe sizes.

### 2.2 STEEL PIPE AND FITTINGS

- A. Schedule 40, Black-Steel Pipe: ASTM A 53/A 53M, Type E, Grade B. Pipe ends may be factory or field formed to match joining method.
- B. Schedule 10, Black-Steel Pipe: ASTM A 135 or ASTM A 795/A 795M, Schedule 10 in NPS 5 and smaller; and NFPA 13-specified wall thickness in NPS 6 to NPS 10, plain end.
- C. Uncoated, Gray-Iron Threaded Fittings: ASME B16.4, Class 125, standard pattern.
- D. Grooved-Joint, Steel-Pipe Appurtenances:

1. **Manufacturers:** Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. **Anvil International, Inc.**
  - b. **Tyco Fire & Building Products LP.**
  - c. **Victaulic Company.**
  - d. Or approved equal.
2. Pressure Rating: **300 psig** minimum.
3. Grooved-End Fittings for Steel Piping: ASTM A 47/A 47M, malleable-iron casting or ASTM A 536, ductile-iron casting; with dimensions matching steel pipe.
4. Grooved-End-Pipe Couplings for Steel Piping: AWWA C606 and UL 213, rigid pattern, unless otherwise indicated, for steel-pipe dimensions. Include ferrous housing sections, EPDM-rubber gasket, and bolts and nuts.

### 2.3 SPRINKLER SPECIALTY PIPE FITTINGS

#### A. Flexible, Sprinkler Hose Fittings:

1. **Manufacturers:** Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. **Fivalco Inc.**
  - b. **FlexHead Industries, Inc.**
  - c. **Victaulic Company.**
  - d. Or approved equal.
2. Standard: UL 1474.
3. Type: Flexible braided hose for connection to sprinkler, and with bracket for connection to ceiling grid.
4. Pressure Rating: **175 psig** minimum.
5. Size: Same as connected piping, for sprinkler.
6. Maximum length: 36”.

### 2.4 SPRINKLERS

#### A. **Manufacturers:** Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

1. **Reliable Automatic Sprinkler Co., Inc.**
2. **Tyco Fire & Building Products LP.**
3. **Viking Corporation.**
4. Or approved equal.

#### B. General Requirements:

1. Standard: UL's "Fire Protection Equipment Directory" listing or "Approval Guide," published by FM Global, listing.
  2. Pressure Rating for Automatic Sprinklers: 175 psig minimum.
- C. Automatic Sprinklers with Heat-Responsive Element:
1. Characteristics: Nominal 1/2-inch orifice with Discharge Coefficient K of 5.6, and for "Ordinary" temperature classification rating unless otherwise indicated or required by application.
- D. Sprinkler Finishes:
1. Chrome plated.

## PART 3 - EXECUTION

### 3.1 PIPING INSTALLATION

- A. Locations and Arrangements: Drawing plans, schematics, and diagrams indicate general location and arrangement of piping. Install piping as indicated, as far as practical.
1. Deviations from approved working plans for piping require written approval from authorities having jurisdiction. File written approval with Architect before deviating from approved working plans.
- B. Piping Standard: Comply with requirements for installation of sprinkler piping in NFPA 13.
- C. Install seismic restraints on piping. Comply with requirements for seismic-restraint device materials and installation in NFPA 13.
- D. Use listed fittings to make changes in direction, branch takeoffs from mains, and reductions in pipe sizes.
- E. Install sprinkler piping with drains for complete system drainage.
- F. Install hangers and supports for sprinkler system piping according to NFPA 13. Comply with requirements for hanger materials in NFPA 13.
- G. Fill sprinkler system piping with water.
- H. Install sleeves for piping penetrations of walls, ceilings, and floors.
- I. Install sleeve seals for piping penetrations of concrete walls and slabs.
- J. Install escutcheons for piping penetrations of walls, ceilings, and floors in exposed areas.
- K. Flexible sprinkler fittings shall be installed in strict conformance with minimum bend radius and maximum number of turns per listing and manufacturer's installation requirements, whichever more restrictive.

### 3.2 JOINT CONSTRUCTION

- A. Install couplings, flanges, flanged fittings, unions, nipples, and transition and special fittings that have finish and pressure ratings same as or higher than system's pressure rating for aboveground applications unless otherwise indicated.
- B. Install flanges, flange adapters, or couplings for grooved-end piping on valves, apparatus, and equipment having **NPS 2-1/2** and larger end connections.
- C. Ream ends of pipes and tubes and remove burrs. Bevel plain ends of steel pipe.
- D. Remove scale, slag, dirt, and debris from inside and outside of pipes, tubes, and fittings before assembly.
- E. Threaded Joints: Thread pipe with tapered pipe threads according to ASME B1.20.1. Cut threads full and clean using sharp dies. Ream threaded pipe ends to remove burrs and restore full ID. Join pipe fittings and valves as follows:
  - 1. Apply appropriate tape or thread compound to external pipe threads.
  - 2. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged.
- F. Steel-Piping, Cut-Grooved Joints: Cut square-edge groove in end of pipe according to AWWA C606. Assemble coupling with housing, gasket, lubricant, and bolts. Join steel pipe and grooved-end fittings according to AWWA C606 for steel-pipe joints.
- G. Steel-Piping, Roll-Grooved Joints: Roll rounded-edge groove in end of pipe according to AWWA C606. Assemble coupling with housing, gasket, lubricant, and bolts. Join steel pipe and grooved-end fittings according to AWWA C606 for steel-pipe grooved joints.
- H. Dissimilar-Material Piping Joints: Make joints using adapters compatible with materials of both piping systems.

### 3.3 SPRINKLER INSTALLATION

- A. Install sprinklers in suspended ceilings in center of 2'x2' acoustical ceiling panels, and in center of half-tile in 2'x4' acoustical ceiling panels.
- B. Provide oversize escutcheons for seismic movement, or install sprinklers into flexible, sprinkler hose fittings and install hose into bracket on ceiling grid.

### 3.4 IDENTIFICATION

- A. Install labeling and pipe markers on equipment and piping according to requirements in NFPA 13.

### 3.5 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
- B. Tests and Inspections:
  - 1. Leak Test: After installation, charge systems and test for leaks. Repair leaks and retest until no leaks exist.
  - 2. Flush, test, and inspect sprinkler systems according to NFPA 13, "Systems Acceptance" Chapter.
  - 3. Coordinate with fire-alarm tests. Operate as required.
- C. Sprinkler piping system will be considered defective if it does not pass tests and inspections.
- D. Prepare test and inspection reports.
- E. All flexible sprinkler fittings shall be checked for strict conformance to manufacturers and UL listing's bend radius.

### 3.6 CLEANING

- A. Clean dirt and debris from sprinklers.
- B. Remove and replace sprinklers with paint other than factory finish.

### 3.7 PIPING SCHEDULE

- A. Standard-pressure, wet-pipe sprinkler system piping shall be one of the following:
  - 1. Schedule 40, black-steel pipe with threaded ends; uncoated, gray-iron threaded fittings; and threaded joints.
  - 2. Schedule 40, black-steel pipe with cut- or roll-grooved ends; uncoated, grooved-end fittings for steel piping; grooved-end-pipe couplings for steel piping; and grooved joints.
  - 3. Schedule 10, black-steel pipe with roll-grooved ends; uncoated, grooved-end fittings for steel piping; grooved-end-pipe couplings for steel piping; and grooved joints.

### 3.8 SPRINKLER SCHEDULE

- A. Use sprinkler types in subparagraphs below for the following applications:
  - 1. Rooms without Ceilings: Upright pendent.
  - 2. Rooms with Suspended Ceilings: Recessed pendent sprinklers.
  - 3. Wall Mounting: Sidewall sprinklers.
- B. Provide sprinkler types in subparagraphs below with finishes indicated.

1. Recessed Sprinklers: Bright chrome, with bright chrome escutcheon, and factory-painted white oversize escutcheon for seismic movement if flexible sprinkler fittings are not installed.
2. Upright, Pendent, and Sidewall Sprinklers: Chrome plated in finished spaces exposed to view; rough bronze in unfinished spaces not exposed to view.

END OF SECTION 211313



## SECTION 230000 - BASIC MECHANICAL MATERIALS AND METHODS

### PART 1 - GENERAL

#### 1.1 IMPOSED REGULATIONS:

- A. Applicable provisions of the State and Local Codes and of the following codes and standards in addition to those listed elsewhere in the specifications are hereby imposed on a general basis for mechanical work: codes and standards listed on the mechanical drawings.

#### 1.2 SCOPE OF WORK:

- A. Provide all labor, materials, equipment and supervision to construct complete and operable mechanical systems as indicated on the drawings and specified herein. All materials and equipment used shall be new, undamaged and free from any defects.

#### 1.3 RELATED DOCUMENTS AND OTHER INFORMATION:

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the portions of work specified in each and every Section of this Division, individually and collectively.
- B. It is recognized that separate sub-contracts may be instituted by THIS CONTRACT'S GENERAL CONTRACTOR with others. It is the responsibility of THIS CONTRACT'S GENERAL CONTRACTOR to completely inform, coordinate and advise those sub-contractors as to all of the requirements, conditions and information associated with providing and installing their portion of the total job.

#### 1.4 EXISTING SERVICES AND FACILITIES:

- A. Damage to Existing Services: Existing services and facilities damaged by the Contractor through negligence or through use of faulty materials or workmanship shall be promptly repaired, replaced, or otherwise restored to previous conditions by the Contractor without additional cost to the Owner.
- B. Interruption of Services: Interruptions of services necessary for connection to or modification of existing systems or facilities shall occur only at prearranged times approved by the Owner. Interruptions shall only occur after the provision of all temporary work and the availability of

adequate labor and materials will assure that the duration of the interruption will not exceed the time agreed upon.

- C. Removed Materials: Existing materials made unnecessary by the new installation shall be stored on site. They shall remain the property of the Owner and shall be stored at a location and in a manner as directed by the Owner. If classified by the Owner's authorized representative as unsuitable for further use, the material shall become the property of the Contractor and shall be removed from the site at no additional cost to the owner.

#### 1.5 PRODUCT WARRANTIES:

- A. Provide manufacturer's standard printed commitment in reference to a specific product and normal application, stating that certain acts of restitution will be performed for the Purchaser or Owner by the manufacturer, when and if the product fails within certain operational conditions and time limits. Where the warranty requirements of a specific specification section exceeds the manufacturer's standard warranty, the more stringent requirements will apply and modified manufacturer's warranty shall be provided. In no case shall the manufacturer's warranty be less than one (1) year.

#### 1.6 PRODUCT SUBSTITUTIONS:

- A. General: Materials specified by manufacturer's name shall be used unless prior approval of an alternate is given by addenda. Requests for substitutions must be received in the office of the Architect at least 10 days prior to opening of bids. Refer to the general conditions for the substitution request form and required documentation.

### PART 2 - PRODUCTS

#### 2.1 GENERAL MECHANICAL PRODUCT REQUIREMENTS

- A. Standard Products: Provide not less (quality) than manufacturer's standard products, as specified by their published product data. In addition to the indication that a particular product/model number is acceptable, comply with the specified requirements. Do not assume that the available off-the-shelf condition of a product complies with the requirements; as an example, a specific finish or color may be required.
- B. Uniformity: Where multiple units of a general product are required for the mechanical work, provide identical products by the same manufacturer, without variations except for sizes and similar variations as indicated.

- C. Product Compatibility, Options: Where more than one product selection is specified, either generically or proprietarily, selection is Purchaser's or Installer's option. Provide mechanical adaptations as needed for interfacing of selected products in the work.
- D. Equipment Nameplates: Provide a permanent operational data nameplate on each item of power operated mechanical equipment, indicating the manufacturer, product name, model number, serial number, speed, capacity, power characteristics, labels of tested compliance, and similar essential operating data.
- E. Locate nameplates in easy-to-read locations. When product is visually exposed in an occupied area of the building, locate nameplate in a concealed position (where possible) which is accessible for reading by service personnel.

### PART 3 - EXECUTION

#### 3.1 PRODUCT INSTALLATION, GENERAL:

- A. Except where more stringent requirements are indicated, comply with the product manufacturer's installation instructions and recommendations, including handling, anchorage, assembly, connections, cleaning and testing, charging, lubrication, startup, test operation and shut-down of operating equipment. Consult with manufacturer's technical experts, for specific instructions on unique product conditions and unforeseen problems.
- B. Protection and Identification: Deliver products to project properly identified with names, models numbers, types, grades, compliance labels and similar information needed for distinct identifications; adequately packaged or protected to prevent deterioration during shipment, storage and handling. Store in a dry, well ventilated, indoor space, except where prepared and protected by the manufacturer specifically for exterior storage.
- C. Permits and Tests: Provide labor, material and equipment to perform all tests required by the governing agencies and submit a record of all tests to the Owner or his representative. Notify the Architect five days in advance of any testing.

END OF SECTION 230000

## SECTION 230510 – MECHANICAL COORDINATION

### PART 1 - GENERAL

#### 1.1 QUALITY ASSURANCE

- A. Mechanical Coordination Drawings: Prepare a set of coordination drawings showing the coordination of the major elements, components and systems of the mechanical work, and showing the coordination of mechanical work with other work. Prepare drawings at accurate scale and sufficiently large to show locations of every item, including clearances for installing, maintaining, insulating, breaking down equipment, replacing motors and similar requirements. Drawings shall indicate coordination with all other trades including, but not limited to, lighting, structural, plumbing and architectural items. Prepare drawings to include plans, elevations, sections and details as needed to conclusively show successful coordination and integration of the work. Submit drawings for review by the Architect/Engineer.

### PART 2 - PRODUCTS

#### 2.1 MECHANICAL PRODUCT COORDINATION

- A. Power Characteristics: Refer to the electrical sections of the specifications and the electrical drawings for the power characteristics available for the operation of each power driven item of mechanical equipment. The electrical design was based on the power requirements of the mechanical equipment manufacturer scheduled or specified as "basis of design." Any modifications to the electrical system that are required due to the use of an approved equivalent manufacturer shall be made at no additional cost to the owner. All changes must be clearly documented and submitted for review by the Architect/Engineer prior to purchasing equipment. Coordinate purchases to ensure uniform interface with electrical work. Refer to specification Div. 26 for additional coordination requirements.
- B. Coordination of Options and Substitutions: When the contract documents permit the selection from several product options and it becomes necessary to authorize a substitution, do not proceed with purchase until coordination of interface to equipment has been checked and satisfactorily established.

### PART 3 - EXECUTION

#### 3.1 INSPECTION AND PREPARATION

- A. Substrate Examination: The Installer of each element of the mechanical work must examine the condition of the substrate to receive the work, the conditions under which the work will be performed, and must notify the Contractor in writing of conditions detrimental to the proper

completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Installer.

- B. Do not proceed with the installation of sleeves, anchors, hangers, roof penetrations and similar work until mechanical coordination drawings have been processed and released for construction. Where work must be installed prior to that time in order to avoid a project delay, review proposed installation in a project coordination meeting including all parties involved with the interfacing of the work.

### 3.2 CUTTING AND PATCHING

- A. Structural Limitations: Do not cut structural framing, walls, floors, decks and other members intended to withstand stress, except with the Architect's or Engineer's written authorization. Authorization will be granted only where there is not other reasonable method for completing the mechanical work, and where the proposed cutting clearly does not materially weaken the structure.
- B. Where authorized, cut opening through concrete (for pipe penetrations and similar services) by core drilling or sawing. Do not cut by hammer-driven chisel or drill.
- C. Other work: Do not endanger or damage other work through the procedures and processes of cutting to accommodate mechanical work. Review the proposed cutting with the Installer of the work to be cut, and comply with his recommendations to minimize damage. Where necessary, engage the original Installer or other specialists to execute the cutting in the recommended manner.
- D. Where patching is required to restore other work, because of either cutting or other damage inflicted during the installation of mechanical work, execute the patching in the manner recommended by the original Installer. Restore the other work in every respect, including the elimination of visual defects in exposed finishes, as judged by the Architect. Engage the original Installer to complete patching of the following categories of work:
  - 1. Exposed concrete finishes.
  - 2. Exposed masonry.
  - 3. Waterproofing and vapor barriers.
  - 4. Roofing, flashing and accessories.
  - 5. Interior exposed finishes and casework, where judged by the Architect to be difficult to achieve an acceptable match by other means.

### 3.3 COORDINATION OF MECHANICAL INSTALLATION

- A. General: Sequence, coordinate and integrate the various elements of mechanical work so that the mechanical plant will perform as indicated and be in harmony with the other work of the building. The Architect/Engineer will not supervise the coordination, which is the exclusive responsibility of the Contractor. Comply with the following requirements:

- B. Install piping, ductwork and similar services straight and true, aligned with other work and with overhead structures and allowing for insulation. Conceal where possible.
- C. Arrange work to facilitate maintenance and repair or replacement of equipment. Locate services requiring maintenance on valves and similar units in front of services requiring less maintenance. Connect equipment for ease of disconnecting, with minimum of interference with other work.
- D. Give the right-of way to piping systems required to slope for drainage (over other service lines).
- E. Piping shall be located to avoid interference with ductwork and light fixtures.
- F. Drawings: Conform with the arrangement indicated by the contract documents to the greatest extent possible, recognizing that portions of the work are shown only in diagrammatic form. Where coordination requirements conflict with individual system requirements, comply with the Architect's decision on resolution of the conflict.
- G. Electrical Work: Coordinate the mechanical work with electrical work, and properly interface with the electrical service. In general, and except as otherwise indicated, install mechanical equipment ready for electrical connection. Refer to the electrical sections of the specifications for electrical connection of mechanical equipment.
- H. Utility Connections: Coordinate the connection of mechanical systems with exterior underground utilities and services. Comply with the requirements of governing regulations, franchised service companies and controlling agencies. Provide a single connection for each service except where multiple connections are indicated.

#### 3.4 COORDINATION OF MECHANICAL START-UP

- A. Seasonal Requirements: Adjust and coordinate the timing of mechanical system start-ups with seasonal variations, so that demonstration and testing of specified performance can be observed and recorded. Exercise proper care in off-season start-ups to ensure that systems and equipment will not be damaged by the operation.
- B. Painting and Air Distribution: Coordinate the initial cleaning and start-up of the HVAC air distribution system, to occur prior to preparatory cleaning and general interior painting and decorating on the project.

END OF SECTION 230510

## SECTION 230513 - COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes general requirements for single-phase and polyphase, general-purpose, horizontal, small and medium, squirrel-cage induction motors for use on ac power systems up to 600 V and installed at equipment manufacturer's factory or shipped separately by equipment manufacturer for field installation.

#### 1.3 COORDINATION

- A. Coordinate features of motors, installed units, and accessory devices to be compatible with the following:
  - 1. Motor controllers.
  - 2. Torque, speed, and horsepower requirements of the load.
  - 3. Ratings and characteristics of supply circuit and required control sequence.
  - 4. Ambient and environmental conditions of installation location.

### PART 2 - PRODUCTS

#### 2.1 GENERAL MOTOR REQUIREMENTS

- A. Comply with NEMA MG 1 unless otherwise indicated.
- B. Comply with IEEE 841 for severe-duty motors.

#### 2.2 MOTOR CHARACTERISTICS

- A. Duty: Continuous duty.
- B. Capacity and Torque Characteristics: Sufficient to start, accelerate, and operate connected loads at designated speeds, at installed altitude and environment, with indicated operating sequence, and without exceeding nameplate ratings or considering service factor.

## 2.3 POLYPHASE MOTORS

- A. Description: NEMA MG 1, Design B, medium induction motor.
- B. Efficiency: Energy efficient, as defined in NEMA MG 1.
- C. Service Factor: 1.15.
- D. Multispeed Motors: Variable torque.
  - 1. For motors with 2:1 speed ratio, consequent pole, single winding.
  - 2. For motors with other than 2:1 speed ratio, separate winding for each speed.
- E. Multispeed Motors: Separate winding for each speed.
- F. Rotor: Random-wound, squirrel cage.
- G. Bearings: Regreasable, shielded, antifriction ball bearings suitable for radial and thrust loading.
- H. Temperature Rise: Match insulation rating.
- I. Insulation: Class F.
- J. Code Letter Designation:
  - 1. Motors 15 HP and Larger: NEMA starting Code F or Code G.
  - 2. Motors Smaller than 15 HP: Manufacturer's standard starting characteristic.
- K. Enclosure Material: Cast iron for motor frame sizes 324T and larger; rolled steel for motor frame sizes smaller than 324T.

## 2.4 POLYPHASE MOTORS WITH ADDITIONAL REQUIREMENTS

- A. Motors Used with Reduced-Voltage and Multispeed Controllers: Match wiring connection requirements for controller with required motor leads. Provide terminals in motor terminal box, suited to control method.
- B. Motors Used with Variable Frequency Controllers: Ratings, characteristics, and features coordinated with and approved by controller manufacturer.
  - 1. Windings: Copper magnet wire with moisture-resistant insulation varnish, designed and tested to resist transient spikes, high frequencies, and short time rise pulses produced by pulse-width modulated inverters.
  - 2. Energy- and Premium-Efficient Motors: Class B temperature rise; Class F insulation.
  - 3. Inverter-Duty Motors: Class F temperature rise; Class H insulation.
  - 4. Thermal Protection: Comply with NEMA MG 1 requirements for thermally protected motors.
- C. Severe-Duty Motors: Comply with IEEE 841, with 1.15 minimum service factor.



## 2.5 SINGLE-PHASE MOTORS

- A. Motors larger than 1/20 hp shall be one of the following, to suit starting torque and requirements of specific motor application:
  - 1. Permanent-split capacitor.
  - 2. Split phase.
  - 3. Capacitor start, inductor run.
  - 4. Capacitor start, capacitor run.
- B. Multispeed Motors: Variable-torque, permanent-split-capacitor type.
- C. Bearings: Prelubricated, antifriction ball bearings or sleeve bearings suitable for radial and thrust loading.
- D. Motors 1/20 HP and Smaller: Shaded-pole type.
- E. Thermal Protection: Internal protection to automatically open power supply circuit to motor when winding temperature exceeds a safe value calibrated to temperature rating of motor insulation. Thermal-protection device shall automatically reset when motor temperature returns to normal range.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 230513

## SECTION 230548 - VIBRATION AND SEISMIC CONTROLS FOR HVAC

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

A. Section Includes:

1. Elastomeric isolation pads.
2. Elastomeric isolation mounts.
3. Restrained elastomeric isolation mounts.
4. Open-spring isolators.
5. Housed-spring isolators.
6. Restrained-spring isolators.
7. Housed-restrained-spring isolators.
8. Pipe-riser resilient supports.
9. Resilient pipe guides.
10. Elastomeric hangers.
11. Spring hangers.
12. Snubbers.
13. Restraint channel bracings.
14. Restraint cables.
15. Seismic-restraint accessories.
16. Mechanical anchor bolts.
17. Adhesive anchor bolts.
18. Vibration isolation equipment bases.
19. Restrained isolation roof-curb rails.

B. Related Requirements:

1. Section 220548 "Vibration and Seismic Controls for Plumbing" for devices for plumbing equipment and systems.

#### 1.3 DEFINITIONS

- A. IBC: International Building Code.
- B. ICC-ES: ICC-Evaluation Service.
- C. OSHPD: Office of Statewide Health Planning & Development (for the State of California).

## 1.4 ACTION SUBMITTALS

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

1. Include rated load, rated deflection, and overload capacity for each vibration isolation device.
2. Illustrate and indicate style, material, strength, fastening provision, and finish for each type and size of vibration isolation device and seismic-restraint component required.
  - a. Tabulate types and sizes of seismic restraints, complete with report numbers and rated strength in tension and shear as evaluated by an agency acceptable to authorities having jurisdiction.
  - b. Annotate to indicate application of each product submitted and compliance with requirements.
3. Interlocking Snubbers: Include ratings for horizontal, vertical, and combined loads.

### B. Shop Drawings:

1. Detail fabrication and assembly of equipment bases. Detail fabrication including anchorages and attachments to structure and to supported equipment. Include adjustable motor bases, rails, and frames for equipment mounting.
2. Vibration Isolation Base Details: Detail fabrication including anchorages and attachments to structure and to supported equipment. Include adjustable motor bases, rails, and frames for equipment mounting.

### C. Delegated-Design Submittal: For each vibration isolation and seismic-restraint device.

1. Include design calculations and details for selecting vibration isolators, seismic restraints, and vibration isolation bases complying with performance requirements, design criteria, and analysis data signed and sealed by the qualified professional engineer responsible for their preparation.
2. Design Calculations: Calculate static and dynamic loading due to equipment weight, operation, and seismic forces required to select vibration isolators and seismic restraints and for designing vibration isolation bases.
3. Riser Supports: Include riser diagrams and calculations showing anticipated expansion and contraction at each support point, initial and final loads on building structure, spring deflection changes, and seismic loads. Include certification that riser system was examined for excessive stress and that none exists.
4. Seismic-Restraint Details:
  - a. Design Analysis: To support selection and arrangement of seismic restraints. Include calculations of combined tensile and shear loads.
  - b. Details: Indicate fabrication and arrangement. Detail attachments of restraints to the restrained items and to the structure. Show attachment locations, methods, and spacings. Identify components, list their strengths, and indicate directions and values of forces transmitted to the structure during seismic events. Indicate association with vibration isolation devices.

- c. Coordinate seismic-restraint and vibration isolation details with restraint details required for equipment mounted outdoors. Comply with requirements in other Sections for equipment mounted outdoors.
- d. Preapproval and Evaluation Documentation: By an agency acceptable to authorities having jurisdiction, showing maximum ratings of restraint items and the basis for approval (tests or calculations).

## 1.5 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Show coordination of vibration isolation device installation and seismic bracing for HVAC piping and equipment with other systems and equipment in the vicinity, including other supports and restraints, if any.
- B. Qualification Data: For professional engineer and testing agency.
- C. Welding certificates.
- D. Field quality-control reports.

## 1.6 QUALITY ASSURANCE

- A. Testing Agency Qualifications: An independent agency, with the experience and capability to conduct the testing indicated, that is an NRTL as defined by OSHA in 29 CFR 1910.7 and that is acceptable to authorities having jurisdiction.
- B. Comply with seismic-restraint requirements in the IBC unless requirements in this Section are more stringent.
- C. Welding Qualifications: Qualify procedures and personnel according to AWS D1.1/D1.1M, "Structural Welding Code - Steel."
- D. Seismic-restraint devices shall have horizontal and vertical load testing and analysis and shall bear anchorage preapproval OPA number from OSHPD, preapproval by ICC-ES, or preapproval by another agency acceptable to authorities having jurisdiction, showing maximum seismic-restraint ratings. Ratings based on independent testing are preferred to ratings based on calculations. If preapproved ratings are unavailable, submittals based on independent testing are preferred. Calculations (including combining shear and tensile loads) to support seismic-restraint designs must be signed and sealed by a qualified professional engineer.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Seismic-Restraint Loading:

1. Site Class as Defined in the IBC: See Structural
2. Assigned Seismic Use Group or Building Category as Defined in the IBC: See Structural
  - a. Component Importance Factor: See Seismic Chart
  - b. Component Response Modification Factor: See Structural
  - c. Component Amplification Factor: See Structural
3. Design Spectral Response Acceleration at Short Periods (0.2 Second): See Structural
4. Design Spectral Response Acceleration at 1.0-Second Period: See Structural.
5. Rated strengths, features, and applications shall be as defined in reports by an agency acceptable to authorities having jurisdiction.
  - a. Structural Safety Factor: Allowable strength in tension, shear, and pullout force of components shall be at least four times the maximum seismic forces to which they are subjected.

## 2.2 ELASTOMERIC ISOLATION PADS

### A. Elastomeric Isolation Pads:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. Ace Mountings Co., Inc.
  - b. California Dynamics Corporation.
  - c. Isolation Technology, Inc.
  - d. Kinetics Noise Control, Inc.
  - e. Mason Industries, Inc.
  - f. Vibration Eliminator Co., Inc.
  - g. Vibration Isolation.
  - h. Vibration Mountings & Controls, Inc.
2. Fabrication: Single or multiple layers of sufficient durometer stiffness for uniform loading over pad area.
3. Size: Factory or field cut to match requirements of supported equipment.
4. Pad Material: Oil and water resistant with elastomeric properties.
5. Surface Pattern: Smooth, Ribbed, Waffle pattern.
6. Infused nonwoven cotton or synthetic fibers.
7. Load-bearing metal plates adhered to pads.
8. Sandwich-Core Material: Resilient and elastomeric.
  - a. Surface Pattern: Smooth, Ribbed, Waffle pattern.
  - b. Infused nonwoven cotton or synthetic fibers.

## 2.3 ELASTOMERIC ISOLATION MOUNTS

### A. Double-Deflection, Elastomeric Isolation Mounts: <Insert drawing designation>.

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. Ace Mountings Co., Inc.
  - b. California Dynamics Corporation.
  - c. Isolation Technology, Inc.
  - d. Kinetics Noise Control, Inc.
  - e. Mason Industries, Inc.
  - f. Vibration Eliminator Co., Inc.
  - g. Vibration Isolation.
  - h. Vibration Mountings & Controls, Inc.
2. Mounting Plates:
  - a. Top Plate: Encapsulated steel load transfer top plates, factory drilled and threaded[ with threaded studs or bolts].
  - b. Baseplate: Encapsulated steel bottom plates with holes provided for anchoring to support structure.
3. Elastomeric Material: Molded, oil-resistant rubber, neoprene, or other elastomeric material.

## 2.4 RESTRAINED ELASTOMERIC ISOLATION MOUNTS

### A. Restrained Elastomeric Isolation Mounts:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. Ace Mountings Co., Inc.
  - b. California Dynamics Corporation.
  - c. Isolation Technology, Inc.
  - d. Kinetics Noise Control, Inc.
  - e. Mason Industries, Inc.
  - f. Vibration Eliminator Co., Inc.
  - g. Vibration Isolation.
  - h. Vibration Mountings & Controls, Inc.
2. Description: All-directional isolator with seismic restraints containing two separate and opposing elastomeric elements that prevent central threaded element and attachment hardware from contacting the housing during normal operation.

- a. Housing: Cast-ductile iron or welded steel.
- b. Elastomeric Material: Molded, oil-resistant rubber, neoprene, or other elastomeric material.

## 2.5 OPEN-SPRING ISOLATORS

### A. Freestanding, Laterally Stable, Open-Spring Isolators:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. Ace Mountings Co., Inc.
  - b. California Dynamics Corporation.
  - c. Isolation Technology, Inc.
  - d. Kinetics Noise Control, Inc.
  - e. Mason Industries, Inc.
  - f. Vibration Eliminator Co., Inc.
  - g. Vibration Isolation.
  - h. Vibration Mountings & Controls, Inc.
2. Outside Spring Diameter: Not less than 80 percent of the compressed height of the spring at rated load.
3. Minimum Additional Travel: 50 percent of the required deflection at rated load.
4. Lateral Stiffness: More than 80 percent of rated vertical stiffness.
5. Overload Capacity: Support 200 percent of rated load, fully compressed, without deformation or failure.
6. Baseplates: Factory-drilled steel plate for bolting to structure with an elastomeric isolator pad attached to the underside. Baseplates shall limit floor load to 500 psig.
7. Top Plate and Adjustment Bolt: Threaded top plate with adjustment bolt and cap screw to fasten and level equipment.

## 2.6 HOUSED-SPRING ISOLATORS

### A. Freestanding, Laterally Stable, Open-Spring Isolators in Two-Part Telescoping Housing:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. Ace Mountings Co., Inc.
  - b. California Dynamics Corporation.
  - c. Isolation Technology, Inc.
  - d. Kinetics Noise Control, Inc.
  - e. Mason Industries, Inc.
  - f. Vibration Eliminator Co., Inc.
  - g. Vibration Isolation.

- h. Vibration Mountings & Controls, Inc.
- 2. Outside Spring Diameter: Not less than 80 percent of the compressed height of the spring at rated load.
- 3. Minimum Additional Travel: 50 percent of the required deflection at rated load.
- 4. Lateral Stiffness: More than 80 percent of rated vertical stiffness.
- 5. Overload Capacity: Support 200 percent of rated load, fully compressed, without deformation or failure.
- 6. Two-Part Telescoping Housing: A steel top and bottom frame separated by an elastomeric material and enclosing the spring isolators.
  - a. Drilled base housing for bolting to structure with an elastomeric isolator pad attached to the underside. Bases shall limit floor load to 500 psig.
  - b. Top housing with attachment and leveling bolt, threaded mounting holes and internal leveling device, elastomeric pad.

## 2.7 RESTRAINED-SPRING ISOLATORS

### A. Freestanding, Laterally Stable, Open-Spring Isolators with Vertical-Limit Stop Restraint:

- 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. Ace Mountings Co., Inc.
  - b. California Dynamics Corporation.
  - c. Isolation Technology, Inc.
  - d. Kinetics Noise Control, Inc.
  - e. Mason Industries, Inc.
  - f. Vibration Eliminator Co., Inc.
  - g. Vibration Isolation.
  - h. Vibration Mountings & Controls, Inc.
- 2. Housing: Steel housing with vertical-limit stops to prevent spring extension due to weight being removed.
  - a. Base with holes for bolting to structure with an elastomeric isolator pad attached to the underside. Bases shall limit floor load to 500 psig.
  - b. Top plate with threaded mounting holes, elastomeric pad.
  - c. Internal leveling bolt that acts as blocking during installation.
- 3. Restraint: Limit stop as required for equipment and authorities having jurisdiction.
- 4. Outside Spring Diameter: Not less than 80 percent of the compressed height of the spring at rated load.
- 5. Minimum Additional Travel: 50 percent of the required deflection at rated load.
- 6. Lateral Stiffness: More than 80 percent of rated vertical stiffness.
- 7. Overload Capacity: Support 200 percent of rated load, fully compressed, without deformation or failure.



## 2.8 HOUSED-RESTRAINED-SPRING ISOLATORS

- A. Freestanding, Steel, Open-Spring Isolators with Vertical-Limit Stop Restraint in Two-Part Telescoping Housing:
1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Ace Mountings Co., Inc.
    - b. California Dynamics Corporation.
    - c. Isolation Technology, Inc.
    - d. Kinetics Noise Control, Inc.
    - e. Mason Industries, Inc.
    - f. Vibration Eliminator Co., Inc.
    - g. Vibration Isolation.
    - h. Vibration Mountings & Controls, Inc.
  2. Two-Part Telescoping Housing: A steel top and bottom frame separated by an elastomeric material and enclosing the spring isolators. Housings are equipped with adjustable snubbers to limit vertical movement.
    - a. Drilled base housing for bolting to structure with an elastomeric isolator pad attached to the underside. Bases shall limit floor load to 500 psig.
    - b. Threaded top housing with adjustment bolt and cap screw to fasten and level equipment.
  3. Outside Spring Diameter: Not less than 80 percent of the compressed height of the spring at rated load.
  4. Minimum Additional Travel: 50 percent of the required deflection at rated load.
  5. Lateral Stiffness: More than 80 percent of rated vertical stiffness.
  6. Overload Capacity: Support 200 percent of rated load, fully compressed, without deformation or failure.

## 2.9 PIPE-RISER RESILIENT SUPPORT

- A. Description: All-directional, acoustical pipe anchor consisting of two steel tubes separated by a minimum 1/2-inch- thick neoprene.
1. Vertical-Limit Stops: Steel and neoprene vertical-limit stops arranged to prevent vertical travel in both directions.
  2. Maximum Load Per Support: 500 psigon isolation material providing equal isolation in all directions.

## 2.10 RESILIENT PIPE GUIDES

- A. Description: Telescopic arrangement of two steel tubes or post and sleeve arrangement separated by a minimum 1/2-inch- thick neoprene.
  - 1. Factory-Set Height Guide with Shear Pin: Shear pin shall be removable and reinsertable to allow for selection of pipe movement. Guides shall be capable of motion to meet location requirements.

## 2.11 ELASTOMERIC HANGERS

- A. Elastomeric Mount in a Steel Frame with Upper and Lower Steel Hanger Rods:
  - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Ace Mountings Co., Inc.
    - b. California Dynamics Corporation.
    - c. Isolation Technology, Inc.
    - d. Kinetics Noise Control, Inc.
    - e. Mason Industries, Inc.
    - f. Vibration Eliminator Co., Inc.
    - g. Vibration Mountings & Controls, Inc.
  - 2. Frame: Steel, fabricated with a connection for an upper threaded hanger rod and an opening on the underside to allow for a maximum of 30 degrees of angular lower hanger-rod misalignment without binding or reducing isolation efficiency.
  - 3. Dampening Element: Molded, oil-resistant rubber, neoprene, or other elastomeric material with a projecting bushing for the underside opening preventing steel to steel contact.

## 2.12 SPRING HANGERS

- A. Combination Coil-Spring and Elastomeric-Insert Hanger with Spring and Insert in Compression:
  - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Ace Mountings Co., Inc.
    - b. California Dynamics Corporation.
    - c. Kinetics Noise Control, Inc.
    - d. Mason Industries, Inc.
    - e. Vibration Eliminator Co., Inc.
    - f. Vibration Isolation.

g. Vibration Mountings & Controls, Inc.

2. Frame: Steel, fabricated for connection to threaded hanger rods and to allow for a maximum of 30 degrees of angular hanger-rod misalignment without binding or reducing isolation efficiency.
3. Outside Spring Diameter: Not less than 80 percent of the compressed height of the spring at rated load.
4. Minimum Additional Travel: 50 percent of the required deflection at rated load.
5. Lateral Stiffness: More than 80 percent of rated vertical stiffness.
6. Overload Capacity: Support 200 percent of rated load, fully compressed, without deformation or failure.
7. Elastomeric Element: Molded, oil-resistant rubber or neoprene. Steel-washer-reinforced cup to support spring and bushing projecting through bottom of frame.
8. Adjustable Vertical Stop: Steel washer with neoprene washer "up-stop" on lower threaded rod.
9. Self-centering hanger-rod cap to ensure concentricity between hanger rod and support spring coil.

## 2.13 SNUBBERS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Kinetics Noise Control, Inc.
  2. Mason Industries, Inc.
  3. Vibration Mountings & Controls, Inc.
- B. Description: Factory fabricated using welded structural-steel shapes and plates, anchor bolts, and replaceable resilient isolation washers and bushings.
1. Anchor bolts for attaching to concrete shall be seismic-rated, drill-in, and stud-wedge or female-wedge type.
  2. Resilient Isolation Washers and Bushings: Oil- and water-resistant neoprene.
  3. Maximum 1/4-inch air gap, and minimum 1/4-inch- thick resilient cushion.

## 2.14 RESTRAINT CHANNEL BRACINGS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Cooper B-Line, Inc.
  2. Hilti, Inc.
  3. Mason Industries, Inc.
  4. Unistrut.
- B. Description: MFMA-4, shop- or field-fabricated bracing assembly made of slotted steel channels with accessories for attachment to braced component at one end and to building

structure at the other end and other matching components and with corrosion-resistant coating; rated in tension, compression, and torsion forces.

## 2.15 RESTRAINT CABLES

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 1. Kinetics Noise Control, Inc.
  - 2. Loos & Co., Inc.
  - 3. Vibration Mountings & Controls, Inc.
- B. Restraint Cables: ASTM A 603 galvanized-steel cables. End connections made of steel assemblies with thimbles, brackets, swivel, and bolts designed for restraining cable service; with a minimum of two clamping bolts for cable engagement.

## 2.16 SEISMIC-RESTRAINT ACCESSORIES

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 1. Cooper B-Line, Inc.
  - 2. Kinetics Noise Control, Inc.
  - 3. Mason Industries, Inc.
  - 4. TOLCO.
- B. Hanger-Rod Stiffener: Steel tube or steel slotted-support-system sleeve with internally bolted connections or Reinforcing steel angle clamped to hanger rod.
- C. Hinged and Swivel Brace Attachments: Multifunctional steel connectors for attaching hangers to rigid channel bracings and restraint cables.
- D. Bushings for Floor-Mounted Equipment Anchor Bolts: Neoprene bushings designed for rigid equipment mountings, and matched to type and size of anchor bolts and studs.
- E. Bushing Assemblies for Wall-Mounted Equipment Anchorage: Assemblies of neoprene elements and steel sleeves designed for rigid equipment mountings, and matched to type and size of attachment devices used.
- F. Resilient Isolation Washers and Bushings: One-piece, molded, oil- and water-resistant neoprene, with a flat washer face.

## 2.17 MECHANICAL ANCHOR BOLTS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

1. Cooper B-Line, Inc.
2. Hilti, Inc.
3. Kinetics Noise Control, Inc.
4. Mason Industries, Inc.

- B. Mechanical Anchor Bolts: Drilled-in and stud-wedge or female-wedge type in zinc-coated steel for interior applications and stainless steel for exterior applications. Select anchor bolts with strength required for anchor and as tested according to ASTM E 488.

## 2.18 ADHESIVE ANCHOR BOLTS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- B. Basis-of-Design Product: Subject to compliance with requirements, provide [product indicated on Drawings] <Insert manufacturer's name; product name or designation> or comparable product by one of the following:
1. Hilti, Inc.
  2. Kinetics Noise Control, Inc.
  3. Mason Industries, Inc.
- C. Adhesive Anchor Bolts: Drilled-in and capsule anchor system containing PVC or urethane methacrylate-based resin and accelerator, or injected polymer or hybrid mortar adhesive. Provide anchor bolts and hardware with zinc-coated steel for interior applications and stainless steel for exterior applications. Select anchor bolts with strength required for anchor and as tested according to ASTM E 488.

## 2.19 VIBRATION ISOLATION EQUIPMENT BASES

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. California Dynamics Corporation.
  2. Kinetics Noise Control.
  3. Mason Industries, Inc.
  4. Vibration Eliminator Co., Inc.
  5. Vibration Isolation.
  6. Vibration Mountings & Controls, Inc.
- B. Steel Rails: Factory-fabricated, welded, structural-steel rails.
1. Design Requirements: Lowest possible mounting height with not less than 1-inch clearance above the floor. Include equipment anchor bolts and auxiliary motor slide rails.
    - a. Include supports for suction and discharge elbows for pumps.

2. Structural Steel: Steel shapes, plates, and bars complying with ASTM A 36/A 36M. Rails shall have shape to accommodate supported equipment.
  3. Support Brackets: Factory-welded steel brackets on frame for outrigger isolation mountings and to provide for anchor bolts and equipment support.
- C. Steel Bases: Factory-fabricated, welded, structural-steel bases and rails.
1. Design Requirements: Lowest possible mounting height with not less than 1-inch clearance above the floor. Include equipment anchor bolts and auxiliary motor slide bases or rails.
    - a. Include supports for suction and discharge elbows for pumps.
  2. Structural Steel: Steel shapes, plates, and bars complying with ASTM A 36/A 36M. Bases shall have shape to accommodate supported equipment.
  3. Support Brackets: Factory-welded steel brackets on frame for outrigger isolation mountings and to provide for anchor bolts and equipment support.
- D. Concrete Inertia Base: Factory-fabricated, welded, structural-steel bases and rails ready for placement of cast-in-place concrete.
1. Design Requirements: Lowest possible mounting height with not less than 1-inch clearance above the floor. Include equipment anchor bolts and auxiliary motor slide bases or rails.
    - a. Include supports for suction and discharge elbows for pumps.
  2. Structural Steel: Steel shapes, plates, and bars complying with ASTM A 36/A 36M. Bases shall have shape to accommodate supported equipment.
  3. Support Brackets: Factory-welded steel brackets on frame for outrigger isolation mountings and to provide for anchor bolts and equipment support.
  4. Fabrication: Fabricate steel templates to hold equipment anchor-bolt sleeves and anchors in place during placement of concrete. Obtain anchor-bolt templates from supported equipment manufacturer.

## 2.20 RESTRAINED ISOLATION ROOF-CURB RAILS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Ace Mountings Co., Inc.
  2. California Dynamics Corporation.
  3. Kinetics Noise Control.
  4. Mason Industries, Inc.
  5. Thybar Corporation.
- B. Description: Factory-assembled, fully enclosed, insulated, air- and watertight curb rail designed to resiliently support equipment and to withstand seismic forces.

- C. Upper Frame: The upper frame shall provide continuous support for equipment and shall be captive to resiliently resist seismic forces.
- D. Lower Support Assembly: The lower support assembly shall be formed sheet metal section containing adjustable and removable steel springs that support the upper frame. The lower support assembly shall have a means for attaching to building structure and a wood nailer for attaching roof materials, and shall be insulated with a minimum of 2 inches of rigid, glass-fiber insulation on inside of assembly. Adjustable, restrained-spring isolators shall be mounted on elastomeric vibration isolation pads and shall have access ports, for level adjustment, with removable waterproof covers at all isolator locations. Isolators shall be located so they are accessible for adjustment at any time during the life of the installation without interfering with the integrity of the roof.
- E. Snubber Bushings: All-directional, elastomeric snubber bushings at least 1/4 inch thick.
- F. Water Seal: Galvanized sheet metal with EPDM seals at corners, attached to upper support frame, extending down past wood nailer of lower support assembly, and counterflashed over roof materials.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas and equipment to receive vibration isolation and seismic-control devices for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Examine roughing-in of reinforcement and cast-in-place anchors to verify actual locations before installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 APPLICATIONS

- A. Multiple Pipe Supports: Secure pipes to trapeze member with clamps approved for application by an agency acceptable to authorities having jurisdiction.
- B. Hanger-Rod Stiffeners: Install hanger-rod stiffeners where indicated or scheduled on Drawings to receive them and where required to prevent buckling of hanger rods due to seismic forces.
- C. Strength of Support and Seismic-Restraint Assemblies: Where not indicated, select sizes of components so strength is adequate to carry present and future static and seismic loads within specified loading limits.

### 3.3 VIBRATION CONTROL AND SEISMIC-RESTRAINT DEVICE INSTALLATION

- A. Coordinate the location of embedded connection hardware with supported equipment attachment and mounting points and with requirements for concrete reinforcement and formwork specified in Section 033000 "Cast-in-Place Concrete."
- B. Installation of vibration isolators must not cause any change of position of equipment, piping, or ductwork resulting in stresses or misalignment.
- C. Comply with requirements in Section 077200 "Roof Accessories" for installation of roof curbs, equipment supports, and roof penetrations.
- D. Equipment Restraints:
  - 1. Install seismic snubbers on HVAC equipment mounted on vibration isolators. Locate snubbers as close as possible to vibration isolators and bolt to equipment base and supporting structure.
  - 2. Install resilient bolt isolation washers on equipment anchor bolts where clearance between anchor and adjacent surface exceeds 0.125 inch.
  - 3. Install seismic-restraint devices using methods approved by an agency acceptable to authorities having jurisdiction that provides required submittals for component.
- E. Piping Restraints:
  - 1. Comply with requirements in MSS SP-127.
  - 2. Space lateral supports a maximum of 40 feet o.c., and longitudinal supports a maximum of 80 feet o.c.
  - 3. Brace a change of direction longer than 12 feet.
- F. Install cables so they do not bend across edges of adjacent equipment or building structure.
- G. Install seismic-restraint devices using methods approved by an agency acceptable to authorities having jurisdiction that provides required submittals for component.
- H. Install bushing assemblies for anchor bolts for floor-mounted equipment, arranged to provide resilient media between anchor bolt and mounting hole in concrete base.
- I. Install bushing assemblies for mounting bolts for wall-mounted equipment, arranged to provide resilient media where equipment or equipment-mounting channels are attached to wall.
- J. Attachment to Structure: If specific attachment is not indicated, anchor bracing to structure at flanges of beams, at upper truss chords of bar joists, or at concrete members.
- K. Drilled-in Anchors:
  - 1. Identify position of reinforcing steel and other embedded items prior to drilling holes for anchors. Do not damage existing reinforcing or embedded items during coring or drilling. Notify the structural engineer if reinforcing steel or other embedded items are



encountered during drilling. Locate and avoid prestressed tendons, electrical and telecommunications conduit, and gas lines.

2. Do not drill holes in concrete or masonry until concrete, mortar, or grout has achieved full design strength.
3. Wedge Anchors: Protect threads from damage during anchor installation. Heavy-duty sleeve anchors shall be installed with sleeve fully engaged in the structural element to which anchor is to be fastened.
4. Adhesive Anchors: Clean holes to remove loose material and drilling dust prior to installation of adhesive. Place adhesive in holes proceeding from the bottom of the hole and progressing toward the surface in such a manner as to avoid introduction of air pockets in the adhesive.
5. Set anchors to manufacturer's recommended torque, using a torque wrench.
6. Install zinc-coated steel anchors for interior and stainless-steel anchors for exterior applications.

### 3.4 ACCOMMODATION OF DIFFERENTIAL SEISMIC MOTION

- A. Install flexible connections in piping where they cross seismic joints, where adjacent sections or branches are supported by different structural elements, and where the connections terminate with connection to equipment that is anchored to a different structural element from the one supporting the connections as they approach equipment. Comply with requirements in Section 232113 "Hydronic Piping" for piping flexible connections.

### 3.5 FIELD QUALITY CONTROL

- A. Testing Agency: Owner will engage a qualified testing agency to perform tests and inspections.
- B. Perform tests and inspections.
- C. Tests and Inspections:
  1. Provide evidence of recent calibration of test equipment by a testing agency acceptable to authorities having jurisdiction.
  2. Schedule test with Owner, through Architect, before connecting anchorage device to restrained component (unless postconnection testing has been approved), and with at least seven days' advance notice.
  3. Obtain Architect's approval before transmitting test loads to structure. Provide temporary load-spreading members.
  4. Test at least four of each type and size of installed anchors and fasteners selected by Architect.
  5. Test to 90 percent of rated proof load of device.
  6. Measure isolator restraint clearance.
  7. Measure isolator deflection.
  8. Verify snubber minimum clearances.
- D. Remove and replace malfunctioning units and retest as specified above.

E. Prepare test and inspection reports.

3.6 ADJUSTING

A. Adjust isolators after piping system is at operating weight.

B. Adjust limit stops on restrained-spring isolators to mount equipment at normal operating height. After equipment installation is complete, adjust limit stops so they are out of contact during normal operation.

END OF SECTION 230548

## SECTION 230553 - IDENTIFICATION FOR HVAC EQUIPMENT

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Equipment labels.
  - 2. Warning signs and labels.
  - 3. Duct labels.
  - 4. Warning tags.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Equipment Label Schedule: Include a listing of all equipment to be labeled with the proposed content for each label.
- C. Valve numbering scheme.
- D. Valve Schedules: For each piping system to include in maintenance manuals.

#### 1.4 COORDINATION

- A. Coordinate installation of identifying devices with completion of covering and painting of surfaces where devices are to be applied.
- B. Coordinate installation of identifying devices with locations of access panels and doors.
- C. Install identifying devices before installing acoustical ceilings and similar concealment.

## PART 2 - PRODUCTS

### 2.1 EQUIPMENT LABELS

- A. Metal Labels for Equipment:
1. Material and Thickness: Stainless steel, 0.025-inch minimum thickness, and having predrilled or stamped holes for attachment hardware.
  2. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
  3. Minimum Letter Size: 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
  4. Fasteners: Stainless-steel rivets or self-tapping screws.
  5. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.
- B. Label Content: Include equipment's Drawing designation or unique equipment number, Drawing numbers where equipment is indicated (plans, details, and schedules), plus the Specification Section number and title where equipment is specified.
- C. Equipment Label Schedule: For each item of equipment to be labeled, on 8-1/2-by-11-inch bond paper. Tabulate equipment identification number and identify Drawing numbers where equipment is indicated (plans, details, and schedules), plus the Specification Section number and title where equipment is specified. Equipment schedule shall be included in operation and maintenance data.

### 2.2 WARNING SIGNS AND LABELS

- A. Material and Thickness: Multilayer, multicolor, plastic labels for mechanical engraving, 1/8 inch thick, and having predrilled holes for attachment hardware.
- B. Letter Color: Red.
- C. Background Color: Yellow.
- D. Maximum Temperature: Able to withstand temperatures up to 160 deg F.
- E. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
- F. Minimum Letter Size: 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
- G. Fasteners: Stainless-steel rivets or self-tapping screws.

- H. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.
- I. Label Content: Include caution and warning information, plus emergency notification instructions.

## 2.3 WARNING TAGS

- A. Warning Tags: Preprinted or partially preprinted, accident-prevention tags, of plasticized card stock with matte finish suitable for writing.
  - 1. Size: Approximately 4 by 7 inches.
  - 2. Fasteners: Reinforced grommet and wire or string.
  - 3. Nomenclature: Large-size primary caption such as "DANGER," "CAUTION," or "DO NOT OPERATE."
  - 4. Color: Yellow background with black lettering.

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. Clean piping and equipment surfaces of substances that could impair bond of identification devices, including dirt, oil, grease, release agents, and incompatible primers, paints, and encapsulants.

### 3.2 EQUIPMENT LABEL INSTALLATION

- A. Install or permanently fasten labels on each major item of mechanical equipment.
- B. Locate equipment labels where accessible and visible.

### 3.3 WARNING-TAG INSTALLATION

- A. Write required message on, and attach warning tags to, equipment and other items where required.

END OF SECTION 230553

## SECTION 230593 - TESTING, ADJUSTING, AND BALANCING FOR HVAC

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Balancing Air Systems:
    - a. Constant-volume air systems.
    - b. Variable-air-volume systems.

#### 1.3 DEFINITIONS

- A. AABC: Associated Air Balance Council.
- B. NEBB: National Environmental Balancing Bureau.
- C. TAB: Testing, adjusting, and balancing.
- D. TABB: Testing, Adjusting, and Balancing Bureau.
- E. TAB Specialist: An entity engaged to perform TAB Work.

#### 1.4 ACTION SUBMITTALS

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: Within 30 days of Contractor's Notice to Proceed, submit documentation that the TAB contractor and this Project's TAB team members meet the qualifications specified in "Quality Assurance" Article.
- B. Contract Documents Examination Report: Within 30 days of Contractor's Notice to Proceed, submit the Contract Documents review report as specified in Part 3.
- C. Strategies and Procedures Plan: Within 30 days of Contractor's Notice to Proceed, submit TAB strategies and step-by-step procedures as specified in "Preparation" Article.

- D. Certified TAB reports.
- E. Sample report forms.
- F. Instrument calibration reports, to include the following:
  - 1. Instrument type and make.
  - 2. Serial number.
  - 3. Application.
  - 4. Dates of use.
  - 5. Dates of calibration.

## 1.6 QUALITY ASSURANCE

- A. TAB Contractor Qualifications: Engage a TAB entity certified by AABC, NEBB, or TABB.
  - 1. TAB Field Supervisor: Employee of the TAB contractor and certified by AABC, NEBB, or TABB.
  - 2. TAB Technician: Employee of the TAB contractor and who is certified by AABC, NEBB, or TABB as a TAB technician.
- B. TAB Conference: Meet with Architect, Owner, Construction Manager, or Commissioning Authority on approval of the TAB strategies and procedures plan to develop a mutual understanding of the details. Require the participation of the TAB field supervisor and technicians. Provide seven days' advance notice of scheduled meeting time and location.
  - 1. Agenda Items:
    - a. The Contract Documents examination report.
    - b. The TAB plan.
    - c. Coordination and cooperation of trades and subcontractors.
    - d. Coordination of documentation and communication flow.
- C. Certify TAB field data reports and perform the following:
  - 1. Review field data reports to validate accuracy of data and to prepare certified TAB reports.
  - 2. Certify that the TAB team complied with the approved TAB plan and the procedures specified and referenced in this Specification.
- D. TAB Report Forms: Use standard TAB contractor's forms approved by Architect, Owner, Construction Manager, or Commissioning Authority.
- E. Instrumentation Type, Quantity, Accuracy, and Calibration: As described in ASHRAE 111, Section 5, "Instrumentation."
- F. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1, Section 7.2.2 - "Air Balancing."

- G. ASHRAE/IESNA Compliance: Applicable requirements in ASHRAE/IESNA 90.1, Section 6.7.2.3 - "System Balancing."

## 1.7 PROJECT CONDITIONS

- A. Full Owner Occupancy: Owner will occupy the site and existing building during entire TAB period. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.
- B. Partial Owner Occupancy: Owner may occupy completed areas of building before Substantial Completion. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.

## 1.8 COORDINATION

- A. Notice: Provide seven days' advance notice for each test. Include scheduled test dates and times.
- B. Perform TAB after leakage and pressure tests on air distribution systems have been satisfactorily completed.

## PART 2 - PRODUCTS (Not Applicable)

## PART 3 - EXECUTION

### 3.1 TAB SPECIALISTS

- A. Subject to compliance with requirements, available TAB contractors that may be engaged include, but are not limited to, the following:
  - 1. Palmetto Air & Balance

### 3.2 EXAMINATION

- A. Examine the Contract Documents to become familiar with Project requirements and to discover conditions in systems' designs that may preclude proper TAB of systems and equipment.
- B. Examine systems for installed balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing fittings, and manual volume dampers. Verify that locations of these balancing devices are accessible.
- C. Examine the approved submittals for HVAC systems and equipment.



- D. Examine design data including HVAC system descriptions, statements of design assumptions for environmental conditions and systems' output, and statements of philosophies and assumptions about HVAC system and equipment controls.
- E. Examine ceiling plenums and underfloor air plenums used for supply, return, or relief air to verify that they meet the leakage class of connected ducts as specified in Section 233113 "Metal Ducts" Section 233116 "Nonmetal Ducts" and are properly separated from adjacent areas. Verify that penetrations in plenum walls are sealed and fire-stopped if required.
- F. Examine equipment performance data including fan curves.
  - 1. Relate performance data to Project conditions and requirements, including system effects that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system.
  - 2. Calculate system-effect factors to reduce performance ratings of HVAC equipment when installed under conditions different from the conditions used to rate equipment performance. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," or in SMACNA's "HVAC Systems - Duct Design." Compare results with the design data and installed conditions.
- G. Examine system and equipment installations and verify that field quality-control testing, cleaning, and adjusting specified in individual Sections have been performed.
- H. Examine test reports specified in individual system and equipment Sections.
- I. Examine HVAC equipment and filters and verify that bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.
- J. Examine terminal units, such as variable-air-volume boxes, and verify that they are accessible and their controls are connected and functioning.
- K. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- L. Examine operating safety interlocks and controls on HVAC equipment.
- M. Report deficiencies discovered before and during performance of TAB procedures. Observe and record system reactions to changes in conditions. Record default set points if different from indicated values.

### 3.3 PREPARATION

- A. Prepare a TAB plan that includes strategies and step-by-step procedures.
- B. Complete system-readiness checks and prepare reports. Verify the following:
  - 1. Permanent electrical-power wiring is complete.
  - 2. Automatic temperature-control systems are operational.
  - 3. Equipment and duct access doors are securely closed.

4. Balance and fire dampers are open.
5. Control dampers are operational.
6. Ceilings are installed in critical areas where air-pattern adjustments are required and access to balancing devices is provided.
7. Windows and doors can be closed so indicated conditions for system operations can be met.

### 3.4 GENERAL PROCEDURES FOR TESTING AND BALANCING

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC's "National Standards for Total System Balance", ASHRAE 111, NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems", SMACNA's "HVAC Systems - Testing, Adjusting, and Balancing" and in this Section.
  1. Comply with requirements in ASHRAE 62.1, Section 7.2.2 - "Air Balancing."
- B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary for TAB procedures.
  1. After testing and balancing, patch probe holes in ducts with same material and thickness as used to construct ducts.
  2. After testing and balancing, install test ports and duct access doors that comply with requirements in Section 233300 "Air Duct Accessories."
  3. Install and join new insulation that matches removed materials. Restore insulation, coverings, vapor barrier, and finish according to Section 230713 "Duct Insulation," Section 230716 "HVAC Equipment Insulation," and Section 230719 "HVAC Piping Insulation."
- C. Mark equipment and balancing devices, including damper-control positions, fan-speed-control levers, and similar controls and devices, with paint or other suitable, permanent identification material to show final settings.
- D. Take and report testing and balancing measurements in inch-pound (IP) units.

### 3.5 GENERAL PROCEDURES FOR BALANCING AIR SYSTEMS

- A. Prepare test reports for both fans and outlets. Obtain manufacturer's outlet factors and recommended testing procedures. Crosscheck the summation of required outlet volumes with required fan volumes.
- B. Prepare schematic diagrams of systems' "as-built" duct layouts.
- C. For variable-air-volume systems, develop a plan to simulate diversity.
- D. Determine the best locations in main and branch ducts for accurate duct-airflow measurements.

- E. Check airflow patterns from the outdoor-air louvers and dampers and the return- and exhaust-air dampers through the supply-fan discharge and mixing dampers.
- F. Locate start-stop and disconnect switches, electrical interlocks, and motor starters.
- G. Verify that motor starters are equipped with properly sized thermal protection.
- H. Check dampers for proper position to achieve desired airflow path.
- I. Check for airflow blockages.
- J. Check condensate drains for proper connections and functioning.
- K. Check for proper sealing of air-handling-unit components.
- L. Verify that air duct system is sealed as specified in Section 233113 "Metal Ducts."

### 3.6 PROCEDURES FOR CONSTANT-VOLUME AIR SYSTEMS

- A. Adjust fans to deliver total indicated airflows within the maximum allowable fan speed listed by fan manufacturer.
  - 1. Measure total airflow.
    - a. Where sufficient space in ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow.
  - 2. Measure fan static pressures as follows to determine actual static pressure:
    - a. Measure outlet static pressure as far downstream from the fan as practical and upstream from restrictions in ducts such as elbows and transitions.
    - b. Measure static pressure directly at the fan outlet or through the flexible connection.
    - c. Measure inlet static pressure of single-inlet fans in the inlet duct as near the fan as possible, upstream from the flexible connection, and downstream from duct restrictions.
    - d. Measure inlet static pressure of double-inlet fans through the wall of the plenum that houses the fan.
  - 3. Measure static pressure across each component that makes up an air-handling unit, rooftop unit, and other air-handling and -treating equipment.
    - a. Report the cleanliness status of filters and the time static pressures are measured.
  - 4. Measure static pressures entering and leaving other devices, such as sound traps, heat-recovery equipment, and air washers, under final balanced conditions.
  - 5. Review Record Documents to determine variations in design static pressures versus actual static pressures. Calculate actual system-effect factors. Recommend adjustments to accommodate actual conditions.
  - 6. Obtain approval from Architect, Owner, Construction Manager, or Commissioning Authority for adjustment of fan speed higher or lower than indicated speed. Comply with

requirements in HVAC Sections for air-handling units for adjustment of fans, belts, and pulley sizes to achieve indicated air-handling-unit performance.

7. Do not make fan-speed adjustments that result in motor overload. Consult equipment manufacturers about fan-speed safety factors. Modulate dampers and measure fan-motor amperage to ensure that no overload will occur. Measure amperage in full-cooling, full-heating, economizer, and any other operating mode to determine the maximum required brake horsepower.

B. Adjust volume dampers for main duct, submain ducts, and major branch ducts to indicated airflows within specified tolerances.

1. Measure airflow of submain and branch ducts.
  - a. Where sufficient space in submain and branch ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow for that zone.
2. Measure static pressure at a point downstream from the balancing damper, and adjust volume dampers until the proper static pressure is achieved.
3. Remeasure each submain and branch duct after all have been adjusted. Continue to adjust submain and branch ducts to indicated airflows within specified tolerances.

C. Measure air outlets and inlets without making adjustments.

1. Measure terminal outlets using a direct-reading hood or outlet manufacturer's written instructions and calculating factors.

D. Adjust air outlets and inlets for each space to indicated airflows within specified tolerances of indicated values. Make adjustments using branch volume dampers rather than extractors and the dampers at air terminals.

1. Adjust each outlet in same room or space to within specified tolerances of indicated quantities without generating noise levels above the limitations prescribed by the Contract Documents.
2. Adjust patterns of adjustable outlets for proper distribution without drafts.

### 3.7 PROCEDURES FOR VARIABLE-AIR-VOLUME SYSTEMS

A. **Compensating for Diversity:** When the total airflow of all terminal units is more than the indicated airflow of the fan, place a selected number of terminal units at a minimum set-point airflow with the remainder at maximum-airflow condition until the total airflow of the terminal units equals the indicated airflow of the fan. Select the reduced-airflow terminal units so they are distributed evenly among the branch ducts.

B. **Pressure-Independent, Variable-Air-Volume Systems:** After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:

1. Set outdoor-air dampers at minimum, and set return- and exhaust-air dampers at a position that simulates full-cooling load.

2. Select the terminal unit that is most critical to the supply-fan airflow and static pressure. Measure static pressure. Adjust system static pressure so the entering static pressure for the critical terminal unit is not less than the sum of the terminal-unit manufacturer's recommended minimum inlet static pressure plus the static pressure needed to overcome terminal-unit discharge system losses.
3. Measure total system airflow. Adjust to within indicated airflow.
4. Set terminal units at maximum airflow and adjust controller or regulator to deliver the designed maximum airflow. Use terminal-unit manufacturer's written instructions to make this adjustment. When total airflow is correct, balance the air outlets downstream from terminal units the same as described for constant-volume air systems.
5. Set terminal units at minimum airflow and adjust controller or regulator to deliver the designed minimum airflow. Check air outlets for a proportional reduction in airflow the same as described for constant-volume air systems.
  - a. If air outlets are out of balance at minimum airflow, report the condition but leave outlets balanced for maximum airflow.
6. Remeasure the return airflow to the fan while operating at maximum return airflow and minimum outdoor airflow.
  - a. Adjust the fan and balance the return-air ducts and inlets the same as described for constant-volume air systems.
7. Measure static pressure at the most critical terminal unit and adjust the static-pressure controller at the main supply-air sensing station to ensure that adequate static pressure is maintained at the most critical unit.
8. Record final fan-performance data.

### 3.8 PROCEDURES FOR MOTORS

A. Motors, 1/2 HP and Larger: Test at final balanced conditions and record the following data:

1. Manufacturer's name, model number, and serial number.
2. Motor horsepower rating.
3. Motor rpm.
4. Efficiency rating.
5. Nameplate and measured voltage, each phase.
6. Nameplate and measured amperage, each phase.
7. Starter thermal-protection-element rating.

B. Motors Driven by Variable-Frequency Controllers: Test for proper operation at speeds varying from minimum to maximum. Test the manual bypass of the controller to prove proper operation. Record observations including name of controller manufacturer, model number, serial number, and nameplate data.

### 3.9 PROCEDURES FOR HEAT-TRANSFER COILS

- A. Measure, adjust, and record the following data for each electric heating coil:
  - 1. Nameplate data.
  - 2. Airflow.
  - 3. Entering- and leaving-air temperature at full load.
  - 4. Voltage and amperage input of each phase at full load and at each incremental stage.
  - 5. Calculated kilowatt at full load.
  - 6. Fuse or circuit-breaker rating for overload protection.
  
- B. Measure, adjust, and record the following data for each refrigerant coil:
  - 1. Dry-bulb temperature of entering and leaving air.
  - 2. Wet-bulb temperature of entering and leaving air.
  - 3. Airflow.
  - 4. Air pressure drop.
  - 5. Refrigerant suction pressure and temperature.

### 3.10 TOLERANCES

- A. Set HVAC system's air flow rates flow rates within the following tolerances:
  - 1. Supply, Return, and Exhaust Fans and Equipment with Fans: Plus or minus 10 percent.
  - 2. Air Outlets and Inlets: Plus or minus 10 percent.

### 3.11 REPORTING

- A. Initial Construction-Phase Report: Based on examination of the Contract Documents as specified in "Examination" Article, prepare a report on the adequacy of design for systems' balancing devices. Recommend changes and additions to systems' balancing devices to facilitate proper performance measuring and balancing. Recommend changes and additions to HVAC systems and general construction to allow access for performance measuring and balancing devices.
  
- B. Status Reports: Prepare biweekly progress reports to describe completed procedures, procedures in progress, and scheduled procedures. Include a list of deficiencies and problems found in systems being tested and balanced. Prepare a separate report for each system and each building floor for systems serving multiple floors.

### 3.12 FINAL REPORT

- A. General: Prepare a certified written report; tabulate and divide the report into separate sections for tested systems and balanced systems.

1. Include a certification sheet at the front of the report's binder, signed and sealed by the certified testing and balancing engineer.
  2. Include a list of instruments used for procedures, along with proof of calibration.
- B. Final Report Contents: In addition to certified field-report data, include the following:
1. Fan curves.
  2. Manufacturers' test data.
  3. Field test reports prepared by system and equipment installers.
  4. Other information relative to equipment performance; do not include Shop Drawings and product data.
- C. General Report Data: In addition to form titles and entries, include the following data:
1. Title page.
  2. Name and address of the TAB contractor.
  3. Project name.
  4. Project location.
  5. Architect's name and address.
  6. Engineer's name and address.
  7. Contractor's name and address.
  8. Report date.
  9. Signature of TAB supervisor who certifies the report.
  10. Table of Contents with the total number of pages defined for each section of the report. Number each page in the report.
  11. Summary of contents including the following:
    - a. Indicated versus final performance.
    - b. Notable characteristics of systems.
    - c. Description of system operation sequence if it varies from the Contract Documents.
  12. Nomenclature sheets for each item of equipment.
  13. Data for terminal units, including manufacturer's name, type, size, and fittings.
  14. Notes to explain why certain final data in the body of reports vary from indicated values.
  15. Test conditions for fans performance forms including the following:
    - a. Settings for outdoor-, return-, and exhaust-air dampers.
    - b. Conditions of filters.
    - c. Cooling coil, wet- and dry-bulb conditions.
    - d. Face and bypass damper settings at coils.
    - e. Fan drive settings including settings and percentage of maximum pitch diameter.
    - f. Inlet vane settings for variable-air-volume systems.
    - g. Settings for supply-air, static-pressure controller.
    - h. Other system operating conditions that affect performance.
- D. System Diagrams: Include schematic layouts of air distribution systems. Present each system with single-line diagram and include the following:
1. Quantities of outdoor, supply, return, and exhaust airflows.
  2. Duct, outlet, and inlet sizes.
  3. Pipe sizes and locations.

4. Terminal units.
  5. Balancing stations.
  6. Position of balancing devices.
- E. Air-Handling-Unit Test Reports: For air-handling units with coils, include the following:
1. Unit Data:
    - a. Unit identification.
    - b. Location.
    - c. Make and type.
    - d. Model number and unit size.
    - e. Manufacturer's serial number.
    - f. Unit arrangement and class.
    - g. Discharge arrangement.
    - h. Sheave make, size in inches, and bore.
    - i. Center-to-center dimensions of sheave, and amount of adjustments in inches.
    - j. Number, make, and size of belts.
    - k. Number, type, and size of filters.
  2. Motor Data:
    - a. Motor make, and frame type and size.
    - b. Horsepower and rpm.
    - c. Volts, phase, and hertz.
    - d. Full-load amperage and service factor.
    - e. Sheave make, size in inches, and bore.
    - f. Center-to-center dimensions of sheave, and amount of adjustments in inches.
  3. Test Data (Indicated and Actual Values):
    - a. Total air flow rate in cfm.
    - b. Total system static pressure in inches wg.
    - c. Fan rpm.
    - d. Discharge static pressure in inches wg.
    - e. Filter static-pressure differential in inches wg.
    - f. Preheat-coil static-pressure differential in inches wg.
    - g. Cooling-coil static-pressure differential in inches wg.
    - h. Heating-coil static-pressure differential in inches wg.
    - i. Outdoor airflow in cfm.
    - j. Return airflow in cfm.
    - k. Outdoor-air damper position.
    - l. Return-air damper position.
    - m. Vortex damper position.
- F. Electric-Coil Test Reports: For electric furnaces, duct coils, and electric coils installed in central-station air-handling units, include the following:
1. Unit Data:
    - a. System identification.
    - b. Location.
    - c. Coil identification.



- d. Capacity in Btu/h.
  - e. Number of stages.
  - f. Connected volts, phase, and hertz.
  - g. Rated amperage.
  - h. Air flow rate in cfm.
  - i. Face area in sq. ft..
  - j. Minimum face velocity in fpm.
2. Test Data (Indicated and Actual Values):
- a. Heat output in Btu/h.
  - b. Air flow rate in cfm.
  - c. Air velocity in fpm.
  - d. Entering-air temperature in deg F.
  - e. Leaving-air temperature in deg F.
  - f. Voltage at each connection.
  - g. Amperage for each phase.
- G. Fan Test Reports: For supply, return, and exhaust fans, include the following:
1. Fan Data:
- a. System identification.
  - b. Location.
  - c. Make and type.
  - d. Model number and size.
  - e. Manufacturer's serial number.
  - f. Arrangement and class.
  - g. Sheave make, size in inches, and bore.
  - h. Center-to-center dimensions of sheave, and amount of adjustments in inches.
2. Motor Data:
- a. Motor make, and frame type and size.
  - b. Horsepower and rpm.
  - c. Volts, phase, and hertz.
  - d. Full-load amperage and service factor.
  - e. Sheave make, size in inches, and bore.
  - f. Center-to-center dimensions of sheave, and amount of adjustments in inches.
  - g. Number, make, and size of belts.
3. Test Data (Indicated and Actual Values):
- a. Total airflow rate in cfm.
  - b. Total system static pressure in inches wg.
  - c. Fan rpm.
  - d. Discharge static pressure in inches wg.
  - e. Suction static pressure in inches wg.
- H. Round and Rectangular Duct Traverse Reports: Include a diagram with a grid representing the duct cross-section and record the following:
1. Report Data:

- a. System and air-handling-unit number.
- b. Location and zone.
- c. Traverse air temperature in deg F.
- d. Duct static pressure in inches wg.
- e. Duct size in inches.
- f. Duct area in sq. ft..
- g. Indicated air flow rate in cfm.
- h. Indicated velocity in fpm.
- i. Actual air flow rate in cfm.
- j. Actual average velocity in fpm.
- k. Barometric pressure in psig.

I. Air-Terminal-Device Reports:

- 1. Unit Data:
  - a. System and air-handling unit identification.
  - b. Location and zone.
  - c. Apparatus used for test.
  - d. Area served.
  - e. Make.
  - f. Number from system diagram.
  - g. Type and model number.
  - h. Size.
  - i. Effective area in sq. ft..
- 2. Test Data (Indicated and Actual Values):
  - a. Air flow rate in cfm.
  - b. Air velocity in fpm.
  - c. Preliminary air flow rate as needed in cfm.
  - d. Preliminary velocity as needed in fpm.
  - e. Final air flow rate in cfm.
  - f. Final velocity in fpm.
  - g. Space temperature in deg F.

J. System-Coil Reports: For reheat coils of terminal units, include the following:

- 1. Unit Data:
  - a. System and air-handling-unit identification.
  - b. Location and zone.
  - c. Room or riser served.
  - d. Coil make and size.
- 2. Test Data (Indicated and Actual Values):
  - a. Air flow rate in cfm.
  - b. Entering-air temperature in deg F.
  - c. Leaving-air temperature in deg F.

### 3.13 INSPECTIONS

#### A. Initial Inspection:

1. After testing and balancing are complete, operate each system and randomly check measurements to verify that the system is operating according to the final test and balance readings documented in the final report.
2. Check the following for each system:
  - a. Measure airflow of at least 10 percent of air outlets.
  - b. Measure room temperature at each thermostat/temperature sensor. Compare the reading to the set point.
  - c. Verify that balancing devices are marked with final balance position.
  - d. Note deviations from the Contract Documents in the final report.

#### B. Final Inspection:

1. After initial inspection is complete and documentation by random checks verifies that testing and balancing are complete and accurately documented in the final report, request that a final inspection be made by Architect, Owner, Construction Manager, or Commissioning Authority.
2. The TAB contractor's test and balance engineer shall conduct the inspection in the presence of Architect, Owner, Construction Manager, or Commissioning Authority shall randomly select measurements, documented in the final report, to be rechecked. Rechecking shall be limited to either 10 percent of the total measurements recorded or the extent of measurements that can be accomplished in a normal 8-hour business day.
3. If rechecks yield measurements that differ from the measurements documented in the final report by more than the tolerances allowed, the measurements shall be noted as "FAILED."
4. If the number of "FAILED" measurements is greater than 10 percent of the total measurements checked during the final inspection, the testing and balancing shall be considered incomplete and shall be rejected.

#### C. TAB Work will be considered defective if it does not pass final inspections. If TAB Work fails, proceed as follows:

1. Recheck all measurements and make adjustments. Revise the final report and balancing device settings to include all changes; resubmit the final report and request a second final inspection.
2. If the second final inspection also fails, Owner may contract the services of another TAB contractor to complete TAB Work according to the Contract Documents and deduct the cost of the services from the original TAB contractor's final payment.

#### D. Prepare test and inspection reports.

### 3.14 ADDITIONAL TESTS

- A. Within 90 days of completing TAB, perform additional TAB to verify that balanced conditions are being maintained throughout and to correct unusual conditions.

- B. Seasonal Periods: If initial TAB procedures were not performed during near-peak summer and winter conditions, perform additional TAB during near-peak summer and winter conditions.

END OF SECTION 230593

## SECTION 230713 - DUCT INSULATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section includes insulating the following duct services:
  - 1. Indoor, concealed supply, return, and outdoor air.
- B. Related Sections:
  - 1. Section 233113 "Metal Ducts" for duct liners.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated. Include thermal conductivity, water-vapor permeance thickness, and jackets (both factory- and field-applied if any).
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
  - 1. Detail application of protective shields, saddles, and inserts at hangers for each type of insulation and hanger.
  - 2. Detail insulation application at elbows, fittings, dampers, specialties and flanges for each type of insulation.
  - 3. Detail application of field-applied jackets.
  - 4. Detail application at linkages of control devices.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer.
- B. Material Test Reports: From a qualified testing agency acceptable to authorities having jurisdiction indicating, interpreting, and certifying test results for compliance of insulation materials, sealers, attachments, cements, and jackets, with requirements indicated. Include dates of tests and test methods employed.
- C. Field quality-control reports.

## 1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Skilled mechanics who have successfully completed an apprenticeship program or another craft training program certified by the Department of Labor, Bureau of Apprenticeship and Training.
- B. Surface-Burning Characteristics: For insulation and related materials, as determined by testing identical products according to ASTM E 84, by a testing agency acceptable to authorities having jurisdiction. Factory label insulation and jacket materials and adhesive, mastic, tapes, and cement material containers, with appropriate markings of applicable testing agency.
  - 1. Insulation Installed Indoors: Flame-spread index of 25 or less, and smoke-developed index of 50 or less.
  - 2. Insulation Installed Outdoors: Flame-spread index of 75 or less, and smoke-developed index of 150 or less.

## 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Packaging: Insulation material containers shall be marked by manufacturer with appropriate ASTM standard designation, type and grade, and maximum use temperature.

## 1.7 COORDINATION

- A. Coordinate sizes and locations of supports, hangers, and insulation shields specified in Section 230529 "Hangers and Supports for HVAC Piping and Equipment."
- B. Coordinate clearance requirements with duct Installer for duct insulation application. Before preparing ductwork Shop Drawings, establish and maintain clearance requirements for installation of insulation and field-applied jackets and finishes and for space required for maintenance.

## 1.8 SCHEDULING

- A. Schedule insulation application after pressure testing systems and, where required, after installing and testing heat tracing. Insulation application may begin on segments that have satisfactory test results.
- B. Complete installation and concealment of plastic materials as rapidly as possible in each area of construction.

## PART 2 - PRODUCTS

### 2.1 INSULATION MATERIALS

- A. Comply with requirements in "Duct Insulation Schedule, General," "Indoor Duct and Plenum Insulation Schedule," and "Aboveground, Outdoor Duct and Plenum Insulation Schedule" articles for where insulating materials shall be applied.

- B. Products shall not contain asbestos, lead, mercury, or mercury compounds.
- C. Products that come in contact with stainless steel shall have a leachable chloride content of less than 50 ppm when tested according to ASTM C 871.
- D. Insulation materials for use on austenitic stainless steel shall be qualified as acceptable according to ASTM C 795.
- E. Foam insulation materials shall not use CFC or HCFC blowing agents in the manufacturing process.
- F. Mineral-Fiber Blanket Insulation: Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 553, Type II and ASTM C 1290, Type III with factory-applied FSK jacket. Factory-applied jacket requirements are specified in "Factory-Applied Jackets" Article.
  - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. CertainTeed Corp.; SoftTouch Duct Wrap.
    - b. Johns Manville; Microlite.
    - c. Knauf Insulation; Friendly Feel Duct Wrap.
    - d. Manson Insulation Inc.; Alley Wrap.
    - e. Owens Corning; SOFTR All-Service Duct Wrap.
- G. Mineral-Fiber Board Insulation: Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 612, Type IA or Type IB. For duct and plenum applications, provide insulation with factory-applied FSK jacket. Factory-applied jacket requirements are specified in "Factory-Applied Jackets" Article.
  - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. CertainTeed Corp.; Commercial Board.
    - b. Fibrex Insulations Inc.; FBX.
    - c. Johns Manville; 800 Series Spin-Glas.
    - d. Knauf Insulation; Insulation Board.
    - e. Manson Insulation Inc.; AK Board.
    - f. Owens Corning; Fiberglas 700 Series.

## 2.2 ADHESIVES

- A. Materials shall be compatible with insulation materials, jackets, and substrates and for bonding insulation to itself and to surfaces to be insulated unless otherwise indicated.
- B. Mineral-Fiber Adhesive: Comply with MIL-A-3316C, Class 2, Grade A.
  - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:

- a. Childers Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; CP-127.Eagle Bridges - Marathon Industries; 225.
    - b. Foster Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; 85-60/85-70.Mon-Eco Industries, Inc.; 22-25.
  - 2. For indoor applications, adhesive shall have a VOC content of 80 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
  - 3. Adhesive shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."
- C. ASJ Adhesive, and FSK Jacket Adhesive: Comply with MIL-A-3316C, Class 2, Grade A for bonding insulation jacket lap seams and joints.
- 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Childers Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; CP-82.
    - b. Eagle Bridges - Marathon Industries; 225.
    - c. Foster Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; 85-50.Mon-Eco Industries, Inc.; 22-25.
  - 2. For indoor applications, adhesive shall have a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
  - 3. Adhesive shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."

## 2.3 MASTICS

- A. Materials shall be compatible with insulation materials, jackets, and substrates; comply with MIL-PRF-19565C, Type II.
- 1. For indoor applications, use mastics that have a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- B. Vapor-Barrier Mastic: Water based; suitable for indoor use on below ambient services.
- 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Foster Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; 30-80/30-90.
    - b. Vimasco Corporation; 749.
  - 2. Water-Vapor Permeance: ASTM E 96/E 96M, Procedure B, 0.013 perm at 43-mil dry film thickness.
  - 3. Service Temperature Range: Minus 20 to plus 180 deg F.
  - 4. Solids Content: ASTM D 1644, 58 percent by volume and 70 percent by weight.



5. Color: White.
- C. Vapor-Barrier Mastic: Solvent based; suitable for indoor use on below ambient services.
1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Childers Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; CP-30.
    - b. Eagle Bridges - Marathon Industries; 501.
    - c. Foster Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; 30-35.
    - d. Mon-Eco Industries, Inc.; 55-10.
  2. Water-Vapor Permeance: ASTM F 1249, 0.05 perm at 35-mil dry film thickness.
  3. Service Temperature Range: 0 to 180 deg F.
  4. Solids Content: ASTM D 1644, 44 percent by volume and 62 percent by weight.
  5. Color: White.
- D. Vapor-Barrier Mastic: Solvent based; suitable for outdoor use on below ambient services.
1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Childers Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; Encacel.
    - b. Eagle Bridges - Marathon Industries; 570.
    - c. Foster Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; 60-95/60-96.
  2. Water-Vapor Permeance: ASTM F 1249, 0.05 perm at 30-mil dry film thickness.
  3. Service Temperature Range: Minus 50 to plus 220 deg F.
  4. Solids Content: ASTM D 1644, 33 percent by volume and 46 percent by weight.
  5. Color: White.
- E. Breather Mastic: Water based; suitable for indoor and outdoor use on above ambient services.
1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Childers Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; CP-10.
    - b. Eagle Bridges - Marathon Industries; 550.
    - c. Foster Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; 46-50.
    - d. Mon-Eco Industries, Inc.; 55-50.
    - e. Vimasco Corporation; WC-1/WC-5.
  2. Water-Vapor Permeance: ASTM F 1249, 1.8 perms at 0.0625-inch dry film thickness.
  3. Service Temperature Range: Minus 20 to plus 180 deg F.
  4. Solids Content: 60 percent by volume and 66 percent by weight.

5. Color: White.

## 2.4 LAGGING ADHESIVES

- A. Description: Comply with MIL-A-3316C, Class I, Grade A and shall be compatible with insulation materials, jackets, and substrates.
  1. For indoor applications, use lagging adhesives that have a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
  2. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Childers Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; CP-50 AHV2.Foster Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; 30-36.
    - b. Vimasco Corporation; 713 and 714.
  3. Fire-resistant, water-based lagging adhesive and coating for use indoors to adhere fire-resistant lagging cloths over duct insulation.
  4. Service Temperature Range: 0 to plus 180 deg F.
  5. Color: White.

## 2.5 SEALANTS

- A. FSK and Metal Jacket Flashing Sealants:
  1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Childers Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; CP-76.Eagle Bridges - Marathon Industries; 405.
    - b. Foster Brand, Specialty Construction Brands, Inc., a business of H. B. Fuller Company; 95-44.
    - c. Mon-Eco Industries, Inc.; 44-05.
  2. Materials shall be compatible with insulation materials, jackets, and substrates.
  3. Fire- and water-resistant, flexible, elastomeric sealant.
  4. Service Temperature Range: Minus 40 to plus 250 deg F.
  5. Color: Aluminum.
  6. For indoor applications, sealants shall have a VOC content of 420 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
  7. Sealants shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."

## 2.6 FACTORY-APPLIED JACKETS

- A. Insulation system schedules indicate factory-applied jackets on various applications. When factory-applied jackets are indicated, comply with the following:
  - 1. FSK Jacket: Aluminum-foil, fiberglass-reinforced scrim with kraft-paper backing; complying with ASTM C 1136, Type II.

## 2.7 TAPES

- A. FSK Tape: Foil-face, vapor-retarder tape matching factory-applied jacket with acrylic adhesive; complying with ASTM C 1136.
  - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. ABI, Ideal Tape Division; 491 AWF FSK.
    - b. Avery Dennison Corporation, Specialty Tapes Division; Fasson 0827.
    - c. Compac Corporation; 110 and 111.
    - d. Venture Tape; 1525 CW NT, 1528 CW, and 1528 CW/SQ.
  - 2. Width: 3 inches.
  - 3. Thickness: 6.5 mils.
  - 4. Adhesion: 90 ounces force/inch in width.
  - 5. Elongation: 2 percent.
  - 6. Tensile Strength: 40 lbf/inch in width.
  - 7. FSK Tape Disks and Squares: Precut disks or squares of FSK tape.
- B. Tapes shall only be used to seal the insulation joints. Tapes shall not be used to seal ductwork.

## 2.8 SECUREMENTS

- A. Bands:
  - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. ITW Insulation Systems; Gerrard Strapping and Seals.
    - b. RPR Products, Inc.; Insul-Mate Strapping, Seals, and Springs.
  - 2. Stainless Steel: ASTM A 167 or ASTM A 240/A 240M, Type 304 or Type 316; 0.015 inch thick, 3/4 inch wide.
  - 3. Aluminum: ASTM B 209, Alloy 3003, 3005, 3105, or 5005; Temper H-14, 0.020 inch thick, 3/4 inch wide.
  - 4. Springs: Twin spring set constructed of stainless steel with ends flat and slotted to accept metal bands. Spring size determined by manufacturer for application.
- B. Insulation Pins and Hangers:

1. Capacitor-Discharge-Weld Pins: Copper- or zinc-coated steel pin, fully annealed for capacitor-discharge welding, 0.135-inch-diameter shank, length to suit depth of insulation indicated.
  - a. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - 1) AGM Industries, Inc.; CWP-1.
    - 2) GEMCO; CD.
    - 3) Midwest Fasteners, Inc.; CD.
    - 4) Nelson Stud Welding; TPA, TPC, and TPS.
2. Cupped-Head, Capacitor-Discharge-Weld Pins: Copper- or zinc-coated steel pin, fully annealed for capacitor-discharge welding, 0.135-inch-diameter shank, length to suit depth of insulation indicated with integral 1-1/2-inch galvanized carbon-steel washer.
  - a. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - 1) AGM Industries, Inc.; CHP-1.
    - 2) GEMCO; Cupped Head Weld Pin.
    - 3) Midwest Fasteners, Inc.; Cupped Head.
    - 4) Nelson Stud Welding; CHP.
3. Metal, Adhesively Attached, Perforated-Base Insulation Hangers: Baseplate welded to projecting spindle that is capable of holding insulation, of thickness indicated, securely in position indicated when self-locking washer is in place. Comply with the following requirements:
  - a. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - 1) AGM Industries, Inc.; Tactoo Perforated Base Insul-Hangers.
    - 2) GEMCO; Perforated Base.
    - 3) Midwest Fasteners, Inc.; Spindle.
  - b. Baseplate: Perforated, galvanized carbon-steel sheet, 0.030 inch thick by 2 inches square.
  - c. Spindle: Stainless steel, fully annealed, 0.106-inch- diameter shank, length to suit depth of insulation indicated.
  - d. Adhesive: Recommended by hanger manufacturer. Product with demonstrated capability to bond insulation hanger securely to substrates indicated without damaging insulation, hangers, and substrates.
4. Insulation-Retaining Washers: Self-locking washers formed from 0.016-inch- thick, stainless-steel sheet, with beveled edge sized as required to hold insulation securely in place but not less than 1-1/2 inches in diameter.
  - a. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:

- 1) AGM Industries, Inc.; RC-150.
- 2) GEMCO; R-150.
- 3) Midwest Fasteners, Inc.; WA-150.
- 4) Nelson Stud Welding; Speed Clips.

b. Protect ends with capped self-locking washers incorporating a spring steel insert to ensure permanent retention of cap in exposed locations.

C. Staples: Outward-clinching insulation staples, nominal 3/4-inch- wide, stainless steel or Monel.

D. Wire: 0.062-inch soft-annealed, stainless steel.

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

a. C & F Wire.

## 2.9 CORNER ANGLES

A. Stainless-Steel Corner Angles: 0.024 inch thick, minimum 1 by 1 inch, stainless steel according to ASTM A 167 or ASTM A 240/A 240M, Type 304 or Type 316.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

A. Examine substrates and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of insulation application.

1. Verify that systems to be insulated have been tested and are free of defects.
2. Verify that surfaces to be insulated are clean and dry.

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

### 3.2 PREPARATION

A. Surface Preparation: Clean and dry surfaces to receive insulation. Remove materials that will adversely affect insulation application.

### 3.3 GENERAL INSTALLATION REQUIREMENTS

A. Install insulation materials, accessories, and finishes with smooth, straight, and even surfaces; free of voids throughout the length of ducts and fittings.

B. Install insulation materials, vapor barriers or retarders, jackets, and thicknesses required for each item of duct system as specified in insulation system schedules.

- C. Install accessories compatible with insulation materials and suitable for the service. Install accessories that do not corrode, soften, or otherwise attack insulation or jacket in either wet or dry state.
- D. Install insulation with longitudinal seams at top and bottom of horizontal runs.
- E. Install multiple layers of insulation with longitudinal and end seams staggered.
- F. Keep insulation materials dry during application and finishing.
- G. Install insulation with tight longitudinal seams and end joints. Bond seams and joints with adhesive recommended by insulation material manufacturer.
- H. Install insulation with least number of joints practical.
- I. Where vapor barrier is indicated, seal joints, seams, and penetrations in insulation at hangers, supports, anchors, and other projections with vapor-barrier mastic.
  - 1. Install insulation continuously through hangers and around anchor attachments.
  - 2. For insulation application where vapor barriers are indicated, extend insulation on anchor legs from point of attachment to supported item to point of attachment to structure. Taper and seal ends at attachment to structure with vapor-barrier mastic.
  - 3. Install insert materials and install insulation to tightly join the insert. Seal insulation to insulation inserts with adhesive or sealing compound recommended by insulation material manufacturer.
- J. Apply adhesives, mastics, and sealants at manufacturer's recommended coverage rate and wet and dry film thicknesses.
- K. Install insulation with factory-applied jackets as follows:
  - 1. Draw jacket tight and smooth.
  - 2. Cover circumferential joints with 3-inch- wide strips, of same material as insulation jacket. Secure strips with adhesive and outward clinching staples along both edges of strip, spaced 4 inches o.c.
  - 3. Overlap jacket longitudinal seams at least 1-1/2 inches. Clean and dry surface to receive self-sealing lap. Staple laps with outward clinching staples along edge at 4 inches o.c.
    - a. For below ambient services, apply vapor-barrier mastic over staples.
  - 4. Cover joints and seams with tape, according to insulation material manufacturer's written instructions, to maintain vapor seal.
  - 5. Where vapor barriers are indicated, apply vapor-barrier mastic on seams and joints and at ends adjacent to duct flanges and fittings.
- L. Cut insulation in a manner to avoid compressing insulation more than 75 percent of its nominal thickness.
- M. Finish installation with systems at operating conditions. Repair joint separations and cracking due to thermal movement.

- N. Repair damaged insulation facings by applying same facing material over damaged areas. Extend patches at least 4 inches beyond damaged areas. Adhere, staple, and seal patches similar to butt joints.

### 3.4 PENETRATIONS

- A. Insulation Installation at Interior Wall and Partition Penetrations (That Are Not Fire Rated): Install insulation continuously through walls and partitions.
- B. Insulation Installation at Fire-Rated Wall and Partition Penetrations: Terminate insulation at fire damper sleeves for fire-rated wall and partition penetrations. Externally insulate damper sleeves to match adjacent insulation and overlap duct insulation at least 2 inches.
  - 1. Comply with requirements in Section 078413 "Penetration Firestopping" firestopping and fire-resistive joint sealers.

### 3.5 INSTALLATION OF MINERAL-FIBER INSULATION

- A. Blanket Insulation Installation on Ducts and Plenums: Secure with adhesive and insulation pins.
  - 1. Apply adhesives according to manufacturer's recommended coverage rates per unit area, for 100 percent coverage of duct and plenum surfaces.
  - 2. Apply adhesive to entire circumference of ducts and to all surfaces of fittings and transitions.
  - 3. Install either capacitor-discharge-weld pins and speed washers or cupped-head, capacitor-discharge-weld pins on sides and bottom of horizontal ducts and sides of vertical ducts as follows:
    - a. On duct sides with dimensions 18 inches and smaller, place pins along longitudinal centerline of duct. Space 3 inches maximum from insulation end joints, and 16 inches o.c.
    - b. On duct sides with dimensions larger than 18 inches, place pins 16 inches o.c. each way, and 3 inches maximum from insulation joints. Install additional pins to hold insulation tightly against surface at cross bracing.
    - c. Pins may be omitted from top surface of horizontal, rectangular ducts and plenums.
    - d. Do not overcompress insulation during installation.
    - e. Impale insulation over pins and attach speed washers.
    - f. Cut excess portion of pins extending beyond speed washers or bend parallel with insulation surface. Cover exposed pins and washers with tape matching insulation facing.
  - 4. For ducts and plenums with surface temperatures below ambient, install a continuous unbroken vapor barrier. Create a facing lap for longitudinal seams and end joints with insulation by removing 2 inches from one edge and one end of insulation segment. Secure laps to adjacent insulation section with 1/2-inch outward-clinching staples, 1 inch o.c. Install vapor barrier consisting of factory- or field-applied jacket, adhesive, vapor-barrier mastic, and sealant at joints, seams, and protrusions.

- a. Repair punctures, tears, and penetrations with tape or mastic to maintain vapor-barrier seal.
  - b. Install vapor stops for ductwork and plenums operating below 50 deg F at 18-foot intervals. Vapor stops shall consist of vapor-barrier mastic applied in a Z-shaped pattern over insulation face, along butt end of insulation, and over the surface. Cover insulation face and surface to be insulated a width equal to two times the insulation thickness, but not less than 3 inches.
5. Overlap unfaced blankets a minimum of 2 inches on longitudinal seams and end joints. At end joints, secure with steel bands spaced a maximum of 18 inches o.c.
  6. Install insulation on rectangular duct elbows and transitions with a full insulation section for each surface. Install insulation on round and flat-oval duct elbows with individually mitered gores cut to fit the elbow.
  7. Insulate duct stiffeners, hangers, and flanges that protrude beyond insulation surface with 6-inch- wide strips of same material used to insulate duct. Secure on alternating sides of stiffener, hanger, and flange with pins spaced 6 inches o.c.
- B. Board Insulation Installation on Ducts and Plenums: Secure with adhesive and insulation pins.
1. Apply adhesives according to manufacturer's recommended coverage rates per unit area, for 100 percent coverage of duct and plenum surfaces.
  2. Apply adhesive to entire circumference of ducts and to all surfaces of fittings and transitions.
  3. Install either capacitor-discharge-weld pins and speed washers or cupped-head, capacitor-discharge-weld pins on sides and bottom of horizontal ducts and sides of vertical ducts as follows:
    - a. On duct sides with dimensions 18 inches and smaller, place pins along longitudinal centerline of duct. Space 3 inches maximum from insulation end joints, and 16 inches o.c.
    - b. On duct sides with dimensions larger than 18 inches, space pins 16 inches o.c. each way, and 3 inches maximum from insulation joints. Install additional pins to hold insulation tightly against surface at cross bracing.
    - c. Pins may be omitted from top surface of horizontal, rectangular ducts and plenums.
    - d. Do not overcompress insulation during installation.
    - e. Cut excess portion of pins extending beyond speed washers or bend parallel with insulation surface. Cover exposed pins and washers with tape matching insulation facing.
  4. For ducts and plenums with surface temperatures below ambient, install a continuous unbroken vapor barrier. Create a facing lap for longitudinal seams and end joints with insulation by removing 2 inches from one edge and one end of insulation segment. Secure laps to adjacent insulation section with 1/2-inch outward-clinching staples, 1 inch o.c. Install vapor barrier consisting of factory- or field-applied jacket, adhesive, vapor-barrier mastic, and sealant at joints, seams, and protrusions.
    - a. Repair punctures, tears, and penetrations with tape or mastic to maintain vapor-barrier seal.
    - b. Install vapor stops for ductwork and plenums operating below 50 deg F at 18-foot intervals. Vapor stops shall consist of vapor-barrier mastic applied in a Z-shaped pattern over insulation face, along butt end of insulation, and over the surface.



Cover insulation face and surface to be insulated a width equal to two times the insulation thickness, but not less than 3 inches.

5. Install insulation on rectangular duct elbows and transitions with a full insulation section for each surface. Groove and score insulation to fit as closely as possible to outside and inside radius of elbows. Install insulation on round and flat-oval duct elbows with individually mitered gores cut to fit the elbow.
6. Insulate duct stiffeners, hangers, and flanges that protrude beyond insulation surface with 6-inch- wide strips of same material used to insulate duct. Secure on alternating sides of stiffener, hanger, and flange with pins spaced 6 inches o.c.

### 3.6 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
- B. Tests and Inspections:
  1. Inspect ductwork, randomly selected by Architect, by removing field-applied jacket and insulation in layers in reverse order of their installation. Extent of inspection shall be limited to one location(s) for each duct system defined in the "Duct Insulation Schedule, General" Article.
- C. All insulation applications will be considered defective Work if sample inspection reveals noncompliance with requirements.

### 3.7 DUCT INSULATION SCHEDULE, GENERAL

- A. Plenums and Ducts Requiring Insulation:
  1. Indoor, concealed supply, return, and outdoor air.
  2. Exhaust ducts routing through the Dedicated outdoor air unit Energy Recovery Ventilator before being discharged to exterior. (ie ERV exhaust)
- B. Items Not Insulated:
  1. Metal ducts with duct liner of sufficient thickness to comply with energy code and ASHRAE/IESNA 90.1.
  2. Factory-insulated flexible ducts.
  3. Factory-insulated plenums and casings.
  4. Flexible connectors.
  5. Vibration-control devices.
  6. Factory-insulated access panels and doors.
  7. Exhaust ducts.

### 3.8 INDOOR DUCT AND PLENUM INSULATION SCHEDULE

- A. Concealed supply, return, outdoor-air duct and plenum insulation shall be one of the following:
  1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.

2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.

END OF SECTION 230713

## SECTION 230900 - INSTRUMENTATION AND CONTROL FOR HVAC

### PART 1 - GENERAL

#### 1.1 SYSTEM DESCRIPTION

- A. A fully integrated building automation system, incorporating direct digital control (DDC) for energy management, equipment monitoring and control. Use of multiple manufacturers' products is not allowed.
- B. Provide DDC controls for variable frequency drives, pumps, control valves, Dedicated Outdoor Air Unit, etc.
- C. Provide control system consisting of interface equipment and other apparatus and accessories to operate mechanical systems and to perform functions specified.
- D. Provide installation and calibration, supervision, adjustments and fine tuning necessary for complete and fully operational system.
- E. Controls Contractor shall integrate into the existing building DDC control panel.
- F. Controls contractor shall provide controls and controllers for the Variable Air Volume Units (VAV).

#### 1.2 SUBMITTALS

- A. Shop Drawings – Indicate the following:
  - 1. Network riser diagrams showing programmable control unit locations and network data conductors.
  - 2. Connected data points, including connected control unit and input-output device.
  - 3. System graphics showing monitored systems, data (connected and calculated).
  - 4. System configuration with peripheral devices, batteries, power supplies, diagrams, modems and interconnections.
  - 5. Description and sequence of operation for operating user.
- C. Product data: Submit data for each system component and software module.
- D. Manufacturers installation instructions: Submit installation instruction for each control system component.
- E. Manufacturer's certificate: Certify products meet or exceed specified requirements.

#### 1.3 CLOSEOUT SUBMITTALS

- A. Execution Requirements: Requirements for submittals.

- B. Project Record Documents:
  - 1. Record actual locations of control panels and components, including control units, thermostats and sensors.
  - 2. Revise shop drawings to reflect actual installation and operating sequences.
  - 3. Submit data specified in "Submittals" in final "Record Documents" form.
- C. Operation and Maintenance data:
  - 1. Submit interconnection wiring diagrams, complete field installed systems with identified and numbered, system components and devices.
  - 2. Submit inspection period, cleaning methods, cleaning materials recommended and calibration tolerances.

#### 1.4 WARRANTY

- A. Execution Requirements: Requirements for warranties.
  - 1. Contractor shall provide a standard 1 year warranty on all control products and labor associated with this project..

#### 1.5 SERVICE

- A. Execution Requirements: Requirements for service.
- B. Furnish service and maintenance of control systems for one year from date of substantial completion. Include complete service of control systems including callbacks. Make a minimum of two complete normal inspections of four hours duration in addition to normal service calls to inspect, calibrate and adjust controls.
- C. Perform work without removing units from service during normal building occupied hours.
- D. Provide emergency call back service at all hours for this maintenance period.
- E. Maintain at local branch office, adequate levels of replacement parts in stock for emergency purposes. Have personnel available to ensure fulfillment of this maintenance service, without reasonable loss of time.
- F. Perform maintenance work using competent and qualified personnel under supervision and in direct employ of manufacturer or original installer.

### PART 2 - PRODUCTS

#### 2.1 DIRECT DIGITAL CONTROLS

- A. Acceptable manufacturers:

1. Coordinate with Owner's IDC contractor that currently provides controls maintenance and service to the existing system.

## 2.2 MATERIALS

- A. Use new products the manufacturer is currently manufacturing and selling for use in new installations. Do not use this installation as a product test site unless explicitly approved in writing by Owner. Spare parts shall be available for at least five years after completion of this contract.

## 2.3 COMMUNICATION

- A. Control products, communication media, hubs, and routers shall comprise a unified control network. Acceptable network mediums are Cat 5 Ethernet or twisted pair networks. Controller products and hardware or software gateways shall be from a single manufacturer.
- B. Use Owner Provided TCP/IP Ethernet backbone for network segments to all DDC Building Controller panels marked on project drawings. Project drawings indicate remote buildings or sites to be connected via intranet or internet connections. In each remote location an intranet or internet connection shall be provided for connection to the building automation system (BAS).
- C. Connection to BAS shall be by connecting to any Ethernet port in the facility for temporary connection to a laptop computer or other operator interface such as a Pocket PC or system display panel. In addition, any workstation in the facilities may be used for web browser communication to BAS system. Connection shall support commissioning and troubleshooting operations.
- D. System shall automatically synchronize controller time clocks daily from an operator-designated controller via the network. If applicable, system shall automatically adjust for daylight saving and standard time.
- E. System shall communicate in a peer-to-peer way and discretely check for system errors and verify controller communications.

## 2.4 BUILDING CONTROLLERS

- A. General: Provide Building Controller (BC) as required to achieve sequence of operation. Provide one BC for Chilled Water System application. Controller shall be capable of adequately covering all IO points listed in points list plus 25% expansion capability. Using more than one BC controller to carry out an equipment application is not acceptable.
- B. Stand-Alone Operation. Each building controller on the BAS system shall be of true stand-alone operation. All schedules, data logs, time-clock, alarms graphics and program application shall reside in the controller. Controllers that require global or master controllers or devices are not acceptable. Each BC controller shall be able to broadcast data from one to another or globally throughout the system in a true peer-to-peer way, any data value within the controller

to any other controller, specified group of controllers, or globally around the system. Controllers shall build LAN and internetwork communications across data networks and routers and report communications loss to Operator Interface.

- C. Hardware Design. BC's must be modular in design and be mounted on standard DIN Rail for ease of replacement and expansion. Every input or output shall have 2-part connectors provided to facilitate commissioning and replacement. BC's shall have a minimum of 16 IO points and be capable of expanding to a total of 128 input-output points through a series of plug in input-output modules. Input-output modules shall be connected to the BC by a CAN network bus and have the capability of being mounted up to 33 feet from controller. Each BC shall provide a serial service communication port for connection to a Portable Operator's Terminal or connection to a local controller display panel.
- D. Hardware. Controllers shall be powered by 24VAC or DC and shall be protected by a self-resetting solid state circuit breaker and bus communications shall be protected by a multifuse. Controllers shall be rated to operate at plus or minus 15%. Each BC shall have LED status indication of network, bus, power and controller failure.
- E. Environment. Controller hardware shall be suitable for anticipated ambient conditions and mounted in plenum or inside specified equipment. Controllers shall have the following specifications as a minimum:
  - 1. UL916 Listed – Enclosed Energy Management Equipment
  - 2. Temperature – rated at 32°F to 120°F
  - 3. Humidity – 0 to 90%RH non-condensing
- F. Memory. BC's must have flash memory that is non-volatile to power cycles. Application program and controller parameters must be stored in flash in case of a power outage. Controllers using batteries to store program or parameters are not acceptable. A minimum of 16MB of SDRAM and 8MB of Flash memory shall be employed at each controller.
- G. Network communication. Each BC shall have a minimum of one 10BaseT Ethernet port as its primary network communications connection and communicate directly on the buildings TCP/IP data network without the need for master control panels. Each BC shall have an on-board web server that will allow local or remote system control, monitoring and configuration via a standard web browser.
- H. Real Time Clock. Each BC must have a Real Time Clock. In case of a power outage the time-clock must be maintained for 6 days by a capacitor. Any BC shall have the ability to act as the system time-master. System timemaster will automatically adjust to Daylight Savings Times.
- I. Sequencing. BC's shall execute all program sequences independent of program size once per second. Controller shall execute all program and mathematical functions and PID Loops as described in Section 2.4.E
- J. Scheduling. BC controllers shall provide the following schedule options as a minimum. All schedule, exception or holiday changes shall be configurable from the web browser interface or the Operator Interfaces.

1. Weekly. Provide separate schedules for each day of the week. Each schedule shall be able to include up to 50 occupied periods (50 start-stop pairs). Days shall have the ability of being copied and pasted from the web browser.
  2. Exception. Operator shall be able to designate an exception schedule for each of the next 365 days in advance. After an exception schedule has executed, system shall discard and replace exception schedule with standard schedule for that day of the week. Exceptions shall have up to 16 priority levels. Should exceptions overlap, exception with highest priority level shall take precedence over others with lower priorities. Exceptions shall be added, edited or adjusted from the web browser.
  3. Holiday. Web operator shall be able to define holiday exception schedules of varying length on a scheduling calendar that repeats each year.
  4. Controllor shall support multiple shifted scheduling, enabling start-stop of equipment up to 6 hours before-after normal schedule start-stop. Shifted scheduling shall also support Optimized start-stop.
  5. Optimized start-stop. One optstart-stop function shall be assigned to any schedule within the controllor. Optstart functions shall be self-learning and shall have operator adjustable start-stop limits.
- K. Data Logs. Each BC controllor shall be able to log any data within a controllor at one second, 1 minute, 5 minute, 10 minute, 15 minute, 20 minute, 30 minute, 1 hour, 6 hour or 24 hour intervals. 1000 points of data must be held in data log until last value is overwritten. Multiple data logs with differing intervals shall have the capability of being attached to any data point. Any data log shall be viewed from the browser or Operator Interfaces. Data logs shall be viewed in graphical or text format by the operator.
- L. Alarms. BC controllors shall generate alarms configured by the programming tool. Alarms shall be sent to the operator interface workstation. In event that operator workstation is off-line for any reason, alarms shall be sent to the system Display Panel, via email or cell phone text message directly from the controllor across the data network to any internal or external email or cell phone email address. Alarms shall have the capability of being sent to different locations depending on schedule status or operator defined alarm group. An internal alarm log shall record the last 50 alarms generated by controllor. Alarm log shall be viewed from the browser or Operator Interfaces.
- M. Graphics. Each building controllor shall be capable of containing graphics pages of the connected mechanical equipment as well as the application program. Dynamic data points shall be shown on graphical backdrops representing all hardware and software points within the controllor. Graphics pages shall contain links to other graphics pages within the controllor, other building controllors on the BAS system, any intranet or internet website and any valid email address. Controllor shall have the ability to add any user defined text to any graphics page. Graphics pages shall be accessible from any standard web browser on the intranet or internet.
- N. Security. Each BC shall have username and password security with the ability to have a unique username and password for up to 500 users. In addition, each user shall have a level of access from 0 to 100 to the controllor ranging from read only access through to full configuration rights to the controllor. Access to the controllor shall be read only until a valid username and password is entered via any standard web browser. All users and levels of access shall be

configurable by the operator. Each user shall have a default graphics page assigned and loaded when valid username and password is entered.

- O. Controller Input-Outputs. All controller inputs and outputs may be overridden on-off or by any analog value of the operator's choice via a standard web browser. In addition an override timer may be initiated to switch all inputs-outputs to automatic operation after user has logged out.
  - 1. Controller inputs shall all be Universal Inputs and be selectable by moving a jumper for the required input type. Controller shall support thermistor, 0-10vdc voltage and 0-20 or 4-20mA current inputs with 12-bit resolution. All digital inputs shall be volt free contacts capable of pulse counting up to 30 pulses per second. When input is selected for digital, LED shall indicate when contact is closed. All sensor scaling and curves shall be software configurable.
  - 2. Controller shall have analog or Form C relay outputs. Analog outputs shall be modulating 0-10Vdc and current limited to 20mA as required to properly control output devices. All analog outputs shall have modulating LED's to indicate output voltage. Analog outputs shall have 11-bit resolution as a minimum. Form-C relay outputs shall have common, normally-open and normally-closed contacts. All relay outputs shall have LED's to indicate relay status.
  - 3. Protection. All input and outputs shall have over-voltage protection built-in to protect main board from failure.
  
- P. PID Loops. Loops shall have the capability to be sequenced once per second and switched between occupied and unoccupied setpoints. In addition, a manual override and level may be initiated and implemented in logic. PID Loops shall support drift-limit alarm and controlled input alarms. Should controlled input fail or alarm, one of the following actions shall be initiated:
  - 1. Maintain output at level when sensor failed and return to normal operation on alarm clear.
  - 2. Automatically go to pre-defined controlled input value and return to normal operation on alarm clear.
  - 3. Automatically go to pre-defined loop output level and return to normal operation on alarm clear.
  - 4. Automatically go to pre-defined loop output level and stay there until a alarm clears and a manual override is initiated by operator.
  
- Q. Runtime Totalization. Controller shall provide an algorithm that can totalize runtime for each digital input or output and calculate the number of starts. Operator shall be able to enable runtime alarm based on exceeded adjustable runtime limit via the web browser interface.
  
- R. Staggered Start. Controller shall stagger controlled equipment restart after power outage. Operator shall be able to adjust equipment restart order and time delay between equipment restarts via the web browser interface.
  
- S. Web Browser. In addition, the web browser interface shall support the following functions on the building controller other than outlined above:
  - 1. Configuration and editing of any function or programming module stored within the controller.



2. Operator override of any function module or software point within the controller in addition to the physical input-outputs.
3. Support of navigation through logic flow diagram to support commissioning via the browser.
4. Display lists of each type of function or programming module within the controller in numerical order and highlight any current alarm points in flashing red format.
5. Operation will be mouse driven point and click between views, graphics and modules. Values shall be changed by drop-down menus or by clicking and typing in open fields.

## 2.5 AUXILIARY CONTROL DEVICES

- A. Temperature Sensors. Temperature sensors shall be thermistor or 4-20mA dependent on application.
  1. Immersion Sensors. Provide immersion sensors with a separable stainless steel or brass well. Well pressure rating shall be consistent with system pressure it will be immersed in. Well shall withstand pipe design flow velocities. Immersion sensors shall be thermistor of type 10KII.
- B. Relays.
  1. Control Relays. Control relays shall be plug-in type, UL listed, and shall have dust cover and LED "energized" indicator. Contact rating, configuration, and coil voltage shall be suitable for application.
  2. Time Delay Relays. Time delay relays shall be solid-state plug-in type, UL listed, and shall have adjustable time delay. Delay shall be adjustable  $\pm 100\%$  from setpoint shown. Contact rating, configuration, and coil voltage shall be suitable for application. Provide NEMA 1 enclosure for relays not installed in local control panel.
  3. Relay-in-box. Shall be UL listed and have a compact NEMA 1 housing with  $\frac{1}{2}$  or  $\frac{3}{4}$  inch NPT nipples. Relays shall have LED "energized" indication. Wires shall be color-coded. Contact rating, configuration, and coil voltage shall be suitable for application.
- C. Current Switches.
  1. Current-operated switches shall be self-powered, solid-state with adjustable trip current. Select switches to match application current and DDC system output requirements. Any current switches used on VSD's shall be specialized for VSD application. Current switches shall be Veris Hawkeye or equivalent.
- D. Local Control Panels.
  1. Indoor control panels shall be fully enclosed NEMA 1 construction with hinged door key lock latch and removable sub-panels. A common key shall open each control panel and sub-panel.
  2. Pre-wire internal and face-mounted device connections with color-coded stranded conductors tie-wrapped or neatly installed in plastic troughs. Field connection terminals shall be UL listed for 600 V service, individually identified per control and interlock drawings, with adequate clearance for field wiring.
  3. Each Building Control panel shall have one 110Vac power outlet for connecting laptops.

## 2.6 WIRING RACEWAYS AND POWER SUPPLIES

- A. General. Provide copper wiring, plenum cable, and raceways as specified in applicable sections of Division 16.
- B. Insulated wire shall use copper conductors and shall be UL listed for 200°F minimum service and be plenum rated.
- C. Power Supplies. Control transformers shall be UL listed. Furnish Class 2 current-limiting type or furnish over-current protection in primary and secondary circuits for Class 2 service in accordance with NEC requirements. Limit connected loads to 80% of rated capacity.
1. DC power supply output shall match output current and voltage requirements. Unit shall be full-wave rectifier type with output ripple of 5.0 mV maximum peak-to-peak. Regulation shall be 1.0% line and load combined, with 100-microsecond response time for 50% load changes. Unit shall have built-in over-voltage and over-current protection and shall be able to withstand 150% current overload for at least three seconds without trip-out or failure.
- D. Wiring Standards and Identification. Control wiring shall conform to the following standards and color codes:
- |    |                            |               |         |
|----|----------------------------|---------------|---------|
| 1. | Ethernet Communication     | Orange        | CAT5E   |
| 2. | Twisted Pair Communication | Blue Jacket   | 22-2    |
| 3. | Two Wire Sensors           | Purple strip  | 20-2/SH |
| 4. | Wall Sensors               | Purple Jacket | 22-6    |
| 5. | Digital Output             | Green Stripe  | 18/2    |
| 6. | Interface Device           | Orange Stripe | 18/4    |
| 7. | ASC Power                  | Red Stripe    | 16/2    |
| 8. | Comb Digital Input/Output  | Orange Stripe | 18/4    |

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Thoroughly examine project plans for control device and equipment locations. Report discrepancies, conflicts, or omissions to Architect or Engineer for resolution before starting rough-in work.
- B. Inspect site to verify that equipment can be installed as shown. Report discrepancies, conflicts, or omissions to Engineer for resolution before starting rough-in work.

### 3.2 INSTALLATION

- A. Install control units and other hardware on permanent walls where not subject to excessive vibration.
- B. Install controller software and implement features of programs to specified requirements and appropriate to sequence of operation.
- C. A 120volt alternating current, dedicated power circuit to each programmable control panel shall be provided by Division 16.
- D. Mechanical Rooms and exposed locations to be in full conduit.
- E. Conduit sleeves in fire rated walls to be caulked with firestop and have bushings on both ends. All conduit stubs and knockouts to have bushings.

### 3.3 COORDINATION

- A. Site:
  - 1. Assist in coordinating space conditions to accommodate the work of each trade where work will be installed near or will interfere with work of other trades.
  - 2. Coordinate and schedule work with other work in the same area and with work dependent upon other work to facilitate mutual progress.
- B. Test and Balance:
  - 1. Provide Test and Balance Contractor a single set of necessary tools to interface to control system for testing and balancing.
  - 2. Train Test and Balance Contractor to use control system interface tools.
  - 3. Test and Balance Contractor shall return tools undamaged and in working condition at completion of testing and balancing.

### 3.4 SYSTEM CHECKOUT AND TESTING

- A. Startup testing. Complete startup testing to verify operational control system before notifying owner of system demonstration.
  - 1. Calibrate and prepare for service each instrument, control, and accessory equipment furnished under Section 15900.
  - 2. Verify that control wiring is properly connected and free of shorts and ground faults. Verify that terminations are tight.
  - 3. Enable control systems and verify each input device's calibration. Calibrate each device according to manufacturer's recommendations.
  - 4. Verify that binary output devices such as relays, solenoid valves, two-position actuators and control valves, and magnetic starters, operate properly and that normal positions are correct.
    - 1. Verify that analog output devices such as actuators are functional, that start and span are correct, and that direction and normal positions are correct. Check control valves

- and automatic dampers to ensure proper action and closure. Make necessary adjustments to valve stem and damper blade travel.
2. Verify that system operates according to sequences of operation. Simulate and observe each operational mode by overriding and varying inputs and schedules. Tune PID loops and each control routine that requires tuning.
  3. Alarms and Interlocks.
    - a) Check each alarm with an appropriate signal at a value that will trip the alarm.
    - b) Trip interlocks using field contacts to check logic and to ensure that actuators fail in the proper direction.
    - c) Test interlock actions by simulating alarm conditions to check initiating value of variable and interlock action.

### 3.5 TRAINING

- A. Provide training for a designated staff of Owner's representatives. Training shall be provided via on-site computer-based training.
- B. Training shall enable students to accomplish the following objectives.
  1. Proficiently operate system
  2. Understand control system architecture and configuration
  3. Understand job layout and location of control components
  4. Understand DDC system components
  5. Understand system operation, including DDC system control and optimizing routines.
  6. Log on and off system
  7. Access graphics, point reports, and logs
  8. Adjust and change system setpoints, time schedules, and holiday schedules
  9. Recognize common HVAC system malfunctions by observing system graphics, trend graphs, and other system tools
  10. Understand system drawings and Operation and Maintenance manual
  11. Access data from DDC controllers
  12. Create, delete, and modify alarms, including configuring alarm reactions
  13. Create, delete, and modify point trend logs (graphs) and multi-point trend graphs
  14. Add new users and understand password security procedures
- C. Provide a total of 8 hours training as part of this contract.

### 3.6 SEQUENCE OF OPERATIONS AND POINTS LIST

- A. Sequence of Operation and Points List: See Drawings

END OF SECTION 230900

## SECTION 233113 - METAL DUCTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:

1. Single-wall rectangular ducts and fittings.
2. Single-wall round ducts and fittings.
3. Sheet metal materials.
4. Sealants and gaskets.
5. Hangers and supports.
6. Seismic-restraint devices.

- B. Related Sections:

1. Section 230593 "Testing, Adjusting, and Balancing for HVAC" for testing, adjusting, and balancing requirements for metal ducts.
2. Section 233116 "Nonmetal Ducts" for fibrous-glass ducts, thermoset fiber-reinforced plastic ducts, thermoplastic ducts, PVC ducts, and concrete ducts.
3. Section 233119 "HVAC Casings" for factory- and field-fabricated casings for mechanical equipment.
4. Section 233300 "Air Duct Accessories" for dampers, sound-control devices, duct-mounting access doors and panels, turning vanes, and flexible ducts.

#### 1.3 PERFORMANCE REQUIREMENTS

- A. Delegated Duct Design: Duct construction, including sheet metal thicknesses, seam and joint construction, reinforcements, and hangers and supports, shall comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" and performance requirements and design criteria indicated in "Duct Schedule" Article.
- B. Structural Performance: Duct hangers and supports and seismic restraints shall withstand the effects of gravity and seismic loads and stresses within limits and under conditions described in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" and ASCE/SEI 7 and SMACNA's "Seismic Restraint Manual: Guidelines for Mechanical Systems."
  1. Seismic Hazard Level A: Seismic force to weight ratio, 0.48.

- C. Airstream Surfaces: Surfaces in contact with the airstream shall comply with requirements in ASHRAE 62.1.

#### 1.4 ACTION SUBMITTALS

- A. Product Data: For each type of the following products:

- 1. Liners and adhesives.
- 2. Sealants and gaskets.
- 3. Seismic-restraint devices.

- B. Shop Drawings:

- 1. Fabrication, assembly, and installation, including plans, elevations, sections, components, and attachments to other work.
- 2. Factory- and shop-fabricated ducts and fittings.
- 3. Duct layout indicating sizes, configuration, liner material, and static-pressure classes.
- 4. Elevation of top of ducts.
- 5. Dimensions of main duct runs from building grid lines.
- 6. Fittings.
- 7. Reinforcement and spacing.
- 8. Seam and joint construction.
- 9. Penetrations through fire-rated and other partitions.
- 10. Equipment installation based on equipment being used on Project.
- 11. Locations for duct accessories, including dampers, turning vanes, and access doors and panels.
- 12. Hangers and supports, including methods for duct and building attachment, seismic restraints, and vibration isolation.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Plans, drawn to scale, on which the following items are shown and coordinated with each other, using input from installers of the items involved:

- 1. Duct installation in congested spaces, indicating coordination with general construction, building components, and other building services. Indicate proposed changes to duct layout.
- 2. Suspended ceiling components.
- 3. Penetrations of fire-rated construction.
- 4. Items penetrating finished ceiling including the following:
  - a. Lighting fixtures.
  - b. Air outlets and inlets.
  - c. Speakers.
  - d. Sprinklers.
  - e. Access panels.
  - f. Perimeter moldings.

- B. Welding certificates.
- C. Field quality-control reports.

## 1.6 QUALITY ASSURANCE

- A. Welding Qualifications: Qualify procedures and personnel according to AWS D1.1/D1.1M, "Structural Welding Code - Steel," for hangers and supports.
- B. Welding Qualifications: Qualify procedures and personnel according to the following:
  - 1. AWS D1.1/D1.1M, "Structural Welding Code - Steel," for hangers and supports.
  - 2. AWS D1.2/D1.2M, "Structural Welding Code - Aluminum," for aluminum supports.
  - 3. AWS D9.1M/D9.1, "Sheet Metal Welding Code," for duct joint and seam welding.
- C. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1, Section 5 - "Systems and Equipment" and Section 7 - "Construction and System Start-up."
- D. ASHRAE/IESNA Compliance: Applicable requirements in ASHRAE/IESNA 90.1, Section 6.4.4 - "HVAC System Construction and Insulation."

## PART 2 - PRODUCTS

### 2.1 SINGLE-WALL RECTANGULAR DUCTS AND FITTINGS

- A. General Fabrication Requirements: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" based on indicated static-pressure class unless otherwise indicated.
- B. Transverse Joints: Select joint types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 2-1, "Rectangular Duct/Transverse Joints," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
- C. Longitudinal Seams: Select seam types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 2-2, "Rectangular Duct/Longitudinal Seams," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
- D. Elbows, Transitions, Offsets, Branch Connections, and Other Duct Construction: Select types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 4, "Fittings and Other Construction," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

## 2.2 SINGLE-WALL ROUND DUCTS AND FITTINGS

- A. General Fabrication Requirements: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 3, "Round, Oval, and Flexible Duct," based on indicated static-pressure class unless otherwise indicated.
- B. Transverse Joints: Select joint types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-1, "Round Duct Transverse Joints," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
  - 1. Transverse Joints in Ducts Larger Than 60 Inches in Diameter: Flanged.
- C. Longitudinal Seams: Select seam types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-2, "Round Duct Longitudinal Seams," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
- D. Tees and Laterals: Select types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-5, "90 Degree Tees and Laterals," and Figure 3-6, "Conical Tees," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
- E. Round duct concealed from view above ceilings may be standard "snap-lock" duct.

## 2.3 SHEET METAL MATERIALS

- A. General Material Requirements: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for acceptable materials, material thicknesses, and duct construction methods unless otherwise indicated. Sheet metal materials shall be free of pitting, seam marks, roller marks, stains, discolorations, and other imperfections.
- B. Galvanized Sheet Steel: Comply with ASTM A 653/A 653M.
  - 1. Galvanized Coating Designation: G90
  - 2. Finishes for Surfaces Exposed to View: Mill phosphatized.
- C. Carbon-Steel Sheets: Comply with ASTM A 1008/A 1008M, with oiled, matte finish for exposed ducts.
- D. Reinforcement Shapes and Plates: ASTM A 36/A 36M, steel plates, shapes, and bars; black and galvanized.
  - 1. Where black- and galvanized-steel shapes and plates are used to reinforce aluminum ducts, isolate the different metals with butyl rubber, neoprene, or EPDM gasket materials.



- E. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for lengths 36 inches or less; 3/8-inch minimum diameter for lengths longer than 36 inches.

## 2.4 SEALANT AND GASKETS

- A. General Sealant and Gasket Requirements: Surface-burning characteristics for sealants and gaskets shall be a maximum flame-spread index of 25 and a maximum smoke-developed index of 50 when tested according to UL 723; certified by an NRTL.

- B. Water-Based Joint and Seam Sealant:

1. Application Method: Brush on.
2. Solids Content: Minimum 65 percent.
3. Shore A Hardness: Minimum 20.
4. Water resistant.
5. Mold and mildew resistant.
6. VOC: Maximum 75 g/L (less water).
7. Maximum Static-Pressure Class: 10-inch wg, positive and negative.
8. Service: Indoor or outdoor.
9. Substrate: Compatible with galvanized sheet steel (both PVC coated and bare), stainless steel, or aluminum sheets.

- C. Flanged Joint Sealant: Comply with ASTM C 920.

1. General: Single-component, acid-curing, silicone, elastomeric.
2. Type: S.
3. Grade: NS.
4. Class: 25.
5. Use: O.
6. For indoor applications, sealant shall have a VOC content of 250 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
7. Sealant shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."

- D. Flange Gaskets: Butyl rubber, neoprene, or EPDM polymer with polyisobutylene plasticizer.

- E. Round Duct Joint O-Ring Seals:

1. Seal shall provide maximum leakage class of 3 cfm/100 sq. ft. at 1-inch wg and shall be rated for 10-inch wg static-pressure class, positive or negative.
2. EPDM O-ring to seal in concave bead in coupling or fitting spigot.
3. Double-lipped, EPDM O-ring seal, mechanically fastened to factory-fabricated couplings and fitting spigots.

## 2.5 HANGERS AND SUPPORTS

- A. Hanger Rods for Noncorrosive Environments: Cadmium-plated steel rods and nuts.

- B. Hanger Rods for Corrosive Environments: Electrogalvanized, all-thread rods or galvanized rods with threads painted with zinc-chromate primer after installation.
- C. Strap and Rod Sizes: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Table 5-1, "Rectangular Duct Hangers Minimum Size," and Table 5-2, "Minimum Hanger Sizes for Round Duct."
- D. Steel Cables for Galvanized-Steel Ducts: Galvanized steel complying with ASTM A 603.
- E. Steel Cables for Stainless-Steel Ducts: Stainless steel complying with ASTM A 492.
- F. Steel Cable End Connections: Cadmium-plated steel assemblies with brackets, swivel, and bolts designed for duct hanger service; with an automatic-locking and clamping device.
- G. Duct Attachments: Sheet metal screws, blind rivets, or self-tapping metal screws; compatible with duct materials.
- H. Trapeze and Riser Supports:
  - 1. Supports for Galvanized-Steel Ducts: Galvanized-steel shapes and plates.
  - 2. Supports for Stainless-Steel Ducts: Stainless-steel shapes and plates.
  - 3. Supports for Aluminum Ducts: Aluminum or galvanized steel coated with zinc chromate.

## PART 3 - EXECUTION

### 3.1 DUCT INSTALLATION

- A. Drawing plans, schematics, and diagrams indicate general location and arrangement of duct system. Indicated duct locations, configurations, and arrangements were used to size ducts and calculate friction loss for air-handling equipment sizing and for other design considerations. Install duct systems as indicated unless deviations to layout are approved on Shop Drawings and Coordination Drawings.
- B. Install ducts according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" unless otherwise indicated.
- C. Install round ducts in maximum practical lengths.
- D. Install ducts with fewest possible joints.
- E. Install factory- or shop-fabricated fittings for changes in direction, size, and shape and for branch connections.
- F. Unless otherwise indicated, install ducts vertically and horizontally, and parallel and perpendicular to building lines.

- G. Install ducts close to walls, overhead construction, columns, and other structural and permanent enclosure elements of building.
- H. Install ducts with a clearance of 1 inch, plus allowance for insulation thickness.
- I. Route ducts to avoid passing through transformer vaults and electrical equipment rooms and enclosures.
- J. Where ducts pass through non-fire-rated interior partitions and exterior walls and are exposed to view, cover the opening between the partition and duct or duct insulation with sheet metal flanges of same metal thickness as the duct. Overlap openings on four sides by at least 1-1/2 inches.
- K. Where ducts pass through fire-rated interior partitions and exterior walls, install fire dampers. Comply with requirements in Section 233300 "Air Duct Accessories" for fire and smoke dampers.
- L. Protect duct interiors from moisture, construction debris and dust, and other foreign materials. During construction, duct will be sealed at all openings as to not spread construction dust / debris.

### 3.2 DUCT SEALING

- A. Seal all ducts to seal Class 'A' according to SMACNA's "HVAC Duct Construction Standards – Metal and Flexible”.

### 3.3 HANGER AND SUPPORT INSTALLATION

- A. Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 5, "Hangers and Supports."
- B. Building Attachments: Concrete inserts, powder-actuated fasteners, or structural-steel fasteners appropriate for construction materials to which hangers are being attached.
  - 1. Where practical, install concrete inserts before placing concrete.
  - 2. Install powder-actuated concrete fasteners after concrete is placed and completely cured.
  - 3. Use powder-actuated concrete fasteners for standard-weight aggregate concretes or for slabs more than 4 inches thick.
  - 4. Do not use powder-actuated concrete fasteners for lightweight-aggregate concretes or for slabs less than 4 inches thick.
  - 5. Do not use powder-actuated concrete fasteners for seismic restraints.
- C. Hanger Spacing: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Table 5-1, "Rectangular Duct Hangers Minimum Size," and Table 5-2, "Minimum Hanger Sizes for Round Duct," for maximum hanger spacing; install hangers and supports within 24 inches of each elbow and within 48 inches of each branch intersection.
- D. Hangers Exposed to View: Threaded rod and angle or channel supports.

- E. Support vertical ducts with steel angles or channel secured to the sides of the duct with welds, bolts, sheet metal screws, or blind rivets; support at each floor and at a maximum intervals of 16 feet.
- F. Install upper attachments to structures. Select and size upper attachments with pull-out, tension, and shear capacities appropriate for supported loads and building materials where used.

### 3.4 SEISMIC-RESTRAINT-DEVICE INSTALLATION

- A. Install ducts with hangers and braces designed to support the duct and to restrain against seismic forces required by applicable building codes. Comply with requirements indicated in Seismic Specification section.
  - 1. Space lateral supports a maximum of 40 feet o.c., and longitudinal supports a maximum of 80 feet o.c.
  - 2. Brace a change of direction longer than 12 feet.
- B. Select seismic-restraint devices with capacities adequate to carry present and future static and seismic loads.
- C. Install cables so they do not bend across edges of adjacent equipment or building structure.
- D. Install cable restraints on ducts that are suspended with vibration isolators.
- E. Attachment to Structure: If specific attachment is not indicated, anchor bracing and restraints to structure, to flanges of beams, to upper truss chords of bar joists, or to concrete members.
- F. Drilling for and Setting Anchors:
  - 1. Identify position of reinforcing steel and other embedded items prior to drilling holes for anchors. Do not damage existing reinforcement or embedded items during drilling. Notify the Architect if reinforcing steel or other embedded items are encountered during drilling. Locate and avoid prestressed tendons, electrical and telecommunications conduit, and gas lines.
  - 2. Do not drill holes in concrete or masonry until concrete, mortar, or grout has achieved full design strength.
  - 3. Wedge Anchors: Protect threads from damage during anchor installation. Heavy-duty sleeve anchors shall be installed with sleeve fully engaged in the structural element to which anchor is to be fastened.
  - 4. Set anchors to manufacturer's recommended torque, using a torque wrench.
  - 5. Install zinc-coated steel anchors for interior applications and stainless-steel anchors for applications exposed to weather.

### 3.5 CONNECTIONS

- A. Make connections to equipment with flexible connectors complying with Section 233300 "Air Duct Accessories."

- B. Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for branch, outlet and inlet, and terminal unit connections.

### 3.6 FIELD QUALITY CONTROL

- A. Perform tests and inspections.

- B. Leakage Tests:

1. Comply with SMACNA's "HVAC Air Duct Leakage Test Manual." Submit a test report for each test.
2. Test the following systems:
  - a. Supply Ducts with a Pressure Class of 2-Inch wg or Higher: Test representative duct sections totaling no less than 50 percent of total installed duct area for each designated pressure class.
3. Disassemble, reassemble, and seal segments of systems to accommodate leakage testing and for compliance with test requirements.
4. Test for leaks before applying external insulation.
5. Conduct tests at static pressures equal to maximum design pressure of system or section being tested. If static-pressure classes are not indicated, test system at maximum system design pressure. Do not pressurize systems above maximum design operating pressure.
6. Give five days' advance notice for testing.

- C. Duct System Cleanliness Tests:

1. Visually inspect duct system to ensure that no visible contaminants are present.
2. Test sections of metal duct system, chosen randomly by Owner, for cleanliness according to "Vacuum Test" in NADCA ACR, "Assessment, Cleaning and Restoration of HVAC Systems."
  - a. Acceptable Cleanliness Level: Net weight of debris collected on the filter media shall not exceed 0.75 mg/100 sq. cm.

- D. Duct system will be considered defective if it does not pass tests and inspections.

- E. Prepare test and inspection reports.

### 3.7 START UP

- A. Air Balance: Comply with requirements in Section 230593 "Testing, Adjusting, and Balancing for HVAC."

### 3.8 DUCT SCHEDULE

- A. Fabricate ducts with galvanized sheet steel except as otherwise indicated and as follows:

- B. Supply or Return Ducts:
  - 1. Pressure Class: Positive or negative 2-inch wg
- C. Intermediate Reinforcement:
- D. Low pressure concealed single wall round duct can be snap-lock type.
- E. Medium pressure round duct shall be spiral.
- F. Elbow Configuration:
  - 1. Rectangular Duct: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 4-2, "Rectangular Elbows."
    - a. Radius Type RE 1 with minimum 1.5 radius-to-diameter ratio.
    - b. Mitered Type RE 2 with vanes complying with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 4-3, "Vanes and Vane Runners," and Figure 4-4, "Vane Support in Elbows."
  - 2. Round Duct: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-4, "Round Duct Elbows."
    - a. Minimum Radius-to-Diameter Ratio and Elbow Segments: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Table 3-1, "Mitered Elbows." Elbows with less than 90-degree change of direction have proportionately fewer segments.
      - 1) Radius-to Diameter Ratio: 1.5.
    - b. Round Elbows, 12 Inches and Smaller in Diameter: Stamped or pleated.
    - c. Round Elbows, 14 Inches and Larger in Diameter: Standing seam.
  - 3.
- G. Branch Configuration:
  - 1. Rectangular Duct: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 4-6, "Branch Connection."
    - a. Rectangular Main to Rectangular Branch: 45-degree entry.
    - b. Rectangular Main to Round Branch: Spin in.
  - 2. Round and Flat Oval: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-5, "90 Degree Tees and Laterals," and Figure 3-6, "Conical Tees." Saddle taps are permitted in existing duct.
    - a. Velocity 1000 fpm or Lower: 90-degree tap.
    - b. Velocity 1000 to 1500 fpm: Conical tap.
    - c. Velocity 1500 fpm or Higher: 45-degree lateral.

END OF SECTION 233113

## SECTION 233300 - AIR DUCT ACCESSORIES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:

1. Manual volume dampers.
2. Fire dampers.
3. Turning vanes.
4. Duct-mounted access doors.
5. Flexible connectors.
6. Flexible ducts.
7. Duct accessory hardware.

- B. Related Requirements:

1. Section 283111 "Digital, Addressable Fire-Alarm System" for duct-mounted fire and smoke detectors.
2. Section 283112 "Zoned (DC-Loop) Fire-Alarm System" for duct-mounted fire and smoke detectors.

#### 1.3 ACTION SUBMITTALS

- A. Shop Drawings: For duct accessories. Include plans, elevations, sections, details and attachments to other work.

1. Detail duct accessories fabrication and installation in ducts and other construction. Include dimensions, weights, loads, and required clearances; and method of field assembly into duct systems and other construction. Include the following:
  - a. Special fittings.
  - b. Manual volume damper installations.
  - c. Control-damper installations.
  - d. Fire-damper, ceiling, and corridor damper installations, including sleeves; and duct-mounted access doors and remote damper operators.
  - e. Wiring Diagrams: For power, signal, and control wiring.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Reflected ceiling plans, drawn to scale, on which ceiling-mounted access panels and access doors required for access to duct accessories are shown and coordinated with each other, using input from Installers of the items involved.
- B. Source quality-control reports.

#### 1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For air duct accessories to include in operation and maintenance manuals.

#### 1.6 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. Fusible Links: Furnish quantity equal to 10 percent of amount installed.

### PART 2 - PRODUCTS

#### 2.1 ASSEMBLY DESCRIPTION

- A. Comply with NFPA 90A, "Installation of Air Conditioning and Ventilating Systems," and with NFPA 90B, "Installation of Warm Air Heating and Air Conditioning Systems."
- B. Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for acceptable materials, material thicknesses, and duct construction methods unless otherwise indicated. Sheet metal materials shall be free of pitting, seam marks, roller marks, stains, discolorations, and other imperfections.

#### 2.2 MATERIALS

- A. Galvanized Sheet Steel: Comply with ASTM A 653.
  - 1. Galvanized Coating Designation: G60.
  - 2. Exposed-Surface Finish: Mill phosphatized.
- B. Reinforcement Shapes and Plates: Galvanized-steel reinforcement where installed on galvanized sheet metal ducts; compatible materials for aluminum and stainless-steel ducts.
- C. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for lengths 36 inches or less; 3/8-inch minimum diameter for lengths longer than 36 inches.



## 2.3 MANUAL VOLUME DAMPERS

### A. Standard, Steel, Manual Volume Dampers:

1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - a. Air Balance Inc.; a division of Mestek, Inc.
  - b. American Warming and Ventilating; a division of Mestek, Inc.
  - c. Flexmaster U.S.A., Inc.
  - d. McGill AirFlow LLC.
  - e. Nailor Industries Inc.
  - f. Pottorff.
  - g. Ruskin Company.
  - h. Trox USA Inc.
  - i. Vent Products Company, Inc.
  - j. Or equal
2. Standard leakage rating, with linkage outside airstream.
3. Suitable for horizontal or vertical applications.
4. Frames:
  - a. Frame: Hat-shaped, 0.094-inch- thick, galvanized sheet steel.
  - b. Mitered and welded corners.
  - c. Flanges for attaching to walls and flangeless frames for installing in ducts.
5. Blades:
  - a. Multiple or single blade.
  - b. Parallel- or opposed-blade design.
  - c. Stiffen damper blades for stability.
  - d. Galvanized-steel, 0.064 inch thick.
6. Blade Axles: Galvanized steel.
7. Bearings:
  - a. Dampers in ducts with pressure classes of 3-inch wg or less shall have axles full length of damper blades and bearings at both ends of operating shaft.
8. Tie Bars and Brackets: Galvanized steel.

### B. Jackshaft:

1. Size: [0.5-inch] [1-inch] diameter.
2. Material: Galvanized-steel pipe rotating within pipe-bearing assembly mounted on supports at each mullion and at each end of multiple-damper assemblies.
3. Length and Number of Mountings: As required to connect linkage of each damper in multiple-damper assembly.

### C. Damper Hardware:

1. Zinc-plated, die-cast core with dial and handle made of 3/32-inch- thick zinc-plated steel, and a 3/4-inch hexagon locking nut.
2. Include center hole to suit damper operating-rod size.
3. Include elevated platform for insulated duct mounting.

## 2.4 FIRE DAMPERS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Air Balance Inc.; a division of Mestek, Inc.
  2. Arrow United Industries; a division of Mestek, Inc.
  3. Cesco Products; a division of Mestek, Inc.
  4. Greenheck Fan Corporation.
  5. Nailor Industries Inc.
  6. NCA Manufacturing, Inc.
  7. Pottorff.
  8. Prefco; Perfect Air Control, Inc.
  9. Ruskin Company.
  10. Vent Products Company, Inc.
  11. Ward Industries, Inc.; a division of Hart & Cooley, Inc.
  12. Or equal
- B. Type: Dynamic; rated and labeled according to UL 555 by an NRTL.
- C. Frame: Type B Curtain type with blades outside airstream; fabricated with roll-formed, 0.034-inch- thick galvanized steel; with mitered and interlocking corners.
- D. Mounting Sleeve: Manufacturer provided galvanized sheet steel.
1. Exception: Omit sleeve where damper-frame width permits direct attachment of perimeter mounting angles on each side of wall or floor; thickness of damper frame must comply with sleeve requirements.
- E. Mounting Orientation: Vertical or horizontal as indicated.
- F. Blades: Roll-formed, interlocking, galvanized sheet steel. In place of interlocking blades, use full-length, 0.034-inch- thick, galvanized-steel blade connectors.
- G. Horizontal Dampers: Include blade lock and stainless-steel closure spring.
- H. Heat-Responsive Device: Replaceable, 165 deg F rated, fusible links.
- I. Fire Dampers shall be installed per manufacturer's recommendations. Contractor shall submit manufacturer recommendations for review during submittal phase.

## 2.5 TURNING VANES

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Ductmate Industries, Inc.
  2. Duro Dyne Inc.
  3. Elgen Manufacturing.
  4. METALAIRE, Inc.
  5. SEMCO Incorporated.
  6. Ward Industries, Inc.; a division of Hart & Cooley, Inc.
  7. Or equal
- B. Manufactured Turning Vanes for Metal Ducts: Curved blades of galvanized sheet steel; support with bars perpendicular to blades set; set into vane runners suitable for duct mounting.
1. Acoustic Turning Vanes: Fabricate airfoil-shaped aluminum extrusions with perforated faces and fibrous-glass fill.
- C. General Requirements: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible"; Figures 4-3, "Vanes and Vane Runners," and 4-4, "Vane Support in Elbows."
- D. Vane Construction: Single wall for ducts up to 48 inches wide and double wall for larger dimensions.

## 2.6 DUCT-MOUNTED ACCESS DOORS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. American Warming and Ventilating; a division of Mestek, Inc.
  2. Cesco Products; a division of Mestek, Inc.
  3. Ductmate Industries, Inc.
  4. Elgen Manufacturing.
  5. Flexmaster U.S.A., Inc.
  6. Greenheck Fan Corporation.
  7. McGill AirFlow LLC.
  8. Nailor Industries Inc.
  9. Pottorff.
  10. Ventfabrics, Inc.
  11. Ward Industries, Inc.; a division of Hart & Cooley, Inc.
  12. Or equal
- B. Duct-Mounted Access Doors: Fabricate access panels according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible"; Figures 7-2, "Duct Access Doors and Panels," and 7-3, "Access Doors - Round Duct."
1. Door:

- a. Double wall, rectangular.
  - b. Galvanized sheet metal with insulation fill and thickness as indicated for duct pressure class.
  - c. Vision panel.
  - d. Hinges and Latches: 1-by-1-inch butt or piano hinge and cam latches.
  - e. Fabricate doors airtight and suitable for duct pressure class.
2. Frame: Galvanized sheet steel, with bend-over tabs and foam gaskets.

## 2.7 FLEXIBLE CONNECTORS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- 1. Ductmate Industries, Inc.
  - 2. Duro Dyne Inc.
  - 3. Elgen Manufacturing.
  - 4. Ventfabrics, Inc.
  - 5. Ward Industries, Inc.; a division of Hart & Cooley, Inc.
  - 6. Or equal
- B. Materials: Flame-retardant or noncombustible fabrics.
- C. Coatings and Adhesives: Comply with UL 181, Class 1.
- D. Metal-Edged Connectors: Factory fabricated with a fabric strip [3-1/2 inches] [5-3/4 inches] wide attached to two strips of 2-3/4-inch- wide, 0.028-inch- thick, galvanized sheet steel or 0.032-inch- thick aluminum sheets. Provide metal compatible with connected ducts.
- E. Indoor System, Flexible Connector Fabric: Glass fabric double coated with neoprene.
- 1. Minimum Weight: 26 oz./sq. yd..
  - 2. Tensile Strength: 480 lbf/inch in the warp and 360 lbf/inch in the filling.
  - 3. Service Temperature: Minus 40 to plus 200 deg F.
- F. Thrust Limits: Combination coil spring and elastomeric insert with spring and insert in compression, and with a load stop. Include rod and angle-iron brackets for attaching to fan discharge and duct.
- 1. Frame: Steel, fabricated for connection to threaded rods and to allow for a maximum of 30 degrees of angular rod misalignment without binding or reducing isolation efficiency.
  - 2. Outdoor Spring Diameter: Not less than 80 percent of the compressed height of the spring at rated load.
  - 3. Minimum Additional Travel: 50 percent of the required deflection at rated load.
  - 4. Lateral Stiffness: More than 80 percent of rated vertical stiffness.
  - 5. Overload Capacity: Support 200 percent of rated load, fully compressed, without deformation or failure.
  - 6. Elastomeric Element: Molded, oil-resistant rubber or neoprene.

7. Coil Spring: Factory set and field adjustable for a maximum of 1/4-inch movement at start and stop.

## 2.8 FLEXIBLE DUCTS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  1. Flexmaster U.S.A., Inc.
  2. McGill AirFlow LLC.
  3. Ward Industries, Inc.; a division of Hart & Cooley, Inc.
  4. Or equal
- B. Insulated, Flexible Duct: UL 181, Class 1, 2-ply vinyl film supported by helically wound, spring-steel wire; fibrous-glass insulation; aluminized vapor-barrier film.
  1. Pressure Rating: 10-inch wg positive and 1.0-inch wg negative.
  2. Maximum Air Velocity: 4000 fpm.
  3. Temperature Range: Minus 10 to plus 160 deg F.
  4. Insulation R-value: IECC 2009.
- C. Flexible Duct Connectors:
  1. Clamps: Stainless-steel band with cadmium-plated hex screw to tighten band with a worm-gear action in sizes 3 through 18 inches, to suit duct size.

## 2.9 DUCT ACCESSORY HARDWARE

- A. Instrument Test Holes: Cast iron or cast aluminum to suit duct material, including screw cap and gasket. Size to allow insertion of pitot tube and other testing instruments and of length to suit duct-insulation thickness.
- B. Adhesives: High strength, quick setting, neoprene based, waterproof, and resistant to gasoline and grease.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install duct accessories according to applicable details in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for metal ducts and in NAIMA AH116, "Fibrous Glass Duct Construction Standards," for fibrous-glass ducts.
- B. Install duct accessories of materials suited to duct materials; use galvanized-steel accessories in galvanized-steel and fibrous-glass ducts, stainless-steel accessories in stainless-steel ducts, and aluminum accessories in aluminum ducts.

- C. Install volume dampers at points on supply, return, and exhaust systems where branches extend from larger ducts. Where dampers are installed in ducts having duct liner, install dampers with hat channels of same depth as liner, and terminate liner with nosing at hat channel.
  - 1. Install steel volume dampers in steel ducts.
- D. Set dampers to fully open position before testing, adjusting, and balancing.
- E. Install test holes at fan inlets and outlets and elsewhere as indicated.
- F. Install firedampers according to UL listing.
- G. Install duct access doors on sides of ducts to allow for inspecting, adjusting, and maintaining accessories and equipment at the following locations:
  - 1. Adjacent to and close enough to fire dampers, to reset or reinstall fusible links. Access doors for access to fire dampers having fusible links shall be pressure relief access doors and shall be outward operation for access doors installed upstream from dampers and inward operation for access doors installed downstream from dampers.
  - 2. Control devices requiring inspection.
  - 3. Elsewhere as indicated.
- H. Install access doors with swing against duct static pressure.
- I. Access Door Sizes:
  - 1. One-Hand or Inspection Access: 8 by 5 inches.
  - 2. Two-Hand Access: 12 by 6 inches.
  - 3. Head and Hand Access: 18 by 10 inches.
  - 4. Head and Shoulders Access: 21 by 14 inches.
  - 5. Body Access: 25 by 14 inches.
  - 6. Body plus Ladder Access: 25 by 17 inches.
- J. Label access doors according to Section 230553 "Identification for HVAC Piping and Equipment" to indicate the purpose of access door.
- K. Install flexible connectors to connect ducts to equipment.
- L. For fans developing static pressures of 5-inch wg and more, cover flexible connectors with loaded vinyl sheet held in place with metal straps.
- M. Connect terminal units to supply ducts directly or with maximum 12-inch lengths of flexible duct. Do not use flexible ducts to change directions.
- N. Connect diffusers or light troffer boots to ducts directly or with maximum 60-inch lengths of flexible duct clamped or strapped in place.
- O. Connect flexible ducts to metal ducts with adhesive plus sheet metal screws.
- P. Install duct test holes where required for testing and balancing purposes.

- Q. Install thrust limits at centerline of thrust, symmetrical on both sides of equipment. Attach thrust limits at centerline of thrust and adjust to a maximum of 1/4-inch movement during start and stop of fans.

### 3.2 FIELD QUALITY CONTROL

#### A. Tests and Inspections:

1. Operate dampers to verify full range of movement.
2. Inspect locations of access doors and verify that purpose of access door can be performed.
3. Operate fire, smoke, and combination fire and smoke dampers to verify full range of movement and verify that proper heat-response device is installed.
4. Inspect turning vanes for proper and secure installation.
5. Operate remote damper operators to verify full range of movement of operator and damper.

END OF SECTION 233300

## SECTION 233600 - AIR TERMINAL UNITS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Fan-powered air terminal units.
  - 2. Shutoff, single-duct air terminal units.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of the following products, including rated capacities, furnished specialties, sound-power ratings, and accessories.
  - 1. Air terminal units.
  - 2. Liners and adhesives.
  - 3. Sealants and gaskets.
  - 4. Seismic-restraint devices.
- B. Shop Drawings: For air terminal units. Include plans, elevations, sections, details, and attachments to other work.
  - 1. Detail equipment assemblies and indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
  - 2. Wiring Diagrams: For power, signal, and control wiring.
  - 3. Hangers and supports, including methods for duct and building attachment, seismic restraints, and vibration isolation.
- C. Delegated-Design Submittal:
  - 1. Materials, fabrication, assembly, and spacing of hangers and supports.
  - 2. Design Calculations: Calculations, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation for selecting hangers and supports and seismic restraints.



#### 1.4 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Reflected ceiling plans, drawn to scale, on which the following items are shown and coordinated with each other, using input from Installers of the items involved:
  - 1. Ceiling suspension assembly members.
  - 2. Size and location of initial access modules for acoustic tile.
  - 3. Ceiling-mounted items including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.
- B. Field quality-control reports.

#### 1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For air terminal units to include in emergency, operation, and maintenance manuals. In addition to items specified in Section 017823 "Operation and Maintenance Data," include the following:
  - 1. Instructions for resetting minimum and maximum air volumes.
  - 2. Instructions for adjusting software set points.

#### 1.6 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. Fan-Powered-Unit Filters: Furnish one spare filter(s) for each filter installed.

#### 1.7 QUALITY ASSURANCE

- A. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1, Section 5 - "Systems and Equipment" and Section 7 - "Construction and System Start-Up."

### PART 2 - PRODUCTS

#### 2.1 PERFORMANCE REQUIREMENTS

- A. Structural Performance: Hangers and supports and seismic restraints shall withstand the effects of gravity and seismic loads and stresses within limits and under conditions described in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" and ASCE/SEI 7 SMACNA's "Seismic Restraint Manual: Guidelines for Mechanical Systems".
  - 1. Seismic Hazard Level A: Seismic force to weight ratio, 0.48.
  - 2. Seismic Hazard Level B: Seismic force to weight ratio, 0.30.
  - 3. Seismic Hazard Level C: Seismic force to weight ratio, 0.15.

## 2.2 SYSTEM DESCRIPTION

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

## 2.3 PARALLEL FAN-POWERED AIR TERMINAL UNITS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings > or comparable product by one of the following:
  - 1. Krueger.
  - 2. METALAIRE, Inc.
  - 3. Nailor Industries Inc.
  - 4. Price Industries.
  - 5. Titus.
  - 6. Trane; a business of American Standard Companies.
  - 7. Or equal
- B. Configuration: Volume-damper assembly and fan in parallel arrangement inside unit casing with control components inside a protective metal shroud.
- C. Casing: 0.034-inch steel, singlewall.
  - 1. Casing Lining: Adhesive attached, 1-inch- thick, polyurethane foam insulation complying with UL 181 erosion requirements, and having a maximum flame-spread index of 25 and a maximum smoke-developed index of 50, for both insulation and adhesive, when tested according to ASTM E 84.
  - 2. Air Inlets: Round stub connections or S-slip and drive connections for duct attachment.
  - 3. Air Outlet: S-slip and drive connections.
  - 4. Access: Removable panels for access to parts requiring service, adjustment, or maintenance; with airtight gasket and quarter-turn latches.
  - 5. Fan: Forward-curved centrifugal, located at plenum air inlet.
  - 6. Airstream Surfaces: Surfaces in contact with the airstream shall comply with requirements in ASHRAE 62.1.
- D. Volume Damper: Galvanized steel with flow-sensing ring and peripheral gasket and self-lubricating bearings.
  - 1. Maximum Damper Leakage: ARI 880 rated
- E. Velocity Sensors: Multipoint array with velocity sensors in cold- and hot-deck air inlets and air outlets.
- F. Motor:
  - 1. Comply with NEMA designation, temperature rating, service factor, enclosure type, and efficiency requirements for motors specified in Section 230513 "Common Motor Requirements for HVAC Equipment."
  - 2. Fan-Motor Assembly Isolation: Rubber isolators.

3. Efficiency: Premium efficient.
  4. Motor Speed: Single speed.
    - a. Speed Control: Infinitely adjustable with pneumatic-electric and electronic controls.
- G. Filters: Minimum arrestance according to ASHRAE 52.1 and a minimum efficiency reporting value (MERV) according to ASHRAE 52.2.
1. Material: Polyurethane foam having 70 percent arrestance and 3 MERV.
  2. Material: Glass fiber treated with adhesive; having 80 percent arrestance and 5 MERV.
  3. Material: Pleated cotton-polyester media having 90 percent arrestance and 7 MERV.
  4. Thickness: 1 inch.
- H. Electric-Resistance Heating Coils: Nickel-chromium heating wire, free of expansion noise and hum, mounted in ceramic inserts in a galvanized-steel housing; with primary automatic, and secondary manual, reset thermal cutouts. Terminate elements in stainless-steel, machine-staked terminals secured with stainless-steel hardware.
1. Location: Plenum air inlet.
  2. Stage(s): 2.
  3. Access door interlocked disconnect switch.
  4. Downstream air temperature sensor with local connection to override discharge-air temperature to not exceed a maximum temperature set point (adjustable.)
  5. Nickel chrome 80/20 heating elements.
  6. Airflow switch for proof of airflow.
  7. Fan interlock contacts.
  8. Fuses in terminal box for overcurrent protection (for coils more than 48 A).
  9. Mercury contactors.
  10. Pneumatic-electric switches and relays.
  11. Magnetic contactor for each step of control (for three-phase coils).
- I. Factory-Mounted and -Wired Controls: Electrical components mounted in control box with removable cover. Incorporate single-point electrical connection to power source.
1. Control Transformer: Factory mounted for control voltage on electric and electronic control units with terminal strip in control box for field wiring of thermostat and power source.
  2. Wiring Terminations: Fan and controls to terminal strip. Terminal lugs to match quantities, sizes, and materials of branch-circuit conductors. Enclose terminal lugs in terminal box that is sized according to NFPA 70.
  3. Disconnect Switch: Factory-mounted, fuse type.
- J. Control Panel Enclosure: NEMA 250, Type 1, with access panel sealed from airflow and mounted on side of unit.
- K. Electric Controls: 24-V damper actuator with wall-mounted electric thermostat and appropriate mounting hardware.

- L. Electronic Controls: Bidirectional damper operator and microprocessor-based controller with integral airflow transducer and room sensor. Control devices shall be compatible with temperature controls specified in Section 230900 "Instrumentation and Control for HVAC" and shall have the following features:
  - 1. Occupied and unoccupied operating mode.
  - 2. Remote reset of airflow or temperature set points.
  - 3. Adjusting and monitoring with portable terminal.
  - 4. Communication with temperature-control system specified in Section 230900 "Instrumentation and Control for HVAC."
- M. Control Sequence:
  - 1. See mechanical details (sequence of operations)

## 2.4 SHUTOFF, SINGLE-DUCT AIR TERMINAL UNITS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
  - 1. Krueger.
  - 2. METALAIRE, Inc.
  - 3. Nailor Industries Inc.
  - 4. Price Industries.
  - 5. Titus.
  - 6. Trane; a business of American Standard Companies.
  - 7. Or equal
- B. Configuration: Volume-damper assembly inside unit casing with control components inside a protective metal shroud.
- C. Casing: 0.034-inch steel single wall.
  - 1. Casing Lining: Adhesive attached, 1-inch-thick, polyurethane foam insulation complying with UL 181 erosion requirements, and having a maximum flame-spread index of 25 and a maximum smoke-developed index of 50, for both insulation and adhesive, when tested according to ASTM E 84.
  - 2. Air Inlet: Round stub connection or S-slip and drive connections for duct attachment.
  - 3. Air Outlet: S-slip and drive connections[, size matching inlet size].
  - 4. Access: Removable panels for access to parts requiring service, adjustment, or maintenance; with airtight gasket.
  - 5. Airstream Surfaces: Surfaces in contact with the airstream shall comply with requirements in ASHRAE 62.1.
- D. Regulator Assembly: System-air-powered bellows section incorporating polypropylene bellows for volume regulation and thermostatic control. Bellows shall operate at temperatures from 0 to 140 deg F, shall be impervious to moisture and fungus, shall be suitable for 10-inch wg static pressure, and shall be factory tested for leaks.
- E. Volume Damper: Galvanized steel with peripheral gasket and self-lubricating bearings.

1. Maximum Damper Leakage: ARI 880 rated.
- F. Electric Controls: Damper actuator and thermostat.
1. Damper Actuator: 24 V, powered closed.
  2. Thermostat: Wall-mounted electronic type with clock display, temperature display in Fahrenheit and Celsius, and space temperature set point.
- G. Electronic Controls: Bidirectional damper operator and microprocessor-based thermostat with integral airflow transducer and room sensor. Control devices shall be compatible with temperature controls specified in Section 230900 "Instrumentation and Control for HVAC" and shall have the following features:
1. Damper Actuator: 24 V, powered closed.
  2. Velocity Controller: Factory calibrated and field adjustable to minimum and maximum air volumes; shall maintain constant airflow dictated by thermostat within 5 percent of set point while compensating for inlet static-pressure variations up to 4-inch wg; and shall have a multipoint velocity sensor at air inlet.
  3. Thermostat: Wall-mounted electronic type with temperature set-point display in Fahrenheit and Celsius.
- H. Direct Digital Controls: Single-package unitary controller and actuator specified in Section 230900 "Instrumentation and Control for HVAC."
- I. Direct Digital Controls: Bidirectional damper operators and microprocessor-based controller and room sensor. Control devices shall be compatible with temperature controls specified in Section 230900 "Instrumentation and Control for HVAC" and shall have the following features:
1. Damper Actuator: 24 V, powered closed.
  2. Terminal Unit Controller: Pressure-independent, variable-air-volume controller with electronic airflow transducer with multipoint velocity sensor at air inlet, factory calibrated to minimum and maximum air volumes, and having the following features:
    - a. Occupied and unoccupied operating mode.
    - b. Remote reset of airflow or temperature set points.
    - c. Adjusting and monitoring with portable terminal.
    - d. Communication with temperature-control system specified in Section 230900 "Instrumentation and Control for HVAC."
  3. Room Sensor: Wall mounted with temperature set-point adjustment and access for connection of portable operator terminal.
- J. Control Sequence: See Drawings.

## 2.5 HANGERS AND SUPPORTS

- A. Hanger Rods for Noncorrosive Environments: Cadmium-plated steel rods and nuts.

- B. Hanger Rods for Corrosive Environments: Electrogalvanized, all-thread rods or galvanized rods with threads painted with zinc-chromate primer after installation.
- C. Steel Cables: Galvanized steel complying with ASTM A 603.
- D. Steel Cable End Connections: Cadmium-plated steel assemblies with brackets, swivel, and bolts designed for duct hanger service; with an automatic-locking and clamping device.
- E. Air Terminal Unit Attachments: Sheet metal screws, blind rivets, or self-tapping metal screws; compatible with duct materials.
- F. Trapeze and Riser Supports: Steel shapes and plates for units with steel casings; aluminum for units with aluminum casings.

## 2.6 SEISMIC-RESTRAINT DEVICES

- A. General Requirements for Restraint Components: Rated strengths, features, and applications shall be as defined in reports by an evaluation service member of the ICC Evaluation Service.
  - 1. Structural Safety Factor: Allowable strength in tension, shear, and pullout force of components shall be at least four times the maximum seismic forces to which they will be subjected.
- B. Channel Support System: Shop- or field-fabricated support assembly made of slotted steel channels rated in tension, compression, and torsion forces and with accessories for attachment to braced component at one end and to building structure at the other end. Include matching components and corrosion-resistant coating.
- C. Restraint Cables: ASTM A 603, galvanized-steel cables with end connections made of cadmium-plated steel assemblies with brackets, swivel, and bolts designed for restraining cable service; with an automatic-locking and clamping device or double-cable clips.
- D. Hanger Rod Stiffener: Reinforcing steel angle clamped to hanger rod.
- E. Mechanical Anchor Bolts: Drilled-in and stud-wedge or female-wedge type. Select anchor bolts with strength required for anchor and as tested according to ASTM E 488.

## 2.7 SOURCE QUALITY CONTROL

- A. Factory Tests: Test assembled air terminal units according to ARI 880.
  - 1. Label each air terminal unit with plan number, nominal airflow, maximum and minimum factory-set airflows, and ARI certification seal.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install air terminal units according to NFPA 90A, "Standard for the Installation of Air Conditioning and Ventilating Systems."
- B. Install air terminal units level and plumb. Maintain sufficient clearance for normal service and maintenance.
- C. Install wall-mounted thermostats.

### 3.2 HANGER AND SUPPORT INSTALLATION

- A. Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 5, "Hangers and Supports."
- B. Building Attachments: Concrete inserts, powder-actuated fasteners, or structural-steel fasteners appropriate for construction materials to which hangers are being attached.
  - 1. Where practical, install concrete inserts before placing concrete.
  - 2. Install powder-actuated concrete fasteners after concrete is placed and completely cured.
  - 3. Use powder-actuated concrete fasteners for standard-weight aggregate concretes and for slabs more than 4 inches thick.
  - 4. Do not use powder-actuated concrete fasteners for lightweight-aggregate concretes and for slabs less than 4 inches thick.
  - 5. Do not use powder-actuated concrete fasteners for seismic restraints.
- C. Hangers Exposed to View: Threaded rod and angle or channel supports.
- D. Install upper attachments to structures. Select and size upper attachments with pull-out, tension, and shear capacities appropriate for supported loads and building materials where used.

### 3.3 SEISMIC-RESTRAINT-DEVICE INSTALLATION

- A. Install hangers and braces designed to support the air terminal units and to restrain against seismic forces required by applicable building codes. Comply with SMACNA's "Seismic Restraint Manual: Guidelines for Mechanical Systems." and ASCE/SEI 7.
- B. Select seismic-restraint devices with capacities adequate to carry present and future static and seismic loads.
- C. Install cables so they do not bend across edges of adjacent equipment or building structure.
- D. Install cable restraints on air terminal units that are suspended with vibration isolators.
- E. Install seismic-restraint devices using methods approved by an evaluation service member of the ICC Evaluation Service.

- F. Attachment to Structure: If specific attachment is not indicated, anchor bracing and restraints to structure, to flanges of beams, to upper truss chords of bar joists, or to concrete members.
- G. Drilling for and Setting Anchors:
  - 1. Identify position of reinforcing steel and other embedded items before drilling holes for anchors. Do not damage existing reinforcement or embedded items during drilling. Notify the Architect if reinforcing steel or other embedded items are encountered during drilling. Locate and avoid prestressed tendons, electrical and telecommunications conduit, and gas lines.
  - 2. Do not drill holes in concrete or masonry until concrete, mortar, or grout has achieved full design strength.
  - 3. Wedge Anchors: Protect threads from damage during anchor installation. Install heavy-duty sleeve anchors with sleeve fully engaged in the structural element to which anchor is to be fastened.
  - 4. Set anchors to manufacturer's recommended torque, using a torque wrench.
  - 5. Install zinc-coated steel anchors for interior applications and stainless-steel anchors for applications exposed to weather.

### 3.4 CONNECTIONS

- A. Install piping adjacent to air terminal unit to allow service and maintenance.
- B. Connect ducts to air terminal units according to Section 233113 "Metal Ducts."
- C. Make connections to air terminal units with flexible connectors complying with requirements in Section 233300 "Air Duct Accessories."

### 3.5 IDENTIFICATION

- A. Label each air terminal unit with plan number, nominal airflow, and maximum and minimum factory-set airflows. Comply with requirements in Section 230553 "Identification for HVAC Piping and Equipment" for equipment labels and warning signs and labels.

### 3.6 FIELD QUALITY CONTROL

- A. Testing Agency: Owner will engage a qualified testing agency to perform tests and inspections.
- B. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust components, assemblies, and equipment installations, including connections.
- C. Perform tests and inspections.
  - 1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.



D. Tests and Inspections:

1. After installing air terminal units and after electrical circuitry has been energized, test for compliance with requirements.
2. Leak Test: After installation, fill water coils and test for leaks. Repair leaks and retest until no leaks exist.
3. Operational Test: After electrical circuitry has been energized, start units to confirm proper motor rotation and unit operation.
4. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

E. Air terminal unit will be considered defective if it does not pass tests and inspections.

F. Prepare test and inspection reports.

### 3.7 STARTUP SERVICE

A. Perform startup service.

1. Complete installation and startup checks according to manufacturer's written instructions.
2. Verify that inlet duct connections are as recommended by air terminal unit manufacturer to achieve proper performance.
3. Verify that controls and control enclosure are accessible.
4. Verify that control connections are complete.
5. Verify that nameplate and identification tag are visible.
6. Verify that controls respond to inputs as specified.

### 3.8 DEMONSTRATION

A. Train Owner's maintenance personnel to adjust, operate, and maintain air terminal units.

END OF SECTION 233600

## SECTION 233713 - DIFFUSERS, REGISTERS, AND GRILLES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

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

#### 1.2 SUMMARY

- A. Section Includes:

- 1. Rectangular and square ceiling diffusers.
- 2. Perforated diffusers.
- 3. Louver face diffusers.

- B. Related Sections:

- 1. Section 089116 "Operable Wall Louvers" and Section 089119 "Fixed Louvers" for fixed and adjustable louvers and wall vents, whether or not they are connected to ducts.
- 2. Section 233300 "Air Duct Accessories" for fire and smoke dampers and volume-control dampers not integral to diffusers, registers, and grilles.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated, include the following:

- 1. Data Sheet: Indicate materials of construction, finish, and mounting details; and performance data including throw and drop, static-pressure drop, and noise ratings.
- 2. Diffuser, Register, and Grille Schedule: Indicate drawing designation, room location, quantity, model number, size, and accessories furnished.

- B. Samples for Initial Selection: For diffusers, registers, and grilles with factory-applied color finishes.

- C. Samples for Verification: For diffusers, registers, and grilles, in manufacturer's standard sizes to verify color selected.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Reflected ceiling plans, drawn to scale, on which the following items are shown and coordinated with each other, using input from Installers of the items involved:

- 1. Ceiling suspension assembly members.
- 2. Method of attaching hangers to building structure.

3. Size and location of initial access modules for acoustical tile.
4. Ceiling-mounted items including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.
5. Duct access panels.

B. Source quality-control reports.

## PART 2 - PRODUCTS

### 2.1 CEILING DIFFUSERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
  - a. Krueger.
  - b. METALAIRE, Inc.
  - c. Nailor Industries Inc.
  - d. Price Industries.
  - e. Titus.
  - f. Or equal
- B. See air distribution schedule on drawings for product specifics.

### 2.2 SOURCE QUALITY CONTROL

- A. Verification of Performance: Rate diffusers, registers, and grilles according to ASHRAE 70, "Method of Testing for Rating the Performance of Air Outlets and Inlets."

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas where diffusers, registers, and grilles are to be installed for compliance with requirements for installation tolerances and other conditions affecting performance of equipment.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 INSTALLATION

- A. Install diffusers, registers, and grilles level and plumb.
- B. Ceiling-Mounted Outlets and Inlets: Drawings indicate general arrangement of ducts, fittings, and accessories. Air outlet and inlet locations have been indicated to achieve design requirements for air volume, noise criteria, airflow pattern, throw, and pressure drop. Make final locations where indicated, as much as practical. For units installed in lay-in ceiling panels,

locate units in the center of panel. Where architectural features or other items conflict with installation, notify Architect for a determination of final location.

- C. Install diffusers, registers, and grilles with airtight connections to ducts and to allow service and maintenance of dampers, air extractors, and fire dampers.

### 3.3 ADJUSTING

- A. After installation, adjust diffusers, registers, and grilles to air patterns indicated, or as directed, before starting air balancing.

END OF SECTION 233713

## SECTION 260500 – COMMON WORK RESULTS FOR ELECTRICAL

### PART 1 - GENERAL

#### 1.1 IMPOSED REGULATIONS

- A. Applicable provisions of the State and Local Codes and of the following codes and standards in addition to those listed elsewhere in the specifications are hereby imposed on a general basis for electrical work: codes and standards listed on the electrical drawings.

#### 1.2 SCOPE OF WORK

- A. Provide all labor, materials, equipment and supervision to construct complete and operable electrical systems as indicated on the drawings and specified herein. All materials and equipment used shall be new, undamaged and free from any defects.

#### 1.3 RELATED DOCUMENTS AND OTHER INFORMATION

- A. The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the portions of work specified in each and every Section of this Division, individually and collectively.

#### 1.4 EXISTING SERVICES AND FACILITIES

- A. **Damage to Existing Services:** Existing services and facilities damaged by the Contractor through negligence or through use of faulty materials or workmanship shall be promptly repaired, replaced, or otherwise restored to previous conditions by the Contractor without additional cost to the Owner.
- B. **Interruption of Services:** Interruptions of services necessary for connection to or modification of existing systems or facilities shall occur only at prearranged times approved by the Owner. Interruptions shall only occur after the provision of all temporary work and the availability of adequate labor and materials will assure that the duration of the interruption will not exceed the time agreed upon.
- C. **Removed Materials:** Existing materials made unnecessary by the new installation shall be stored on site. They shall remain the property of the Owner and shall be stored at a location and in a manner as directed by the Owner. If classified by the Owner's authorized representative as unsuitable for further use, the material shall become the property of the Contractor and shall be removed from the site at no additional cost to the owner.

## 1.5 PRODUCT WARRANTIES

- A. Provide manufacturer's standard printed commitment in reference to a specific product and normal application, stating that certain acts of restitution will be performed for the Purchaser or Owner by the manufacturer, when and if the product fails within certain operational conditions and time limits. Where the warranty requirements of a specific specification section exceeds the manufacturer's standard warranty, the more stringent requirements will apply and modified manufacturer's warranty shall be provided. In no case shall the manufacturer's warranty be less than one (1) year.

## 1.6 PRODUCT SUBSTITUTIONS

- A. General: Materials specified by manufacturer's name shall be used unless prior approval of an alternate is given by addenda. Requests for substitutions must be received in the office of the Architect at least 10 days prior to opening of bids.

## 1.7 ELECTRICAL DRAWINGS

- A. Electrical contract drawings are diagrammatic and indicate the general arrangement of electrical equipment. Do not scale electrical plans. Obtain all dimensions from the Architect's dimensioned drawings and field measurements. The Contractor shall review Architectural plans for door swings and built-in equipment; conditions indicated on those plans shall govern for this work.
- B. Coordinate installation of electrical equipment with the structural and mechanical equipment and access thereto. Coordinate exterior electrical work with civil and landscaping work.
- C. Discrepancies shown on different drawings, between drawings and specifications or between documents and field conditions shall be installed to provide the better quality or greater quantity of work; or, comply with the more stringent requirement; either or both in accordance with the A/E's interpretation.

## 1.8 SYSTEMS REQUIRING ROUGH-IN

- A. Rough-in shall consist of all outlet boxes/raceway systems/supports and sleeves required for the installation of cables/devices by other Divisions and by the Owner. It shall be the responsibility of this Contractor to determine the requirements by reviewing the contract documents and meeting with the Superintendent of the trade involved and Owner's representative to review submittal data, shop drawings, etc.
- B. Sealing of all sleeves, to meet the fire rating of the assembly, whether active or not, is work of this Division.

## 1.9 SUBMITTALS

- A. Refer to section 260510

## PART 2 - PRODUCTS

### 2.1 FIRESTOPPING:

- A. Refer to section 078413 for additional requirements.
- B. A firestop system shall be used to seal penetrations of electrical conduits and cables through fire-rated partitions per NEC 300.21, and NEC 800.26. The firestop system shall be qualified by formal performance testing in accordance with ASTM E-814, or UL 1479.
- C. The firestop system shall consist of a fire-rated caulk type substance and a high temperature fiber insulation. It shall be permanently flexible, waterproof, non-toxic, smoke and gas tight and have a high adhesion to all solids so damming is not required. Only metal conduit shall be used in conjunction with this system to penetrate fire rated partitions. Install in strict compliance with manufacturer's recommendations. 3M or approved equal.
- D. Comply with TIA/EIA-569-A, Annex A, "Firestopping."
- E. Comply with BICSI TDMM, "Firestopping Systems" Article.

## PART 3 - EXECUTION

### 3.1 PRODUCT INSTALLATION, GENERAL

- A. Except where more stringent requirements are indicated, comply with the product manufacturer's installation instructions and recommendations, including handling, anchorage, assembly, connections, cleaning and testing, charging, lubrication, startup, test operation and shut-down of operating equipment. Consult with manufacturer's technical experts, for specific instructions on unique product conditions and unforeseen problems.
- B. Protection and Identification: Deliver products to project properly identified with names, models numbers, types, grades, compliance labels and similar information needed for distinct identifications; adequately packaged or protected to prevent deterioration during shipment, storage and handling. Store in a dry, well ventilated, indoor space, except where prepared and protected by the manufacturer specifically for exterior storage.
- C. Permits and Tests: Provide labor, material and equipment to perform all tests required by the governing agencies and submit a record of all tests to the Owner or his representative. Notify

the Architect five days in advance of any testing.

- D. Install temporary protective covers over equipment enclosures, outlet boxes and similar items after interiors, conductors, devices, etc. are installed, to prevent the entry of construction debris and to protect the installation during finish work performed by others. Do not install device plates, equipment covers or trims until finish work is complete.
- E. Clean all equipment, inside and out, upon completion of the work. Scratched or marred surfaces shall be touched-up with touch-up paint furnished by the equipment manufacturer.
- F. Replace all equipment and materials that become damaged.
- G. No more than three phase conductors, each of opposite phases for a three phase WYE system, shall be combined in a single raceway unless written approval is granted by the engineer or noted otherwise on the construction documents.. (120 volt and 277 volt receptacle and lighting circuits are except from this requirement, but must meet the requirements of the NEC)

### 3.2 LOW VOLTAGE CABLING SEPARATION FROM EMI SOURCES

- A. Comply with BICSI TDMM and TIA/EIA-569-A recommendations for separating unshielded copper voice and data communication cable from potential EMI sources, including electrical power lines and equipment.
- B. Separation between open communications cables or cables in nonmetallic raceways and unshielded power conductors and electrical equipment shall be as follows:
  - 1. Electrical Equipment Rating Less Than 2 kVA: A minimum of 5 inches
  - 2. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 12 inches
  - 3. Electrical Equipment Rating More Than 5 kVA: A minimum of 24 inches
- C. Separation between communications cables in grounded metallic raceways and unshielded power lines or electrical equipment shall be as follows:
  - 1. Electrical Equipment Rating Less Than 2 kVA: A minimum of 2-1/2 inches
  - 2. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 6 inches
  - 3. Electrical Equipment Rating More Than 5 kVA: A minimum of 12 inches
- D. Separation between communications cables in grounded metallic raceways and power lines and electrical equipment located in grounded metallic conduits or enclosures shall be as follows:
  - 1. Electrical Equipment Rating Less Than 2 kVA: No requirement.
  - 2. Electrical Equipment Rating between 2 and 5 kVA: A minimum of 3 inches
  - 3. Electrical Equipment Rating More Than 5 kVA: A minimum of 6 inches
- E. Separation between Cables and Electrical Motors and Transformers, 5 kVA or HP and Larger:



A minimum of 48 inches

- F. Separation between Cables and Fluorescent Fixtures: A minimum of 5 inches

### 3.3 EQUIPMENT PROTECTION

- A. Equipment and materials shall be protected during shipment and storage against physical damage, vermin, dirt, corrosive substances, fumes, moisture, cold and rain.
- B. Store equipment indoors in clean dry space with uniform temperature to prevent condensation. Equipment shall include but not be limited to switchgear, switchboards, panelboards, transformers, motor control centers, motor controllers, uninterruptible power systems, enclosures, controllers, circuit protective devices, cables, wire, light fixtures, electronic equipment, and accessories.
- C. During installation, equipment shall be protected against entry of foreign matter; and be vacuum-cleaned both inside and outside before testing and operating. Compressed air shall not be used to clean equipment. Remove loose packing and flammable materials from inside equipment.
- D. Damaged equipment shall be, as determined by the Resident Engineer, placed in first class operating condition or be returned to the source of supply for repair or replacement.
- E. Painted surfaces shall be protected with factory installed removable heavy kraft paper, sheet vinyl or equal.
- F. Damaged paint on equipment and materials shall be refinished with the same quality of paint and workmanship as used by the manufacturer so repaired areas are not obvious.

END OF SECTION 260500

## SECTION 260501 – ELECTRICAL DEMOLITION

### PART 1 - GENERAL

1.1 Not Used

### PART 2 - PRODUCTS

2.1 Not Used

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Field verify measurements and circuiting arrangements are as shown on Drawings.
- B. Verify that abandoned wiring and equipment serve only abandoned facilities.
- C. Demolition drawings are based on casual field observation.
- D. Report discrepancies to Engineer before disturbing existing installation.
- E. Beginning of demolition means installer accepts existing conditions.

#### 3.2 PREPARATION

- A. Disconnect electrical systems in walls, floors, and ceilings to be removed.
- B. Provide temporary wiring and connections to maintain existing systems in service during construction.
- C. When work must be performed on energized equipment or circuits, use personnel experienced in such operations, submit verification of compliance with the contractor's safety procedures to the Architect, and notify the Owner in writing a minimum of 24 hours prior to work.
- D. Existing Fire Alarm System: Maintain existing system in service until new system is installed and tested. Disable system only to make switchovers and connections. Minimize outage duration. Notify owner before partially or completely disabling system.
- E. The existing television, telephone, computer data, intrusion detection and intercom system shall remain operable during construction. Plan and execute the work accordingly. Provide temporary wiring and facilities as may be required.



boxes and branch circuit conduits. It shall be the responsibility of the Contractor to ensure that existing outlet boxes and conduits that are reused comply with requirements for new.

- B. The reuse of conduits (not remaining in place), conductors, and devices is not permitted.

### 3.6 CUTTING AND PATCHING

- A. Structural Limitations: Do not cut structural framing, walls, floors, decks, and other members intended to withstand stress, except with the Engineer's written authorization. Authorization will be granted only when there is no other reasonable method for completing the electrical work, and where the proposed cutting clearly does not materially weaken the structure.
- B. Cutting Concrete: Where authorized, cut openings through concrete (for conduit penetrations and similar services) by core drilling or sawing. Do not cut by hammer-driven chisel or drill. Prior to cutting of existing concrete walls, floors, or ceilings x-ray existing concrete to locate existing hidden utilities.
- C. Other Work: Do not endanger or damage other work through the procedures and process of cutting to accommodate electrical work. Review the proposed cutting with the Installer of the work to be cut, and comply with his recommendations to minimize damage. Where necessary, engage the original Installer or other specialists to execute the cutting in the recommended manner.
- D. Patching: Where patching is required to restore other work, because of cutting or other damage inflicted during the installation of electrical work, execute the patching in the manner recommended by the original Installer. Restore the other work in every respect, including the elimination of visual defects in exposed finished, as judged by the Engineer. Engage the original Installer to complete patching of various categories of work including: concrete and masonry finishing, waterproofing and roofing, exposed wall finishes, etc.

### 3.7 CLEANING AND REPAIR

- A. Clean and repair existing materials and equipment that remain or that are to be reused.
- B. Panelboards: Clean exposed surfaces and check tightness of electrical connections. Replace damaged circuit breakers and provide closure plates for vacant positions.

### 3.8 LABELING

- A. Provide typed circuit directory showing revised circuiting arrangement.
- B. Provide and install a new engraved nameplate for all electrical panels that have been modified during construction. Refer to the panelboard specification section for labeling requirements.

END OF SECTION 260501

## SECTION 260510 – ELECTRICAL SUBMITTALS

### PART 1 - GENERAL

#### 1.1 RELATED REQUIREMENTS

- A. Comply with the applicable requirements of the Division 1 specifications (013300) and the requirements of this Division of the specifications.

#### 1.2 SUBMITTALS

- A. Submit for review by the Engineer Architect a schedule with engineering data of materials and equipment to be incorporated in the work. Submittals shall be supported by descriptive materials, i.e., catalog sheets, product data sheets, diagrams, performance curves and charts published by the manufacturer, warranties, etc., to show conformance to Specifications and Plan requirements; model numbers alone shall not be acceptable. Data submitted for review shall contain all information to indicate compliance with Contract Documents. Complete electrical characteristics shall be provided for all equipment. Submittals for lighting fixtures shall include Photometric Data. The Engineer reserves the right to require samples of any equipment to be submitted for review.
- B. The purpose of shop drawing review is to demonstrate to the Architect that the Contractor understands the design concept. The Architect's review of such drawings, schedules, or cuts shall not relieve the Contractor from responsibility for deviations from the drawings or specifications unless he has, in writing, called the Architect's attention to such deviation at the time of submission, and received written permission from the Architect for such deviations.
- C. Where cut sheets include an entire product family, mark all specific items to be utilized for this project on equipment cut sheets. Generic cut sheets with no indication of which items on the cut sheet shall be used will be rejected.
- D. Response to Submittals: Shop drawings shall be stamped and signed by the Electrical Engineer with the following classifications:
- E. "No Exceptions Taken": No corrections, no marks. Contractor shall submit copies for distribution
- F. "Make Corrections Noted": A few minor corrections. Items may be ordered as marked up without further resubmission. Submit copies for distribution.
- G. "Amend and Resubmit": Minor corrections. Item may be ordered at the Contractor's option. Contractor shall resubmit drawings with corrections noted.
- H. "Rejected - Resubmit": Major corrections or not in accordance with the contract documents. No items shall be ordered. Contractor shall correct and resubmit drawings.

- I. Prior Approvals and Shop Drawings must be hand delivered, received by mail, or email.
- J. Submittal data received by facsimile will not be reviewed.
  
- K. Equipment and materials requiring submittals:
  - 1. Section 260500 – Common Work Results for Electrical
    - a. Product Warranties
    - b. Firestopping Materials
    - c. Firestopping Installation Drawings for each conduit penetration, cable in metal sleeve penetration and blank metal sleeve penetration for each type of wall/floor construction encountered.
  
  - 2. Section 260519 Low-Voltage Electrical Power Conductors and Cables
    - a. Splice Kits
    - b. Waterproof Wire Connectors
    - c. Wire
    - d. Field Quality Control Test Reports
  
  - 3. Section 262400 Switchboards and Panelboards
    - a. Product data
    - b. Enclosures
    - c. Dimensional Data
    - d. Circuit Directory
    - e. Circuit Breaker trip curves
    - f. Locks
    - g. Shunt-Trip Breakers
    - h. Bussing Diagrams
    - i. Ground-Fault Protection
    - j. Schematic Wiring Diagram
    - k. Layout Drawings and elevations
    - l. Short Circuit Current Rating
    - m. Device nameplate data.
  
  - 4. Section 262726 – Wiring Devices
    - a. Product data
    - b. Device Plates
    - c. Weatherproof Covers
    - d. Special Purpose Receptacles
    - e. Dimmer Switches
    - f. Occupancy Sensors
    - g. Occupancy Sensor Wiring Diagrams
    - h. Occupancy Sensor Layout Drawings showing location and orientation of each sensor.
    - i. Device and device plate colors
  
  - 5. Section 283100 Fire Detection and Alarm
    - a. Battery calculations.
    - b. Voltage drop calculations
    - c. Installer's qualifications.

- d. Manufacturer's detailed data sheet for initiating device and notification appliance.
- e. System riser diagram.
- f. List of all devices on each signaling line circuit, with spare capacity indicated.
- g. Clear and concise description of operation with input/output matrix.
- h. Warranty
- i. Submission to Authority Having Jurisdiction: In addition to routine submission of the above material, make an identical submission to the authority having jurisdiction. Include copies of shop drawings as required to depict component locations to facilitate review. Upon receipt of comments from the Authority, make resubmissions if required to make clarifications or revisions to obtain approval.
- j. Inspection and Test Reports:
  - 1) Submit inspection and test plan prior to closeout demonstration
  - 2) Submit documentation of satisfactory inspections and tests.
  - 3) Submit NFPA 72 "Inspection and Test Form," filled out.

## PART 2 - PRODUCTS

2.1 Not Used.

## PART 3 - EXECUTION

### 3.1 MANUFACTURER'S DATA

- A. Include the manufacturer's comprehensive product data sheet and installation instructions. Where operating ranges are shown, mark data to show portion of range required for project application. Where pre-printed data sheet covers more than one distinct product-size, type, material, trim, accessory group or other variations, delete or mark-out portions of the pre-printed data which are not applicable.

### 3.2 EQUIPMENT LIST

- A. Where more than one type of a product is being used (i.e. starters, disconnects, breakers, etc.) provide a list with each submittal correlating the type and size of product to the load served.

### 3.3 TEST REPORTS

- A. Submit test reports which have been signed and dated by the firm performing the tests, and prepare in the manner specified in the standard or regulation governing the tests procedure as indicated.

END OF SECTION 260510

## SECTION 260511 - ELECTRICAL WORK CLOSEOUT

### PART 1 - GENERAL

#### 1.1 SUBMITTALS

- A. Refer to section 260510.

#### 1.2 RELATED SECTIONS

- A. Refer to section 017839 for additional requirements.

### PART 2 - PRODUCTS

#### 2.1 RECORD DRAWINGS

- A. Except where otherwise indicated, electrical drawings prepared by Engineer are diagrammatic in nature and may not show locations accurately for various components of electrical system. Shop drawings, including coordination drawings, prepared by the Contractor show portions of work more accurately to scale and location, and in greater detail. It is recognized that actual layout of installed work may vary substantially from both Contractor drawings and shop drawings.
- B. The electrical superintendent shall maintain a white set of contract documents and shop drawings in clean, undamaged condition, for mark-up of actual installations which vary substantially from the work as shown. Mark-up whatever drawings are most capable of showing installed conditions accurately. However, where shop drawings are marked, record a reference note on appropriate contract drawings. Mark with erasable pencil, and use multiple colors to aid in the distinction between work of separate electrical systems. These documents shall be used for no other purpose. In general, record every substantive installation of electrical work which previously is either not shown or shown inaccurately, but in any case record the following:
  - 1. Post all addenda prior to beginning work.
  - 2. Underground feeder conduits, both interior and exterior, drawn to scale and fully dimensioned.
  - 3. Work concealed behind or within other work, in a non-accessible arrangement.
  - 4. Mains and branches of wiring systems, with panelboards and control devices located and numbered, with concealed splices located, and with devices requiring maintenance located.
  - 5. Scope of each change order (C.O.), noting C.O. number.
- C. Upon each visit by the Architect/Engineer, the Contractor shall demonstrate that the record documents are being kept current, as specified hereinbefore.



## 2.2 RECORD MANUALS

### A. Record manuals shall include the following the following:

1. Manufacturer's operation and maintenance manuals for:
  - a. Light Fixtures
  - b. Fire Alarm System
2. Shop drawings, revised to reflect all review comments, supplemented with the installation instructions shipped with equipment.
3. One copy of all panelboard directories.
4. All field test Reports
5. Electrical Contractor's Warranty
6. Fire alarm set of floor plans showing actual installed locations of components, conduit, and zones.
7. Fire Alarm "As programmed" operating sequences, including control events by device, updated input/output chart, and voice messages by event.

## 2.3 CLOSEOUT SUBMITTALS

### A. Maintenance Data: For splices and connectors to include in maintenance manuals.

### B. Software and Firmware Operational Documentation:

1. Software operating and upgrade manuals.
2. Program Software Backup: On magnetic media or compact disk, complete with data files.
3. Device address list.
4. Printout of software application and graphic screens.

## PART 3 - EXECUTION

### 3.1 INSPECTIONS

- ### A.
- At all construction observations by the Architect/Engineer, the Contractor shall demonstrate to the Architect/ Engineer that all work is complete in accordance with the contract documents and that all systems have been tested and are fully operational. The Contractor shall furnish the personnel, tools and equipment required to inspect and test all systems.

### 3.2 TRAINING

- ### A.
- Train Owner's personnel on the operation and maintenance of the following systems :

1. Fire Alarm System - 4 hours
2. Lighting Control Systems – 1 hours

B. Training shall not be conducted until system has been tested by the Contractor and is 100% operational. Refer to the individual specification sections for additional requirements.

END OF SECTION 260511

## SECTION 260512 - ELECTRICAL COORDINATION

### PART 1 - GENERAL

#### 1.1 SUBMITTALS

- A. Refer to section 260510.

### PART 2 - PRODUCTS

#### 2.1 ELECTRICAL COORDINATION DRAWINGS

- A. Electrical Rooms: Provide layouts of all electrical rooms using the dimensions of equipment actually furnished. Locate all ducts and piping entering or crossing these spaces.
- B. Feeders over 100 Amps: The routing of main feeders is not shown on the drawings. Actual routing shall be determined by the contractor in accordance with the specifications and shall be coordinated with work by other trades. For underground lines, show all utility crossings.
- C. Drawing Format: Drawings shall be prepared at a scale of no less than 1/16"=1'-0" for feeder routes and 1/4"=1'-0" for electrical rooms/equipment yards. Drawing shall be titled to define Project Name, Drawing subject and date prepared. Drawings are to be prepared in AutoCAD 2007 or compatible software.

#### 2.2 EQUIPMENT REQUIRING ELECTRICAL SERVICE

- A. Provide electrical connections for all electrically driven equipment. Final connections are electrical work, except as otherwise noted. Obtain a copy of the shop drawings of equipment. Review shop drawings to verify electrical characteristics and to determine rough-in requirements, final connection requirements, location of disconnect switch, etc. Notify the General Contractor if the information received is ambiguous or incomplete. Keep a copy of these shop drawings at the project site throughout the course of construction.
- B. Equipment to be connected includes, but is not limited to the following:
  - 1. HVAC Equipment
  - 2. Telephone/Computer Systems
  - 3. Fire Alarm System
  - 4. Motorized Projection Screens and Ceiling Projectors
  - 5. Site Lighting
  - 6. A/V systems
  - 7. Control Systems
  - 8. Printers

- C. The design of circuits for electrically driven equipment is based on the product of one

manufacturer and may not be representative of all acceptable manufacturers. If equipment furnished has differing characteristics, make necessary adjustments to circuit components at no additional cost to the Owner, subject to the approval of the Architect.

- D. Provide motor starters and disconnects for all mechanical equipment unless provided by the mechanical contractor.

## PART 3 - EXECUTION

### 3.1 COORDINATION OF MECHANICAL INSTALLATION:

- A. Attachment Number 1 shall be filled out and returned with shop drawing submittals. The intent of Attachment Number 1 is to ensure that the electrical requirements for equipment have been reviewed and coordinated by the Contractor. No electrical equipment shall be ordered, nor shall rough-in begin, before this coordination has taken place. This document shall be returned appropriately marked whether or not any changes are deemed to be necessary by the contractor.

ATTACHMENT NO. 1

SHOP DRAWING COORDINATION AFFIDAVIT

I, the undersigned, certify that I have reviewed the equipment shop drawings for electrically driven equipment and that the accompanying electrical shop drawings reflect the requirements of the actual equipment to be furnished for use on this project. The following deviations from design drawings were required to serve the furnished equipment:

ITEM	CKT.DESIG.		BKR.SIZE		CONDUIT/WIRE		DISC.SIZE		STARTER	
	New	Old	New	Old	New	Old	New	Old	New	Old

---

NOTE: If no deviations are required please indicate by circling the appropriate answer above your signature.

PROJECT: \_\_\_\_\_ DEVIATIONS: Yes / No

COMPANY: \_\_\_\_\_

TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

IT IS THE RESPONSIBILITY OF THE DIVISION 16 CONTRACTOR TO OBTAIN SHOP DRAWING INFORMATION FROM OTHER TRADES. FAILURE TO PERFORM THE WORK REQUIRED BY THIS AFFIDAVIT, PRIOR TO ORDERING MATERIALS OR ROUGHING-IN, MAY RESULT IN IMPROPER CONNECTIONS BEING PROVIDED. THE EXPENSE OF CORRECTIVE MEASURES, IF REQUIRED, SHALL BE BORNE BY THE CONTRACTOR.

NOTE:  
PANELBOARD SHOP DRAWINGS WILL NOT BE REVIEWED UNTIL THE ELECTRICAL CONTRACTOR COMPLETES AND SUBMITS THIS AFFIDAVIT TO THE ELECTRICAL ENGINEER.

END OF SECTION 260512

## SECTION 260526 – GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Grounding and bonding components.
- B. Provide all components necessary to complete the grounding system(s) consisting of:
  - 1. Metal underground water pipe.
  - 2. Metal frame of the building.
  - 3. Concrete-encased electrode.

#### 1.2 SUBMITTALS

- A. Refer to section 260510.

#### 1.3 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.

#### 1.4 REFERENCES

- A. NETA STD ATS - Acceptance Testing Specifications for Electrical Power Distribution Equipment and Systems; International Electrical Testing Association; current edition.
- B. NFPA 70 - National Electrical Code; National Fire Protection Association; current edition.
- C. NFPA 99 - Standard for Health Care Facilities; National Fire Protection Association; current edition.
- D. IEEE Standard 142 “Green Book” – Recommended Practices for Grounding of industrial and Commercial Power Systems; current edition.

#### 1.5 PERFORMANCE REQUIREMENTS

- A. Maximum grounding system resistance: 10 ohms.
- B. Services at power company interface points shall comply with the power company ground resistance requirements.

## PART 2 - PRODUCTS

### 2.1 ELECTRODES

- A. Sectionalized steel with copper-welded exterior, 3/4" dia. x 10'. One 10-foot section shall be required at each ground rod location, unless as otherwise directed in this specification.

### 2.2 CONDUCTORS

- A. Bonding Jumper Braid: Copper braided tape, sized for application.
- B. Electrical Grounding conductors: Unless otherwise indicated, provide bare or green insulated stranded copper electrical grounding conductors sized according to NEC or as shown or specified. Provide green insulated for conductors sized No. 10 AWG and smaller.

### 2.3 GROUND CONNECTIONS

- A. Below Grade: Exothermic-welded type connectors.
- B. Above Grade:
  - 1. Bonding Jumpers: compression type connectors, using zinc-plated fasteners and external tooth lock washers.
  - 2. Ground Busbars: Two-hole compression type lugs using tin-plated copper or copper alloy bolts and nuts.
  - 3. Rack and Cabinet Ground Bars: one-hole compression-type lugs using zinc-plated or copper alloy fasteners.
- C. Install exothermic connectors and terminals as recommended by the connector and terminal manufacturer for intended applications.
- D. Bolted clamp will not be accepted between grounding rods and ground conductors.

### 2.4 EQUIPMENT RACK AND CABINET GROUND BARS

- A. Provide solid copper ground bars designed for mounting on the framework of open or cabinet-enclosed equipment racks with minimum dimensions of 3/8 inch x 3/4 inch unless noted otherwise.
- B. Busbar Connectors: Cast silicon bronze, solderless, mechanical connector; with a long barrel and two holes spaced on 5/8- or 1-inch (15.8- or 25.4-mm) centers for a two-bolt connection to the busbar.

- C. Telecommunications Enclosures and Equipment Racks: Bond metallic components of enclosures to the telecommunications bonding and grounding system. Install top-mounted rack grounding busbar unless the enclosure and rack are manufactured with the busbar. Bond the equipment grounding busbar to the TGB No. 2 AWG bonding conductors.
- D. Shielded Cable: Bond the shield of shielded cable to the TGB in communications rooms and spaces. Comply with TIA/EIA-568-B.1 and TIA/EIA-568-B.2 when grounding screened, balanced, twisted-pair cables.
- E. Rack- and Cabinet-Mounted Equipment: Bond powered equipment chassis to the cabinet or rack grounding bar. Power connection shall comply with NFPA 70; the equipment grounding conductor in the power cord of cord- and plug-connected equipment shall be considered as a supplement to bonding requirements in this Section.

## 2.5 GROUND TERMINAL BLOCKS

- A. At any equipment mounting location (e.g. backboards and hinged cover enclosures) where rack-type ground bars cannot be mounted, provide screw lug-type terminal blocks.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify existing conditions prior to beginning work.
- B. Verify that final backfill and compaction has been completed before driving rod electrodes.

### 3.2 ELECTRICAL AND COMMUNICATION ROOM GROUNDING

- A. Building Earth Ground Busbars: Provide ground busbar hardware at each electrical and communication room and connect to pigtail extensions of the building grounding ring.

### 3.3 CONDUCTIVE PIPING

- A. Bond all conductive piping systems, interior and exterior, to the building to the grounding electrode system. Bonding connections shall be made as close as practical to the equipment ground bus.
- B. Install braided type bonding jumpers with ground clamps on water meter and gas meter piping to electrically bypass meter where the main is metallic on both sides of the meter. Install clamp-on connectors only on thoroughly cleaned metal contact surfaces, to ensure electrical conductivity and circuit integrity.



### 3.4 CORROSION INHIBITORS

- A. When making ground and ground bonding connections, apply a corrosion inhibitor to all contact surfaces. Use corrosion inhibitor appropriate for protecting a connection between the metals used.
- B. Where concrete penetration is necessary, non-metallic conduit shall be cast flush with the points of concrete entrance and exit so as to provide an opening for the ground wire and the opening shall be sealed with a suitable compound after installation of the ground wire.

### 3.5 SECONDARY EQUIPMENT AND CIRCUITS

- A. Switchgear, Panelboards, Disconnects, Switchboards, Unit Substations, and Motor Control Centers; Connect metallic conduits, which terminate without mechanical connection to the housing, by grounding bushings and grounding conductor to the equipment ground bus.
- B. Feeders and Branch Circuits: Install equipment grounding conductors with all feeders and power and lighting branch circuits, sized in accordance with Article 250 of NFPA 70.
- C. Boxes, Cabinets, Enclosures, and Panelboards:
  - 1. Bond the equipment grounding conductor to each pullbox, junction box, outlet box, device box, cabinets, and other enclosures through which the conductor passes (except for special grounding systems for intensive care units and other critical units shown).
  - 2. Provide lugs in each box and enclosure for equipment grounding conductor termination.
  - 3. Provide ground bars in panelboards, bolted to the housing, with sufficient lugs to terminate the equipment grounding conductors.
- D. Motors and Starters: Provide lugs in motor terminal box and starter housing or motor control center compartment to terminate equipment grounding conductors.
- E. Receptacles shall not be grounded through their mounting screws. Ground with a jumper from the receptacle green ground terminal to the device box ground screw and the branch circuit equipment grounding conductor.
- F. Fixed electrical appliances and equipment shall be provided with a ground lug for termination of the equipment grounding conductor.
- G. Metallic Conduit: Metallic conduits which terminate without mechanical connection to an electrical equipment housing by means of locknut and bushings or adapters, shall be provided with grounding bushings. Connect bushings with a bare grounding conductor to the equipment ground bus.

### 3.6 INSTALLATION

- A. Install ground electrodes at locations indicated. Provide additional electrodes as required to achieve specified resistance to ground.
- B. Install nominal 10" diameter x 18" long fiberglass "water valve" type enclosure, with cover, over each ground rod. The top of ground rods shall be 12" below finished grade. The rod and exothermic connection to the grounding electrode conductor shall be accessible from within enclosure. Fill the lower 3" of enclosure with crushed rocks. Top of enclosure shall be flush with finished grade.
- C. Make rebar in concrete footing around the perimeter of the building electrically continuous such that the resulting installation consists of a concrete encased electrode per Article 250 of the NEC. Extend No. 1/0 THWN grounding electrode conductors from convenient points along the "ground ring" to the following points:
- D. If it is determined that the rebar cannot be made electrically continuous, install a No 1/0 bare copper conductor in the footing around the perimeter of the building.
- E. Provide grounding electrode conductor and connect to reinforcing steel in foundation footing.
- F. Bond together metal siding not attached to grounded structure; bond to ground.

END OF SECTION 260526

## SECTION 260529 – HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This section includes the requirements for the following:
  - 1. Conduit and equipment supports.
  - 2. Anchors and fasteners.

#### 1.2 SUBMITTALS

- A. Refer to section 260510.

#### 1.3 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Products: Listed and classified by Underwriters Laboratories Inc. as suitable for the purpose specified and indicated.

#### 1.4 REFERENCE STANDARDS

- A. NECA 1 - Standard Practices for Good Workmanship in Electrical Contracting; National Electrical Contractors Association; current edition.

### PART 2 - PRODUCTS.

#### 2.1 MATERIALS

- A. Hangers, Supports, Anchors, and Fasteners - General: Corrosion-resistant materials of size and type adequate to carry the loads of equipment and conduit, including weight of wire in conduit.
- B. Supports: Fabricated of structural steel or formed steel members; galvanized
- C. Anchors and Fasteners:
  - 1. Do not use powder-actuated anchors.
  - 2. Concrete Structural Elements: Use precast inserts, expansion anchors, or preset

- inserts.
3. Steel Structural Elements: Use beam clamps, steel spring clips, steel ramset fasteners, or welded fasteners.
  4. Concrete Surfaces: Use self-drilling anchors or expansion anchors.
  5. Hollow Masonry, Plaster, and Gypsum Board Partitions: Use toggle bolts or hollow wall fasteners.
  6. Solid Masonry Walls: Use expansion anchors or preset inserts.
  7. Sheet Metal: Use sheet metal screws.
  8. Wood Elements: Use wood screws.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install hangers and supports as required to adequately and securely support electrical system components, in a neat and workmanlike manner, as specified in NECA 1.
  1. Do not fasten supports to pipes, ducts, mechanical equipment, or conduit.
- B. Cutting or Holes:
  1. Locate holes in advance where they are proposed in the structural sections such as ribs or beams. Obtain the approval of the Architect prior to drilling through structural sections.
  2. Cut holes through concrete and masonry in new and existing structures with a diamond core drill or concrete saw. Pneumatic hammer, impact electric, hand or manual hammer type drills are not allowed, except where permitted by the Architect as required by limited working space.
- C. Rigidly weld support members or use hexagon-head bolts to present neat appearance with adequate strength and rigidity. Use spring lock washers under all nuts.
- D. Install surface-mounted cabinets and panelboards with minimum of four anchors.
- E. In wet and damp locations use steel channel supports to stand cabinets, disconnects and panelboards 1 inch (25 mm) off wall.
- F. Use sheet metal channel to bridge studs above and below cabinets and panelboards recessed in hollow partitions.
- G. Use stamped steel bridges to fasten flush mounting outlet box between studs.
- H. Use adjustable steel channel fasteners for hung ceiling outlet box.
- I. Do not fasten boxes to ceiling support wires.

- J. Support boxes independently of conduit, except cast box that is connected to two rigid metal conduits both supported within 12 inches of box.
- K. Support conduit using coated steel or malleable iron straps, lay-in adjustable hangers, clevis hangers, and split hangers.
- L. Group related conduits; support using conduit rack. Construct rack using steel channel; provide space on each for 25 percent additional conduits
- M. Do not support conduit with wire, wire ties, or perforated pipe straps. Remove wire used for temporary supports.
- N. Do not attach conduit to ceiling support wires.

END OF SECTION 260529

## SECTION 260533 – RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS

### PART 1 - GENERAL

#### 1.1 SUBMITTALS

- A. Refer to section 260510

#### 1.2 QUALITY ASSURANCE

- A. Products: Listed and classified by Underwriters Laboratories Inc. as suitable for purpose specified and shown.

#### 1.3 REFERENCE STANDARDS

- A. ANSI C80.1 - American National Standard for Electrical Rigid Steel Conduit (ERSC); current edition
- B. ANSI C80.3 - American National Standard for Steel Electrical Metallic Tubing (EMT); current edition
- C. ANSI C80.5 - American National Standard for Electrical Rigid Aluminum Conduit (ERAC); current edition
- D. NECA 1 - Standard Practices for Good Workmanship in Electrical Contracting; National Electrical Contractors Association; current edition
- E. NECA 101 - Standard for Installing Steel Conduit (Rigid, IMC, EMT); National Electrical Contractors Association; current edition
- F. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable; National Electrical Manufacturers Association; current edition

#### 1.4 DELIVERY, STORAGE, AND HANDLING

- A. Accept conduit on site. Inspect for damage
- B. Protect conduit from corrosion and entrance of debris by storing above grade. Provide appropriate covering.

## PART 2 - PRODUCTS

### 2.1 CONDUIT REQUIREMENTS

- A. Conduit Size: Comply with NFPA 70.
  - 1. Minimum Size: 3/4 inch
- B. Wet and Damp Locations:
  - 1. Exterior above ground: RMC, IMC, or LTFMC
  - 2. Exterior below ground and in pipe basements: RNC schedule 40.
  - 3. Interior: RMC, IMC, or LTFMC
  - 4. Where RNC Schedule 40 is installed below grade or under floor slabs, the elbows required to turn the raceway up through the slab shall be RMC.
- C. Dry Locations:
  - 1. Concealed: Use EMT or FMC (FMC shall be only used with restrictions, see conduit installation)
  - 2. Exposed: Use EMT or FMC (FMC shall be only used with restrictions, see conduit installation)
- D. Areas subject to physical damage: RMC, IMC, or LTFMC(LTFMC shall be only used with restrictions, see conduit installation)
  - 1. "Areas subject to physical damage shall be defined as the most stringent of the following:
    - a. Exposed conduit below eight feet above finished floor.
    - b. As interpreted by the authority having jurisdiction (AHJ).

### 2.2 METAL CONDUIT

- A. Rigid Steel Galvanized Conduit (RMC): ANSI C80.1.
- B. Intermediate Metal Conduit (IMC): ANSI C80.6.
- C. Fittings and Conduit Bodies: NEMA FB 1; material to match conduit.
  - 1. Fittings shall meet the requirements of UL 514B and ANSI/ NEMA FB1.
  - 2. Standard threaded couplings, locknuts, bushings, and elbows: Only steel or malleable iron materials are acceptable. Integral retractable type IMC couplings are also acceptable.
  - 3. Die-cast or pressure-cast zinc-alloy fittings or fittings made of "pot metal" are prohibited.

4. Locknuts: Bonding type with sharp edges for digging into the metal wall of an enclosure.
5. Bushings: Metallic insulating type, consisting of an insulating insert molded or locked into the metallic body of the fitting. Bushings made entirely of metal or nonmetallic material are not permitted.
6. Sealing fittings: Threaded cast iron type. Use continuous drain type sealing fittings to prevent passage of water vapor. In concealed work, install fittings in flush steel boxes with blank cover plates having the same finishes as that of other electrical plates in the room.

## 2.3 FLEXIBLE METAL CONDUIT

- A. FLEXIBLE METAL CONDUIT (FMC) Description: Interlocked steel construction.
- B. Fittings: NEMA FB 1.
  1. Conform to UL 514B. Only steel or malleable iron materials are acceptable.
  2. Die-cast or pressure-cast zinc-alloy fittings or fittings made of "pot metal" are prohibited.
  3. Clamp type, with insulated throat.

## 2.4 LIQUIDTIGHT FLEXIBLE METAL CONDUIT

- A. LIQUIDTIGHT FLEXIBLE METAL CONDUIT (LTFMC) Description: Interlocked steel construction with PVC jacket. Liquid-tight flexible metal conduit: Shall Conform to UL 360.
- B. Fittings: UL 514B and ANSI/ NEMA FB1.
  1. Only steel or malleable iron materials are acceptable.
  2. Die-cast or pressure-cast zinc-alloy fittings or fittings made of "pot metal" are prohibited.
  3. Fittings must incorporate a threaded grounding cone, a steel or plastic compression ring, and a gland for tightening. Connectors shall have insulated throats.
  4. Coating for Fittings for PVC-Coated Conduit: Minimum thickness, 0.040 inch, with overlapping sleeves protecting threaded joints.

## 2.5 ELECTRICAL METALLIC TUBING

- A. ELECTRICAL METALLIC TUBING (EMT) Description: ANSI C80.3
- B. Fittings and Conduit Bodies: NEMA FB 1; steel compression type.
  1. Fittings shall meet the requirements of UL 514B and ANSI/ NEMA FB1.
  2. Only steel or malleable iron materials are acceptable.
  3. Die-cast or pressure-cast zinc-alloy fittings or fittings made of "pot metal" are prohibited.



4. Couplings and connectors: Concrete tight and rain tight, with connectors having insulated throats. Use gland and ring compression type couplings and connectors for conduit sizes 50 mm (2 inches) and smaller. Use set screw type couplings with four set screws each for conduit sizes over 50 mm (2 inches). Use set screws of case-hardened steel with hex head and cup point to firmly seat in wall of conduit for positive grounding.
  5. Indent type connectors or couplings are prohibited.
- C. All EMT conduit shall be Anodized with the following color coating:
1. Fire Alarm System: Red.

## 2.6 NONMETALLIC CONDUIT

- A. RIGID NONMETALLIC CONDUIT (RNC): Direct burial plastic conduit: Shall conform to UL 651 and UL 651A, heavy wall PVC or high density polyethylene (PE).
- B. RNC: NEMA TC 2, schedule 40 PVC
- C. Fittings shall meet the requirements of UL 514C and NEMA TC3
- D. Fittings for RNC: NEMA TC 3; match to conduit or tubing type and material.

## 2.7 EXPANSION AND DEFLECTION COUPLINGS

- A. Conform to UL 467 and UL 514B.
- B. Accommodate, 0.75 inch deflection, expansion, or contraction in any direction, and allow 30 degree angular deflections.
- C. Include internal flexible metal braid sized to guarantee conduit ground continuity and fault currents in accordance with UL 467, and the NEC code tables for ground conductors.
- D. Jacket: Flexible, corrosion resistant, watertight, moisture and heat resistant molded rubber material with stainless steel jacket clamps.

## 2.8 CORROSION PROTECTION

- A. Corrosion protection for conduits passing through concrete slabs shall be by one of the following means: field-wrapped with 3M Scotchrap No. 50, 2-inch wide (minimum), with a 50 percent overlay, or shall have a factory-applied polyvinyl chloride, plastic resin, or epoxy coating.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify routing and termination locations of conduit prior to rough-in.
- B. Conduit routing is shown on drawings in approximate locations unless dimensioned. Route as required to provide a complete wiring system.

### 3.2 CONDUIT INSTALLATION

- A. All fire alarm cable shall be installed in metallic conduit. Coordinate with fire alarm system manufacturer for cable routing and quantities.
- B. Install conduit securely, in a neat and workmanlike manner, as specified in NECA 101.
- C. Waterproofing: At floor, exterior wall, and roof conduit penetrations, completely seal clearances around the conduit and make watertight.
- D. Arrange supports to prevent misalignment during wiring installation.
- E. Arrange conduit to maintain headroom and present neat appearance.
- F. Route exposed conduit parallel and perpendicular to walls.
- G. Route conduit installed above accessible ceilings parallel and perpendicular to walls.
- H. Route conduit in and under slab from point-to-point.
- I. Maintain adequate clearance between conduit and piping.
- J. Maintain 12 inch (300 mm) clearance between conduit and surfaces with temperatures exceeding 104 degrees F (40 degrees C).
- K. Cut conduit square using saw or pipecutter; de-burr cut ends.
- L. Bring conduit to shoulder of fittings; fasten securely.
- M. For power conduits install no more than equivalent of three 90 degree bends between boxes. Use conduit bodies to make sharp changes in direction, as around beams. Use hydraulic one shot bender to fabricate bends in metal conduit larger than 2 inch (50 mm) size.
- N. For communication conduits install no more than the equivalent of two 90 degree bends

- between pull points. Use conduit bodies to make sharp changes in direction, as around beams. Use hydraulic one shot bender to fabricate bends in metal conduit larger than 2 inch (50 mm) size.
- O. Avoid moisture traps; provide junction box with drain fitting at low points in conduit system.
  - P. Provide suitable fittings to accommodate expansion and deflection where conduit crosses seismic, control, and expansion joints.
  - Q. Provide suitable pull string in each empty conduit except sleeves and nipples.
  - R. Use suitable caps to protect installed conduit against entrance of dirt and moisture.
  - S. Do not install FMC or LTFMC in lengths over 6'.
  - T. Use LTFMC or FMC only to connect to equipment subject to vibration or to suspended light fixtures.
  - U. Wherever possible, install horizontal raceway runs above water and drain piping. Give the right-of-way in confined spaces to piping that must slope for drainage and to larger HVAC ductwork and similar services that are less conformable than electrical services.
  - V. Complete the installation of electrical raceways before starting installation of cables within raceways.
  - W. Raceways shall not be installed exposed in finished spaces. Install concealed in walls, ceilings, below slab-on-grade or embedded in slabs above grade.

### 3.3 BOX INSTALLATION

- A. Boxes for Concealed Conduits:
  - 1. Flush mounted.
  - 2. Provide raised covers for boxes to suit the wall or ceiling, construction and finish.
- B. In addition to boxes shown, install additional boxes where needed to prevent damage to cables and wires during pulling in operations.
- C. Remove only knockouts as required and plug unused openings. Use threaded plugs for cast metal boxes and snap-in metal covers for sheet metal boxes.
- D. Outlet boxes in the same wall mounted back-to-back are prohibited. A minimum 24 inch, center-to-center lateral spacing shall be maintained between boxes.
- E. Minimum size of outlet boxes for ground fault interrupter (GFI) receptacles is 4 inches square by 2-1/8 inches deep, with device covers for the wall material and thickness involved.

3.4 IDENTIFICATION

- A. Stencil or install phenolic nameplates on covers of the boxes identified on riser diagrams; for example "SIG-FA JB No. 1"
- B. On all junction box covers, identify the circuits with black marker.

END OF SECTION 260533

## SECTION 260553 – IDENTIFICATION FOR ELECTRICAL SYSTEMS

### PART 1 - GENERAL

#### 1.1 SUBMITTALS

- A. Refer to section 260510.

### PART 2 - PRODUCTS

#### 2.1 NAMEPLATES AND LABELS

- A. Nameplates: Engraved three-layer laminated plastic, black letters on white background unless noted otherwise.
- B. Locations:
  - 1. Each electrical distribution and control equipment enclosure.
- C. Letter Size:
  - 1. Use 1/4 inch (6 mm) letters for identifying grouped equipment and loads.
- D. Labels: Embossed adhesive tape, with 3/16 inch (5 mm) white letters on black background. Use only for identification of individual wall switches, receptacles, and control device stations. Labels shall identify the panel and circuit number (Ex: PANEL: CIRCUIT).
- E. Plenum-Rated Cable Ties: Self extinguishing, UV stabilized, one piece, self locking.
  - 1. Minimum Width: 3/16 inch (5 mm).
  - 2. Tensile Strength at 73 deg F (23 deg C), According to ASTM D 638: 7000 psi (48.2 MPa).
  - 3. UL 94 Flame Rating: 94V-0.
  - 4. Temperature Range: Minus 50 to plus 284 deg F (Minus 46 to plus 140 deg C).
  - 5. Color: burgundy.

### PART 3 - EXECUTION

#### 3.1 PREPARATION

- A. Degrease and clean surfaces to receive nameplates and labels.

3.2 INSTALLATION

- A. Install nameplates and labels parallel to equipment lines.
- B. Secure nameplates to equipment front using corrosion resistant screws.
- C. Secure nameplates to inside surface of door on panelboard that is recessed in finished locations.
- D. Provide name plates on all disconnects, panels, switchboards, switchgear, and motor starters.
- E. Provide labels on all receptacles, light switches, and wall mounted occupancy sensors.

END OF SECTION 260553

## SECTION 262400 – SWITCHBOARDS AND PANELBOARDS

### PART 1 - GENERAL

#### 1.1 SUBMITTALS

- A. See section 260510.

#### 1.2 QUALITY ASSURANCE

- A. Where switchboards or panelboards are used as service entrance equipment, they shall comply with all NEC and UL requirements for service entrance and a UL service entrance label shall be provided.
- B. Products: Listed and classified by Underwriters Laboratories Inc. as suitable for the purpose specified and indicated.

#### 1.3 REFERENCE STANDARDS

- A. NECA 1 - Standard Practices for Good Workmanship in Electrical Contracting; National Electrical Contractors Association; current edition.
- B. NEMA PB 1 - Panelboards; National Electrical Manufacturers Association; current edition.
- C. NEMA PB 1.1 - General Instructions for Proper Installation, Operation and Maintenance of Panelboards Rated 600 Volts or Less; National Electrical Manufacturers Association; current edition.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. Eaton Electrical/Cutler-Hammer
- B. GE Industrial
- C. Square D
- D. Siemens

#### 2.2 PANELBOARDS

- A. Description: NEMA PB1, circuit breaker type, lighting and appliance branch circuit panelboard.

- B. Panelboard Bus: Copper (98% conductivity).
- C. Provide copper ground bus in each panelboard
- D. Enclosure: Interior - NEMA 1, Exterior or kitchen locations – gasketed NEMA 4X,
- E. Cabinet Front: Flush cabinet front with concealed trim clamps, concealed hinge, metal directory frame, and flush lock all keyed alike. Finish in manufacturer's standard gray enamel. Paint all hallway panels to match wall finish.
- F. All panelboards shall be hinged “door in door” type with:
  - 1. Interior hinged door with hand operated latch or latches as required to provide access to circuit breaker operating handles only, not to energized ports.
  - 2. Outer hinged door shall be securely mounted to the panelboard box with factory bolts, screws, clips or other fasteners requiring a tool for entry, hand operated latches are not acceptable.
  - 3. Push inner and outer doors shall open left to right.
- G. All panelboard shall have bolt-on style breakers.
- H. Provisions for future breakers shall be fully bussed complete with all necessary mounting hardware.

### 2.3 CIRCUIT BREAKERS

- A. For circuit breakers over 200 amps provide -Adjustable Trip molded case, solid state adjustable trip type circuit breakers.
  - 1. Ground-Fault Equipment Protection (GFEP) Circuit Breakers: Class B ground-fault protection (30-mA trip).
  - 2. Ground-Fault Protection: Integrally mounted relay and trip unit with adjustable pickup and time-delay settings, push-to-test feature, and ground-fault indicator.
  - 3. Undervoltage Trip: Set to operate at 35 to 75 percent of rated voltage with field-adjustable 0.1- to 0.6-second time delay.
  - 4. Auxiliary Contacts: Two SPDT switches with "a" and "b" contacts; "a" contacts mimic circuit-breaker contacts and "b" contacts operate in reverse of circuit-breaker contacts.
  - 5. Trip units shall have field adjustable tripping characteristics as follows:
    - a. Ampere setting (continuous).
    - b. Long time band.
    - c. Short time trip point.
    - d. Short time delay.
    - e. Instantaneous trip point.
- B. For all circuit breakers 200 amps and smaller provide - Molded Case Circuit Breakers: Thermal magnetic trip circuit breakers.
  - 1.



2. Type SWD for lighting circuits.
3. Type HACR for air conditioning equipment circuits.
4. Class A ground fault interrupter circuit breakers where scheduled.
5. Do not use tandem circuit breakers.
6. GFCI Circuit Breakers: Single- and two-pole configurations with Class A ground-fault protection (6-mA trip).

2.4 SHORT CIRCUIT CURRENT RATING:

- A. Devices which achieve the level of fault protection indicated by means of "series" or "integrated" rating shall not be acceptable unless specifically indicated on the drawings. All panelboards shall be fully rated.
- B. Minimum SSCR
  1. As indicated on plans.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install panelboards in accordance with NEMA PB 1.1 and NECA 1.
- B. Install panelboards plumb. Install recessed panelboards flush with wall finishes.
- C. Height: 6 feet (1800 mm) to top of panelboard; install panelboards taller than 6 feet (1800 mm) with bottom no more than 4 inches (100 mm) above floor.
- D. Provide filler plates for unused spaces in panelboards.
- E. Provide typed circuit directory for each branch circuit panelboard. Revise directory to reflect circuiting changes required to balance phase loads.
- F. Provide engraved plastic nameplates on all switchboard and panelboards.
- G. Provide spare conduits out of each recessed panelboard to an accessible location above ceiling. Identify each as SPARE.
  1. Minimum spare conduits: 6 empty 1 inch conduits.
- H. Ground and bond panelboard and switchboard enclosure according to Section 26 05 26.
- I. Do not splice conductors in panelboard or switchboard enclosure.
- J. Piggy-back or tandem type breakers shall not be used.
- K. Multi-pole breakers shall be common trip, with a single handle.

### 3.2 FIELD QUALITY CONTROL

- A. Inspect and test in accordance with NETA STD ATS, except Section 4.
- B. Perform inspections and tests listed in NETA STD ATS, Section 7.5 for switches, Section 7.6 for circuit breakers.

### 3.3 ADJUSTING

- A. Touch-up scratched or marred surfaces to match original finish.
- B. Clean all debris from panel interiors.

### 3.4 LABELING

- A. Provide nameplates on all electrical panels that new circuits are modified or installed. Indicate the following information:
  - 1. Panel name
  - 2. Panel fed from
  - 3. Voltage, phase, wire, short circuit current rating
  - 4. Date installed
- B. Provide a typed legend for all modified or new electrical panels. Update the panel board schedules after load balancing.
- C. Identify load served and location by room names assigned by user, not by room numbers on floor plans. Note spares and spaces as such.
- D. Provide ARC flash identification per NFPA 70E.

### 3.5 CLEARANCE AND WORKSPACE

- A. Maintain workspace and clearances as required by the NEC for the voltage encountered. No pipes or ducts shall pass above the outline of the panelboard. It shall be the responsibility of this Contractor to make sure that other trades do not encroach on this space.

END OF SECTION 262400

## SECTION 262726 – WIRING DEVICES

### PART 1 - PART 1 GENERAL

#### 1.1 SUMMARY

- A. This section includes the requirements for the following:
  - 1. Wall switches.
  - 2. Wall dimmers.
  - 3. Receptacles.
  - 4. Device plates.
  - 5. Occupancy Sensors

#### 1.2 SUBMITTALS

- A. Refer to section 260510.

#### 1.3 QUALITY ASSURANCE

- A. Conform to requirements of NFPA 70.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.
- C. Products: Provide products listed and classified by Underwriters Laboratories Inc. as suitable for the purpose specified and indicated.

#### 1.4 OCCUPANCY SENSOR DRAWING

- A. Drawing Format: Drawings shall be prepared at a scale of no less than 1/16"=1'-0". Drawing shall be titled to define Project Name, Drawing subject and date prepared. Drawings are to be prepared in AutoCAD 2004 or compatible software.

#### 1.5 REFERENCE STANDARDS

- A. NECA 1 - Standard Practices for Good Workmanship in Electrical Contracting; National Electrical Contractors Association; current edition.
- B. NEMA WD 1 - General Color Requirements for Wiring Devices; National Electrical Manufacturers Association; current edition).
- C. NEMA WD 6 - Wiring Device -- Dimensional Requirements; National Electrical Manufacturers Association; current edition.

## PART 2 - PRODUCTS

### 2.1 APPROVED MANUFACTURERS

- A. Cooper Wiring Devices
- B. GE Industrial
- C. Leviton Manufacturing, Inc
- D. Hubbell, Inc
- E. Lutron Electronics Inc
- F. Wattstopper Inc
- G. Schneider Electric

### 2.2 WALL SWITCHES

- A. Wall Switches: Heavy Duty, AC only general-use snap switch, complying with NEMA WD 6 and WD 1.
  - 1. Body and Handle: Color by architect; plastic with toggle handle, or red for emergency power devices.
  - 2. Locator Light: Lighted handle type switch; red color handle.
  - 3. Ratings: Match branch circuit and load characteristics.
- B. Switch Types: Single pole, double pole, 3-way, and 4-way.

### 2.3 WALL DIMMERS

- A. Electronic Wall Dimmers: Coordinate with electronic dimming ballast requirements.
  - 1. Body and Handle: plastic with slide adjuster; color by architect.

### 2.4 RECEPTACLES

- A. Receptacles: Specification grade, complying with NEMA WD 6 and WD 1.
  - 1. Device Body: color by architect; plastic.
  - 2. Configuration: NEMA WD 6, type as specified and indicated.
  - 3. Type 5-20.
- B. GFCI Receptacles: Convenience receptacle with integral ground fault circuit interrupter to

meet regulatory requirements. Feed through GFCI devices shall not be used.

## 2.5 OCCUPANCY SENSORS

### A. Wall switch sensors: Passive Infrared type.

1. Capable of detection of occupancy at desktop level up to 300 sqft, and gross motion up to 1000 sqft with 180 degree coverage capability.
2. Rating: Sensor rating shall be at least 125% of the connected load.
3. Sensor shall utilize Zero Crossing Circuitry.
4. Sensor shall have no leakage current to load, and voltage drop protection.
5. Sensor shall provide high immunity to false triggering from RFI and EMI.
6. Sensor shall be capable of operating normally with electronic ballasts, PL lamp systems and rated motor loads.
7. Sensor shall utilize automatically adjustable time delay and sensitivity settings.
8. Coverage of sensors shall remain constant after sensitivity control has been set. No automatic reduction shall occur in coverage due to the cycling of air conditioner or heating fans.
9. A bypass manual override shall be provided on each sensor.
10. A integral photo cell with adjustable light level shall be provided
11. All sensors shall have UL rated, 94V-0 plastic enclosures.

### B. Ceiling Sensors: Dual Technology type.

1. Rating: Sensor rating shall be at least 125% of the connected load.
2. Sensor shall be ceiling mounted in such a way as to minimize coverage in unwanted areas.
3. Sensor shall consist of passive infrared and ultrasonic technologies for occupancy detection. Products that react to noise or ambient sound shall not be considered.
4. Passive Infrared Sensor shall provide high immunity to false triggering from RFI and EMI.
5. Ultrasonic Sensor shall adjust the detection threshold dynamically to compensate for constantly changing levels of activity and air flow throughout the controlled space.
6. Sensor shall be capable of operating normally with electronic ballasts, PL lamp systems and rated motor loads.
7. Sensor shall utilize automatically adjustable time delay and sensitivity settings.
8. Coverage of sensors shall remain constant after sensitivity control has been set. No automatic reduction shall occur in coverage due to the cycling of air conditioner or heating fans.
9. A bypass manual override shall be provided on each sensor.
10. All sensors shall have UL rated, 94V-0 plastic enclosures.

### C. Circuit Control Hardware – Where required.

1. Control Unit: Self-contained unit consisting internally of isolated load switching relay(s) and transformer to provide low-voltage power.
2. Control Unit shall provide power to a minimum of two sensors.
3. Relay Contacts shall have ratings as required for connected load.

## 2.6 WALL PLATES

- A. Cover Plates: Provide one piece wall plates for wiring devices, with ganging and cutouts as required. Provide blank wall plates for all un-used outlet boxes. Provide with metal screws for securing plates to devices, screw heads colored to match finish of plate. All plates shall be standard size, impact resistant Nylon.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify that outlet boxes are installed at proper height.
- B. Verify that wall openings are neatly cut and will be completely covered by wall plates.
- C. Verify that branch circuit wiring installation is completed, tested, and ready for connection to wiring devices.

### 3.2 PREPARATION

- A. Provide extension rings to bring outlet boxes flush with finished surface.
- B. Clean debris from outlet boxes.

### 3.3 INSTALLATION

- A. Install securely, in a neat and workmanlike manner, as specified in NECA 1.
- B. Install devices plumb and level.
- C. Do NOT utilize back wiring on any wiring device.
- D. Install switches with OFF position down.
- E. Install wall dimmers to achieve full rating specified and indicated after derating for ganging as instructed by manufacturer.
- F. Do not share neutral conductor on load side of dimmers.
- G. Install receptacles with grounding pole on top.
- H. Do not install receptacles within 6" of the edge of sinks.
- I. Connect wiring device ground terminal to outlet box with bonding jumper.
- J. All receptacles installed as listed below shall be GFCI type.

1. Receptacles installed outdoors.
  2. Receptacles installed within six feet of sinks.
  3. Receptacles designated for electric drinking fountains.
  4. Receptacles designated for vending machines.
  5. Any other receptacles specifically indicated on the drawings.
  6. Receptacles installed in residential mechanical rooms.
- K. Install decorative plates on switch, receptacle, and blank outlets in finished areas.
- L. Connect wiring devices by wrapping conductor around screw terminal.
- M. Provide engraved wall plates that indicate the branch circuit to which the associated device is connected. Use 1/8" high black letters.
- N. Provide occupancy sensor

### 3.4 INTERFACE WITH OTHER PRODUCTS

- A. Install wall switch 48 inches (1.2 m) above finished floor.
- B. Install dimmer 48 inches (1.2 m) above finished floor.

### 3.5 FIELD QUALITY CONTROL

- A. Perform all field inspection, testing, and adjusting specified in NETA STD ATS
- B. Inspect each wiring device for defects.
- C. Operate each wall switch with circuit energized and verify proper operation.
- D. Verify that each receptacle device is energized.
- E. Test each receptacle device for proper polarity.
- F. Test each GFCI receptacle device for proper operation.
- G. Test each occupancy sensor and verify settings are appropriate for associated space.

### 3.6 ADJUSTING

- A. Adjust devices and wall plates to be flush and level.
- B. It shall be the contractor's responsibility to locate and aim occupancy sensors in the correct location required for complete and proper volumetric coverage within the range of coverage(s) of controlled areas per the manufacturer's recommendations. Rooms shall have ninety (90) to one hundred (100) percent coverage to completely cover the controlled area to

accommodate all occupancy habits of single or multiple occupants at any location within the room(s). The locations and quantities of sensors shown on the drawings are diagrammatic and indicate only the rooms which are to be provided with sensors. The contractor shall provide additional sensors if required to properly and completely cover the respective room.

- C. Proper judgment must be exercised in executing the installation so as to ensure the best possible installation in the available space and to overcome local difficulties due to space limitations or interference of structural components. The contractor shall also provide, at the owner's facility, the training necessary to familiarize the owner's personnel with the operation, use, adjustment, and problem solving diagnosis of the occupancy sensing devices and systems.

### 3.7 CLEANING

- A. It is anticipated that painting and other finish work may occur after device installation. Device plates shall not be installed until these activities are completed. Protect device and conductors by installing molded plastic cover.
- B. Clean exposed surfaces to remove splatters and restore finish.

END OF SECTION 262726



SECTION 280500 – COMMON WORK RESULTS FOR SAFETY AND SECURITY

PART 1 - GENERAL

1.1 RELATED SECTIONS

- A. All division 28 work shall, in addition to all division 1 specification sections, comply with all of the requirements in the following specification sections:

260500 Common Work Results for Electrical  
260501 Electrical Demolition  
260510 Electrical Submittals  
260519 Low-Voltage Electrical Power Conductors and Cables.doc  
260526 Grounding and Bonding for Electrical Systems  
260529 Hangers and Supports for Electrical Systems  
260533 Raceway and Boxes for Electrical Systems  
262726 Wiring Devices

END OF SECTION 280500

## SECTION 283101 – FIRE DETECTION AND ALARM - EXISTING

### PART 1 - GENERAL

#### 1.1 SUBMITTALS

- A. Refer to section 260510

#### 1.2 QUALITY ASSURANCE

- A. Installer Qualifications: NICET Level III certified fire alarm technician.
  - 1. Authorized representative of control unit manufacturer; submit manufacturer's certification that installer is authorized; include name and title of manufacturer's representative making certification.

#### 1.3 RELATED DOCUMENTS

- A. The system and all associated operations shall be in accordance with the following:
  - 1. Guidelines of the following Building Code: IBC
  - 2. NFPA 72, National Fire Alarm Code
  - 3. NFPA 70, National Electrical Code
  - 4. NFPA 101, Life Safety Code
  - 5. NFPA 90A, Standard for the Installation of Air Conditioning and Ventilating Systems
  - 6. Other applicable NFPA standards
  - 7. Local Jurisdictional Adopted Codes and Standards
  - 8. ADA Accessibility Guidelines

#### 1.4 WARRANTY

- A. Provide installer's warranty that the installation is free from defects and will remain so for 1 year after date of Substantial Completion.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. Fire Alarm Control Units - Basis of Design: existing.

### 2.2 FIRE ALARM SYSTEM

- A. Fire Alarm System: Expand the existing automatic fire detection and alarm system:
  - 1. Provide all components necessary, regardless of whether shown in the contract documents or not (e.g. conduit and conductors to devices shown).
  - 2. Comply with the following; where requirements conflict, order of precedence of requirements is as listed:
    - a. The Americans With Disabilities Act (ADA).
    - b. The requirements of the local authority having jurisdiction.
    - c. The contract documents (drawings and specifications).
    - d. NFPA 72; where the word "should" is used consider that provision mandatory; where conflicts between requirements require deviation from NFPA 72, identify deviations clearly on design documents.
- B. Circuits:
  - 1. Initiating Device Circuits (IDC): Class B
  - 2. Signaling Line Circuits (SLC) Within Single Building: Class B
  - 3. Notification Appliance Circuits (NAC): Class B
- C. Power Sources:
  - 1. Primary: Dedicated branch circuits of the facility power distribution system.
  - 2. Secondary: Storage batteries.
  - 3. Capacity: Sufficient to operate entire system for period specified by NFPA 72.

### 2.3 EXISTING COMPONENTS

- A. Existing Fire Alarm System: fire alarm system components to remain as noted.
- B. On-Premises Supervising Station: Include as part of this work all modifications necessary to existing supervising station to accommodate new fire alarm work.
- C. Clearly label components that are "Not In Service."

## 2.4 COMPONENTS

### A. General:

1. Provide flush mounted units where installed in finish areas; in unfinished areas, surface mounted unit are acceptable.
2. Provide legible, permanent labels for each control device, using identification used in operation and maintenance data.

### B. Initiating Devices, and Notification Appliances: Addressable type; listed by Underwriters Laboratories as suitable for the purpose intended.

### C. Initiating Devices:

1. Manual Pull Stations: match existing
2. Smoke Detectors: photo electric type, match existing. Combination smoke – carbon monoxide may be used.
3. Carbon Monoxide Detectors: match existing. Combination smoke – carbon monoxide may be used.
4. Addressable Interface Devices: provide as required

### D. Notification Appliances:

1. Bells: Match existing.
2. Speakers: Match existing.
3. Strobes: adjustable candela - Match existing.

### E. Surge Protection: In accordance with IEEE C62.41 B3 combination waveform and NFPA 70; except for optical fiber conductors.

### F. Locks and Keys: Deliver keys to owner.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

#### A. Install in accordance with applicable codes, NFPA 72, NFPA 70, and the contract documents.

#### B. Conceal all wiring, conduit, boxes, and supports where installed in finished areas.

### 3.2 INSPECTION AND TESTING FOR COMPLETION

- A. Notify engineer 7 days prior to beginning completion inspections and tests.
- B. Notify authorities having jurisdiction and comply with their requirements for scheduling inspections and tests and for observation by their personnel.
- C. Provide the services of the installer's supervisor or person with equivalent qualifications to supervise inspection and testing, correction, and adjustments.
- D. Prepare for testing by ensuring that all work is complete and correct; perform preliminary tests as required.
- E. Provide all tools, software, and supplies required to accomplish inspection and testing.
- F. Perform inspection and testing in accordance with NFPA 72 and requirements of local authorities; document each inspection and test.
- G. Correct defective work, adjust for proper operation, and retest until entire system complies with contract documents.

### 3.3 CLOSEOUT

- A. Closeout Demonstration: Demonstrate proper operation of all functions to owner.
  - 1. Be prepared to conduct any of the required tests.
  - 2. Have at least one copy of operation and maintenance data, preliminary copy of project record drawings, input/output matrix, and operator instruction chart(s) available during demonstration.
  - 3. Have authorized technical representative of control unit manufacturer present during demonstration.
  - 4. Demonstration may be combined with inspection and testing required by authority having jurisdiction; notify authority having jurisdiction in time to schedule demonstration.
  - 5. Repeat demonstration until successful.
- B. Substantial Completion of the project cannot be achieved until inspection and testing is successful and:
  - 1. Approved operating and maintenance data has been delivered.
  - 2. All aspects of operation have been demonstrated to Engineer.
  - 3. Final acceptance of the fire alarm system has been given by authorities having jurisdiction.

4. Specified pre-closeout instruction is complete.
- C. Perform post-occupancy instruction within 3 months after Substantial Completion or with final acceptance of the system by owner.

END OF SECTION 283101