

Interior Renovations to
**10 South Bentz Street for
CAS Engineering**
Frederick, Maryland

8 April, 2014



TABLE OF CONTENTS

RENOVATIONS TO 10 SOUTH BENTZ STREET FOR CAS ENGINEERING City of Frederick, Maryland

GENERAL REQUIREMENTS

DIVISION 0	BIDDING REQUIREMENTS AND CONTRACT FORMS
00020	Invitation to Bidders
00100	Instructions to Bidders (by reference to AIA A701) Supplemental Instructions to Bidders
00200	Standard Form of Proposal
00400	Contract for Construction (by reference to AIA A101)
DIVISION 1	GENERAL REQUIREMENTS
01010	General Requirements

TECHNICAL SECTIONS

DIVISION 2	SITWORK Not Used
DIVISION 3	CONCRETE See drawing A0.1
DIVISION 4	MASONRY See drawing A0.1
DIVISION 5	METALS See drawing A0.1
DIVISION 6	WOOD AND PLASTIC See drawing A0.1
DIVISION 7	THERMAL & MOISTURE PROTECTION See drawing A0.1
DIVISION 8	DOORS & WINDOWS See drawing A0.1
DIVISION 9	FINISHES See drawing A0.1
DIVISION 10	SPECIALTIES Not Used
DIVISION 11	EQUIPMENT Not Used
DIVISION 12	FURNISHINGS Not Used
DIVISION 13	SPECIAL CONSTRUCTION Not Used
DIVISION 14	CONVEYING SYSTEMS Not Used

MECHANICAL/ELECTRICAL/PLUMBING SECTIONS

DIVISION 15 **MECHANICAL**
See drawings MP1.1 and MP1.2

DIVISION 16 **ELECTRICAL**
See drawing E1.2

INVITATION TO BID

From
CAS Engineering
108 West Ridgeville Blvd.
Mt. Airy, MD 21771

Project: Renovation of 10 South Bentz Street
City of Frederick, MD

Site Visitation: By Appointment only with Architect

Inquiries and RFI's to: Kevin Kneer
c/o Proffitt and Associates Architects
100 North Market Street
Frederick, MD 21701
Email (preferred): kkneer@proffittandassociates.com
Phone: 301.662.8532

Bids Due at: Proffitt and Associates Architects
100 North Market Street
Frederick, MD 21701
*** Bids will be opened in private ***

Bids Due on: 8 May 2014 at (not later than) 3:00pm

Bid Procedure: Bids shall be submitted in duplicate in a sealed envelope with the project name clearly indicated. Bids shall be delivered in person, faxes and emails will not be accepted. For submission prior to the bid day, office hours for Proffitt and Associates is 8:00am to 5:00pm.

Invitation

Notice is hereby given that CAS Engineering will accept bids from invited and approved bidders only for the renovation of 10 South Bentz Street – Frederick, MD according to Drawings and Specifications prepared by Proffitt and Associates Architects and described in general as:

The successful bidder shall furnish all labor, materials, equipment, and services necessary for the renovation of the existing structure at 10 South Bentz Street for use as the CAS Engineering Offices and complete the project as indicated on the drawings and specifications as prepared by Proffitt and Associates Architects and the Owner as noted above. Work is to begin after issuance of notice to proceed and is to be completed by 31 Decemeber 2014.

SECTION 00120

SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

SIB.1 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

The following supplements modify, change, delete from or add to the "Instructions to Bidders", AIA Document A701, Fourth Edition, 1997. Where any article of the Instructions to Bidders is modified or any paragraph, subparagraph or clause thereof is modified or deleted by these supplements, the unaltered provisions of that article, paragraph, subparagraph or clause shall remain in effect.

SIB.2 MODIFICATIONS TO ARTICLES OF THE INSTRUCTIONS TO BIDDERS

2.1 ARTICLE 2 - BIDDER'S REPRESENTATION

Subparagraph 2.1.3, add the following: The Bidder shall be held responsible for any errors in his Bid resulting from his failure to visit the site and make such examination. Submission of bid will be taken as evidence of compliance with above statements.

Add the following subparagraphs:

2.1.5 Bidders are expected to familiarize themselves with laws and acts of State of Maryland and ordinances of City of Frederick.

2.2 ARTICLE 3 - BIDDING DOCUMENTS, 3.1 COPIES Subparagraph 3.1.1, add the following:

(1) Invited Specialty Trade Contractor bidders only will be issued two sets of Drawings and Project Manuals upon receipt of a commitment to submit a bid for this Project.

(2) Additional sets of Drawings and Project Manuals may be purchased for cost of reproduction. No refund will be made on cost of any of the sets.

Add the following subparagraphs:

3.1.5 Complete sets of Drawings and Project Manuals for the Work will be on deposit at the following locations where they may be examined by Sub-bidders and suppliers

Proffitt & Associates Architects
100 North Market Street
Frederick, MD 21701
PH: 301-662-8532 FAX: 301-662-4192

2.3 ARTICLE 3 - BIDDING DOCUMENTS, 3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

Subparagraph 3.2.1, add the following: The Bidder will be held responsible for any errors in his proposal resulting from failure to make such examination. If the Bidder fails to notify the Architect of any errors, inconsistencies or ambiguities discovered, the Bidder is deemed to have estimated the most expensive way of doing the Work and shall accept the Architect's decision as final and binding.

Add the following subparagraph:

3.2.4 As a matter of identification, names of consultants employed by the Architect for various phases of work are listed on the Drawings and in the Project Manual. Bidders of material suppliers shall not communicate directly with any of consultants without permission of the Architect. All questions and requests for decisions and interpretations shall be directed to the Architect, who if he deems it advisable,

will confer with his consultants regarding questions and requests. Interpretations either written or oral by any of Architect's consultants will not be valid.

Add the following subparagraph:

3.2.5 A Pre-Bid Meeting will be held at the site as scheduled in the Invitation to Bid. Attendance is highly recommended for invited bidders and their sub-bidders.

2.4 ARTICLE 3 - BIDDING DOCUMENTS, 3.3 SUBSTITUTIONS

Subparagraph 3.3.1. add the following: Items herein specified under manufacturers' names and catalog numbers are intended as a basis of quality and not as closed specification unless noted otherwise.

Delete subparagraph 3.3.2 and substitute the following:

3.3.2 Items other than those specifically named in the Specifications or as indicated on the Drawings will be considered provided request for acceptance of such items is received by the Architect in writing by 12:00 Noon, at least four working days prior to date set for opening of Bids. The Architect will issue an Addendum to all bidders listing all such items accepted for use. Requests for acceptance received after the above time and date will not be considered.

Subparagraph 3.3.4, add the following: Bidders shall base their Bid upon use of any of items specifically named in the Specifications or on the Drawings, or as accepted in Addenda issued by Architect.

2.5 ARTICLE 3 - BIDDING DOCUMENTS, 3.4 ADDENDA

Subparagraph 3.4.4, add the following: Failure of any Bidder to receive such Addenda or interpretation shall not relieve the Bidder from any obligation under his bid as submitted. All Addenda so issued shall become part of the Contract Documents and shall be covered in the Bid. Bidders shall verify that they have considered all Addenda.

2.6 ARTICLE 3 - BIDDING DOCUMENTS, 3.5 ALTERNATES

Add the following Subparagraph 3.5:

3.5 ALTERNATES

3.5.1 Each alternate is described in the Specifications and is provided for in the Bid Form.

3.5.2 The price of the Bid for each alternate to be added to the price of the Base Bid if the Owner selects the alternate.

2.7 ARTICLE 4 - BIDDING PROCEDURE, 4.1 FORM AND STYLE OF BIDS

Subparagraph 4.1.1. add the following: Forms shall not be removed from the Project Manuals. Copies may be made or loose forms for bidding purposes are available from the Architect upon request. Bids may not be withdrawn or modified after bid opening unless the award of contract has been delayed more than 90 days.

Add the following subparagraphs:

4.1.8 The Contractor must agree to commence work within thirty days following the receipt of written "Notice to Proceed." Such notice will be issued by Architect within 30 days after date of opening of bids provided Contractor has fulfilled all requirements necessary for execution of contract. Such requirements are specified under Supplementary Conditions.

4.1.9 The Contractor agrees to substantially complete all work within the number of calendar days stated in the Proposal Form.

2.8 ARTICLE 4 - BIDDING PROCEDURE, 4.2 BID SECURITY

Subparagraph 4.2.1, delete in its entirety.

Subparagraph 4.2.2, delete in its entirety.

Subparagraph 4.2.3, delete in its entirety.

2.9 ARTICLE 4 - BIDDING PROCEDURE, 4.4 MODIFICATION OR WITHDRAWAL OF BID

Delete subparagraph 4.4.1 and substitute the following:

4.4.1 A Bid may not be modified, withdrawn or canceled by the Bidder for 30 days following the time and date designated for the receipt of Bids, and each Bidder so agrees in submitting his Bid.

Subparagraph 4.4.2. add the following: If written confirmation is not received within two days from closing time and date. No consideration will be given to telegraphic modification.

2.10 ARTICLE 5 - CONSIDERATION OF BIDS. 5.2 REJECTION OF BIDS

Subparagraph 5.2. 1. add the following: if no award or other disposition is made, the expiration of 30 days from bid opening will signify the rejection of all bids.

2.11 ARTICLE 5 - CONSIDERATION OF BIDS. 5.3 ACCEPTANCE OF BID (AWARD)

Subparagraph 5.3.1. add the following: The award will include consideration for base proposal, unit prices, alternate prices, and time of completion.

Add the following subparagraphs:

5.3.3 If the Bids exceed funds available, Owner may reject all bids or may enter into negotiation with selected Bidder(s).

2.12 ARTICLE 6 - POST BID INFORMATION, 6.3 SUBMITTALS

Subparagraph 6.3.1: Modify the first sentence to read: The selected bidder shall, within twenty-four hours after the opening of bids, furnish to the Owner through the Architect in writing: a listing of proposed personnel scheduled to be assigned to this Project, including complete resumes and experience listing; and a complete listing of all suppliers and subcontractors proposed for use on this Project.

2.13 ARTICLE 7 - PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND, 7.1 BOND REQUIREMENTS

Subparagraph 7.1.1, add the following: Each bidder shall include in his proposal, a sum sufficient to cover cost of providing 100 percent performance bond and labor and material payment bond as specified in the Form of Agreement.

END OF SUPPLEMENTARY INSTRUCTION TO BIDDERS

8 April 2014

Renovations to
10 South Bentz Street for
CAS Engineering

Proj. #11-13

SECTION 00200

STANDARD FORM OF PROPOSAL

(Submit the following Proposal Form in duplicate)

CAS ENGINEERING

Mt. Airy, Maryland

Renovations of 10 South Bentz Street

Frederick, Maryland 21701

Bids Due - Time: 3:00 PM EST – 8 May 2014

PROPOSAL SHEET – INVITED BID ONLY

Proposal of _____

(Corporation, a partnership, or an individual hereinafter called "Bidder") organized and doing business and existing under the laws of the state of _____.

I/We as the bidder, in compliance with the invitation to bid for the Renovation of 10 South Bentz Street, have examined the plans and specifications with related documents and the size of the proposed work, and being familiar with all the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby propose to furnish all labor, materials, and supplies to construct the project in accordance with the Contract Documents and Addenda within the set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Receipt of Addenda #1____, #2____, #3____, #4____, is hereby acknowledged (if applicable).

COMPLETION TIME – SCHEDULE OF WORK

I/We the undersigned agree to begin to perform the work at the time stated in the "Notice to Proceed" or "Letter of Intent" and to substantially complete the entire work beginning August 1 and ending 31 December, 2014 in accordance with the provisions of the Contract Documents.

BASE BID

To furnish labor, materials, equipment, utility services necessary to properly complete the work required as per BASE BID for the construction of the Renovations of 10 South Bentz Street and in strict accordance with the aforesaid documents for the following sum:

_____ (Dollars \$_____)
(Written) (Figures)

This price includes labor, materials, overhead, profit, insurance, to cover the finished work required.

ALTERNATE PRICING

Each Bidder shall provide pricing for each additive alternate listed below. This price includes labor, materials, overhead, profit, insurance, to cover the finished work required.

(Sign for Identification)

Add Alternate #1 – Photo Voltaic System

Add _____dollars.

Add Alternate #2 – Cement Board Siding

Add _____dollars.

Add Alternate #3 – Alternate Lighting Package A

Add _____dollars.

Add Alternate #4 – Alternate Lighting Package B

Add _____dollars.

ALLOWANCES

Each Bidder shall carry inclusively in the Base Bid sum (except where noted below) a cash allowance as follows, for unforeseen conditions and items of work to be selected by the Owner during the course of construction. The allowance is for the purchase of materials, equipment, labor and installation, overhead and profit, and other handling costs.

The following work items will be included in the base bid as allowances:

- 1. General Contingency Items \$10,000.00

Items of work shall be approved by the Owner and Architect prior to any action taken by the Contractor. Balance of the allowance not used during construction shall be returned to the Owner.

I/We the bidder understand that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding, and that the CAS Engineering may reject any bid that fails to properly and completely fill in all blanks and that does not include a proper signature below.

Additionally I/we agree that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving bids, and that the undersigned by notification of acceptance of this proposal within this time period by way of a written “Notice to Proceed” or “Letter of Intent”, shall complete the total work within the time frame previously stated.

A Bid Bond is not required. However a Performance and Labor and Materials Bond will be required within 10 days from the selected bidder).

Upon written notice of acceptance of this bid, I/we agree to execute the formal contract within 10 days.

I/We certify that this bid is made without previous understanding, agreement, or connection with any person, firm or corporation submitting a bid for the same items and/or services and is, in all respects fair and without collusion or fraud; that none of this company's officers, directors or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state

(Sign for Identification)

or federal government; and that no member of CAS Engineering has any interest in the bidding company except as follows: (complete if applicable)

Respectfully submitted,

By _____
(Signature)

(Title)

(Date)

(Business Address)

(Phone)

(Fax)

(SEAL) If bid is by Corporation

I/we the bidder represent, and agree that it is a precedent to acceptance of this bid, that the bidder has not been a party to any agreement to bid of fixed or uniform price.

(Signature of Office & Title) (SEAL)

SUBSCRIBED AND SWORN to before me, a Notary Public in the State of _____,
County of _____ City of _____ this _____
day of _____, 2014.

Commission Expires: _____

NOTICE: CAS Engineering reserves the right to award any, all or none due to budgetary constraints.

(Sign for Identification)

8 April 2014

Renovations to
10 South Bentz Street for
CAS Engineering

Proj. #11-13

SECTION 01010

GENERAL REQUIREMENTS

SECTION 01010 - GENERAL REQUIREMENTS

PART 1 – GENERAL

1.1 SUMMARY OF WORK

Furnish all labor, materials, equipment, and services necessary for the renovation of 10 South Bentz Street for use as the CAS Engineering Offices. All work shall be bid as lump sum with alternates as indicated on the drawing and specifications as prepared by Proffitt and Associates Architects and RHL Engineering Co., Inc. Work shall be coordinated with the Owner (CAS Engineering) and completed in a time frame dictated by the Owner. Work is further described as follows:

- A. The existing building has been unoccupied for several years and consists of a single story building (with partial basement) of load bearing masonry and wood/steel roof frame construction. The existing interior partitions are a mix of CMU masonry and wood stud walls with plaster/lath surfaces. The existing ceilings (partial) are composed of plaster/lath.

Selective demolition includes removal of existing ceilings, non-load bearing partitions, concrete floor slab (complete removal), exterior wood stud wall, and modification of existing masonry to accommodate new door openings.

Concrete work consists of new floor slab and partial foundation systems. The new floor slab shall accommodate a new hydronic radiant heating system.

General Trades work includes demolition, framing of new partitions, installation of finish systems, doors, etc., and construction of new stairs to partial basement.

Electrical work includes installation of new electric service entrance, and complete fit out of office space with power, data, and communication wiring and devices plus interior lighting. Installation of a roof mounted photo voltaic array and inverter system is also included.

Mechanical work includes installation of high-efficiency gas forced air furnaces with DX coils to condition the renovated spaces. The installation of a hydronic radiant heating system in the concrete slab is also included with gas fired boilers in the mechanical room.

Plumbing work includes connection of new services to existing entrances including water and natural gas, installation of rough-in piping below and above the slab, and installation of plumbing fixtures.

Site work is limited to excavation for and installation of drainage systems, backfilling, and final grading, stabilization.

- B. All work is indicated on the contract documents and includes architectural, mechanical, and electrical work.

1. Contractor shall provide a detailed schedule of values for all work included in the project broken down by trade.
- C. The Owner will continue to conduct full operations in this existing facility during construction and renovation. The General Contractor shall coordinate all phasing aspects with the owner to ensure that existing public areas and egress components can be used to the greatest extent possible during construction operations.

1.2 LOCAL CONDITIONS

- A. The contractor shall check, measure and verify all site conditions and be responsible for familiarizing themselves with the nature, extent and quantity of the work. Where drawings or specifications conflict with existing field conditions, Contractor shall notify the Owner's Representative. The Owner will then give written directions and or clarifications on how to proceed.
- B. The Contractor is responsible for verification of all utility locations and the repair of same if damaged due to construction. The Contractor shall restore to the original condition all damages due to construction.

1.3 APPLICABLE CODES AND STANDARDS

- A. All work shall conform to all applicable local, state or federal building codes, regulations and A.D.A. regulatory requirements.

1.4 INQUIRIES

- A. All inquiries pertaining to this project shall be made to Kevin Kneer AIA, Project Architect for Proffitt and Associates, email: kkneer@proffittandassociates.com, phone 301-662-8532.
 1. Mr. Curt Schrefler (email preferred) curt@casengineering.com will serve as the Owner's Representatives.
- B. The site is available for inspection prior to bid by calling the Owner's Representative to make arrangements to coordinate a site visit that doesn't interfere with business activities.

1.5 OPENING

- A. Proposals will be opened as announced in the "Invitation to Bid."

1.6 AWARD OF BID

- A. The Contract will be awarded at the Owner's discretion. Owner reserves the right to select or reject any of the qualified bidders regardless of the proposal amount.

1.7 SCHEDULE OF WORK

- A. Work to begin on or after the award of the contract with completion by 31 December 2014. No work is to be started without notifying the Owner's representative.

1.8 SPECIAL CONDITIONS

- A. Asbestos – It is not anticipated that asbestos will be encountered in the project. If asbestos containing materials are discovered as part of the work, it will be abated by the Owner.
- B. Protect the structure, furnishings, finishes, and adjacent materials not indicated or scheduled to be removed. Use adequate but reasonable precautions to prevent the spread of dust, dirt and noise to adjacent areas.

1.9 PERMITS AND INSPECTIONS

- A. A general building permit has been obtained for this project. The Contractor shall obtain and pay for all remaining trade permits and inspection fees required for all local, state or federal applicable codes.
- B. The Contractor shall supply the Owner with a copy of all permits and inspection reports.

1.10 CUTTING AND PATCHING

- A. Saw-Cut to fit, patch to match all existing surfaces which are cut for installation of new materials and equipment or the demolition of existing materials. No cutting or patching of utilities or other structures shall be done without the specific permission of the Owner.

1.11 PROJECT COORDINATION AND MEETINGS

- A. Coordination: Coordinate activities included in various Sections to assure efficient and orderly installation of each component. Coordinate operations included under different Sections that are dependent on each other for proper installation and operation.
- B. Meetings:
 - 1. A pre-construction meeting will be held on-site after the project is awarded and before construction begins.
 - 2. Progress meetings will be held as deemed necessary by the Architect and the Owner.

1.12 SUBMITTALS

- A. General: Coordinate submittal preparation with performance of construction activities, and with purchasing or fabrication, delivery, other submittals and related activities and

as noted in other sections of these specifications. Transmit in advance of performance of related activities to avoid delay. No extension of time will be authorized because of failure to transmit submittals sufficiently in advance of the Work to permit processing.

1. All submittals shall include, but not be limited to, name and address or contractor, name and address of subcontractor, name and address of supplier and name of manufacturer. If applicable all submittals shall show compliance with recognized trade association standards and recognized testing agency standards with appropriate labels and seals.
- B. Shop Drawings: The Contractor shall submit for approval three (3) copies of shop drawings or submittals for all phases of construction and materials to be used.
- C. Product Data: Collect Product Data into a single submittal for each element or system. Mark each copy to show applicable choices and options. Where Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information.
- D. Samples: Submit two (2) samples of each system component.

1.13 QUALITY CONTROL

- A. Responsibilities: The Contractor is to provide inspections and tests specified or required by governing authorities, and as indicated in other sections of these specifications. Costs are included in the Contract.
- B. Retesting: The Contractor is responsible for retesting where results prove unsatisfactory and do not indicate compliance with Contract Documents.
- C. Coordination: The Contractor is responsible for scheduling inspections, tests, and similar activities.
- D. Submittals: The Contractor shall submit a certified written report of each inspection and test in duplicate.

1.14 CONTRACTOR USE OF PREMISES

- A. Limit use of the premises to construction activities in areas indicated; allow for Owner occupancy and use by the public.
- B. Confine operations to areas within contract limits indicated. Portions of the site beyond areas in which construction operations are indicated are not to be disturbed.
- C. Keep driveways and entrances clear at all times. Do not use these areas for parking or storage of materials. After completion date of 31 December 2014 no materials will be stored at the site.

- D. Use of the Existing Building: Maintain the existing building in an operational condition throughout construction. Repair damage caused by construction operations. Take precautions necessary to protect the building and occupants during the construction period.

1.15 RECORD AND OPERATIONS & MAINTENANCE DATA

- A. If not indicated in other parts of these specifications provide the following as indicated. Record Document Submittals, Record Drawings, Record Specifications, Maintenance Manuals, Operating and Maintenance Instructions and As-Built Drawings.
1. Record Document Submittals: Do not use Record Documents for construction purposes; protect from loss in a secure location; provide access to Record Documents for the Owner's reference.
 2. Record Drawings: ("As-Builts") Maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings. Mark-up these drawings to show the actual installation. Mark whichever drawing is most capable of showing conditions accurately. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
 - a. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover.
 3. Additional Record Drawings:
At the completion of the project, the Contractor shall obtain an AutoCAD drawing file (i.e. floor plan, site plan) from the Engineer and update the file from the "as-built" drawings. The updated AutoCAD file shall be returned to the Engineer for his review, then released to the Owner at the completion of the project.
 4. Record Specifications: Maintain one copy of the Project Manual, including addenda. Mark to show variations in actual Work performed in comparison with the Specifications and modifications. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot be readily discerned later by direct observation. Note related record drawing information and Product Data.
 5. Maintenance Manuals: Organize maintenance data into three (3) sets of manageable size. Bind in individual heavy-duty 2-inch, 3-ring vinyl-covered binders, with pocket folders for folded sheet information. Mark identification on front and spine of each binder. This shall include but is not limited to the following information:
 - Emergency instructions.
 - Spare parts list.
 - Copies of warranties.

Wiring diagrams.
Inspection procedures.
Shop Drawings and Product Data.

6. Operating and Maintenance Instructions: Arrange for the Manufactures Representative and Installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. This shall include but is not limited to a detailed review of the following:
 - Maintenance manuals.
 - Spare parts and materials.
 - Control sequences.
 - Hazards.
 - Warranties and bonds.
 - Maintenance agreements and similar continuing commitments.

- B. As part of instruction for operating equipment, demonstrate the following procedures:
 - Start-up and shutdown.
 - Emergency operations.
 - Safety procedures.

1.16 WARRANTY

- A. In submitting a proposal, each bidder thereby represents that he will upon award of the contract, guarantee, in writing, all materials and workmanship for a period of Two (2) years from date of substantial completion. During the guarantee period the Contractor will be required, within a reasonable length of time after receipt of written notice by the Owner, to make good any defects in materials or workmanship which may have developed and to make good any damage to other work caused by such defects or the repairing of the same, at his own expense and without cost to the Owner.
- b. If a bidder cannot guarantee any material, construction and equipment that is shown or specified, or if he cannot furnish any surety bond that may be required, then it shall be so stated in his proposal, and unless this is done, it shall be understood that the bidder accepts all of the guarantee conditions called for, and he shall be bound thereto upon award of the contract. If the Owner should consent to waive any requirements in this respect, then it shall have effect only if such waiver is expressly set forth in the signed contract agreement.

PART 2 – PRODUCTS

2.1 MATERIALS AND EQUIPMENT

- A. "Products" are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock.
- B. "Materials" are products that are shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.

- C. "Equipment" is a product with operational parts, whether motorized or manually operated, that requires service connections such as wiring or piping.
- D. Product Delivery, Storage, and Handling: Deliver, store and handle products in accordance with manufacturer's recommendations, using methods that will prevent damage, deterioration and loss.
- E. Materials Storage and On-Site-Work: The Contractor shall maintain the site in a clean, neat and orderly manner at all times. Materials may be stored at the school in a designated site agreed to by both the Contractor and the Owner's project manager.
- F. Installation of Products: Comply with manufacturer's instructions and recommendations for installation of products. Anchor each product securely in place, accurately located and aligned with other Work. Clean exposed surfaces and protect to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Removal of Existing Products, Materials or Equipment: The Contractor shall "Remove" all existing products, materials or equipment as designated in the summary of work and as indicated in other sections of these specifications. The contractor shall be responsible for the disposal of these items at no cost to the owner.

PART 3 – EXECUTION

3.1 PROJECT CLOSEOUT

- A. Substantial Completion: Before requesting inspection for certification of Substantial Completion, complete the following:
 1. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.
 2. Submit record drawings, maintenance manuals, final project photographs, damage or settlement survey, property survey, and similar record information.
 3. Change-over permanent locks and transmit keys to the Owner.
 4. Complete start-up testing of systems, and instruction of the Owner's personnel. Remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements.
 5. Complete final clean up. Touch-up and repair and restore marred exposed finishes.
 6. Upon completion of the Work, submit record Specifications to the Engineer for the Owner's records.
- B. Site Restoration:

1. The Contractor shall be responsible for repairs to the grounds, building and/or blacktop due to traffic and/or the storage of materials. Repairs shall be made to the satisfaction of the Owner's representative and shall equal the original conditions.
- C. Final Cleaning: Employ experienced workers for final cleaning. Clean each surface to the condition expected in a commercial building cleaning and maintenance program. Complete the following before requesting inspection for certification of Substantial Completion:
1. Remove labels that are not permanent labels.
 2. Clean transparent materials.
 3. Clean exposed hard-surfaced finishes to a dust-free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
 4. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps. Clean the site of rubbish, litter and other foreign substances. Sweep paved areas; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even-textured surface.
- D. Removal of Protection: Remove temporary protection and facilities.
- E. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Remove waste materials from the site and dispose of in a lawful manner.

(END OF SECTION)