



Corporate Office:
10 Alexander Drive
Muncy, Pennsylvania 17756

# **BID PACKAGES**

Prime Construction Bids shall be received for the following categories and shall include all associated Labor, Material & Equipment for a complete installation. See the following pages for Bid Package descriptions.

pg.	2	BID PACKAGE #1: SITEWORK - (By Owner's Sitework Contractor)
pg.	3	BID PACKAGE #2: UNDERGROUND UTILITIES - (By Owner's Sitework Contractor)
pg.	4	<b>BID PACKAGE #3: BITUMINOUS PAVING &amp; SELECTIVE LINE PAINTING</b>
pg.	5	BID PACKAGE #4: REINFORCING BAR
pg.	6	BID PACKAGE #5: CONCRETE
pg.	7	BID PACKAGE #6: PRE-ENGINEERED METAL BUILDING
pg.	8	<b>BID PACKAGE #7: STRUCTURAL STEEL, STEEL JOISTS &amp; METAL DECK</b>
pg.	9	BID PACKAGE #8: PRE-CAST CONCRETE PLANK
pg.	10	BID PACKAGE #9: STEEL ERECTION
pg.	11	BID PACKAGE #10: MISCELLANEOUS METALS
pg.	12	BID PACKAGE #11: MASONRY
pg.	13	BID PACKAGE #12: MEMBRANE ROOFING
pg.	14	BID PACKAGE #13: ACM PANELS & CHEVROLET ENTRY ELEMENT
pg.	15	BID PACKAGE #14: STEEL STUDS, DRYWALL, TAPING & SANDING
pg.	16	BID PACKAGE #15: GENERAL CARPENTRY
pg.	17	BID PACKAGE #16: ANODIZED ALUMINUM / GLASS & GLAZING
pg.	18	BID PACKAGE #17: OVERHEAD DOORS & ROLLING COUNTER DOORS
pg.	19	BID PACKAGE #18: CERAMIC TILE
pg.	20	BID PACKAGE #19: FLOORING
pg.	21	BID PACKAGE #20: CEILINGS
pg.	22	BID PACKAGE #21: PAINTING & VINYL WALL COVERINGS
pg.	23	BID PACKAGE #22: EPOXY FLOORING
pg.	24	BID PACKAGE #23: CHAIN-LINK FENCING & GATES
pg.	25	BID PACKAGE #24: CASEWORK & COUNTER TOPS
pg.	26	BID PACKAGE #25: PASSENGER ELEVATOR
pg.	27	BID PACKAGE #26: LANDSCAPING - (By Owner's Contractor)
pg.	28	BID PACKAGE #27: CIRCULATING FANS
pg.	29	BID PACKAGE #28: AUTOMATIC CAR WASH - (By Owner's Contractor)
pg.	30	BID PACKAGE #29: VEHICLE EXHAUST SYSTEM
pg.	31	BID PACKAGE #30: WASTE OIL BOILERS
pg.	32	BID PACKAGE #31: PLUMBING
pg.	33	BID PACKAGE #32: COMPRESSED AIR PIPING
pg.	34	<b>BID PACKAGE #33: HEATING, VENTILATION &amp; AIR CONDITIONING</b>
pg.	35	BID PACKAGE #34: ELECTRICAL
pg.	37	BID PACKAGE #35: SPRINKLER
pg.	38	BID PACKAGE #36: SECURITY SYSTEM
pg.	39	BID PACKAGE #37: OWNER'S CONTRACTOR-PURCHASED MATERIAL

# BID PACKAGE #1: SITEWORK - (By Owner's Sitework Contractor)

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of the following in strict accordance with Land Development plans as prepared by Frederick Seibert & Associates, Inc. dated June 2016 and revised July 27, 2016 including but not necessarily limited to the following:
  - o All layout associated with the work involved with this Bid Package
  - Stripping of Topsoil
  - Mass Cut & Fill to required subgrades
  - Storm Water System (complete)
  - o Erosion & Sediment Control (complete)
  - Stone Base for Concrete Floors, Aprons and Walks
  - o Excavation and Backfill required for the construction of the building foundation and footings
  - Rock Construction Entrance
- Exclusions:
  - Furnishing and installation of Sub-Base at all paved areas and final grading shall be performed under Bid Package #3.

### BID PACKAGE #2: UNDERGROUND UTILITIES - (By Owner's Sitework Contractor)

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of underground Utilities to the building in strict accordance with Land Development plans as prepared by Frederick Seibert & Associates, Inc. dated June 2016 and revised July 27, 2016 including but not necessarily limited to the following:
  - All layout associated with the work involved with this Bid Package
  - o Gas Service
    - Installation shall be performed in strict accordance with any and all requirements of Columbia Gas
      of PA.
    - The extent of the work shall be from a valved connection point as provided by Columbia Gas of PA and shall extend to the specified meter location along the South side of the Dealership.
      - Columbia Gas of PA will be responsible for furnishing and installing the Gas Meter and will make all piping connections at the meter's location.
    - The installation of the Gas Service is a part of this Bid Package #2.
  - o Domestic Water & Fire Services
    - Installation shall be performed in strict accordance with any and all requirements of the Franklin County Water Authority.
    - The extent of the work shall be to within 5′-0″ of the building foundation wall.
    - The installation of the Domestic Water and Fire Services, along with the Water Meter Pit, is a part of this Bid Package #2.
      - All work required within the Meter Pit, located along the South side of the entrance drive from Ebberts Spring Court into the property, shall be performed under Bid Package #31.
  - Sanitary Sewer Service
    - Installation shall be performed in strict accordance with any and all requirements of the Antrim Township Municipal Authority.
    - The extent of the work shall be to within 10′-0″ of the Oil Interceptor as indicated on the Plumbing drawings.
    - The installation of the Sanitary Sewer Service is a part of this Bid Package #2.
  - o Electrical Service
    - Installation shall be performed in strict accordance with any and all requirements of West Penn Power.
    - The installation of the underground Electrical Service conduits and spare conduits from the designated transformer location to within 5'-0" of the building is a part of this Bid Package #2.
      - The Electrical Contractor shall be responsible for extending the service into the building and to bring power from the transformer to the building under Bid Package #34.

### **BID PACKAGE #3: BITUMINOUS PAVING & SELECTIVE LINE PAINTING**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Bituminous Paving and Selective Line Painting in strict accordance with Land Development plans as prepared by Frederick Seibert & Associates, Inc. dated June 2016 and revised July 27, 2016 and the following:
  - All layout associated with the work involved with this Bid Package
  - This contractor shall be responsible for examining the site subgrade conditions prior to the application of paving sub-base. Any unacceptable imperfections in sub-grade conditions must be immediately brought to the attention of the on-site Superintendent so that corrective measures can be taken to repair.
    - Proof-rolling of the subgrade in paved areas to determine if any unacceptable conditions exist is recommended.
    - Once the contractor accepts the sub-grade condition(s) and begins the placement of the sub-base required for pavement, this contractor shall be fully responsible for the integrity of the paved areas throughout the one year warranty period, exclusive of damage caused to pavement by third parties.
  - Selective Line Painting shall be performed as follows and in accordance with the Land Development plans:
    - Customer parking stalls along the entrance drive on the North side of the Dealership including handicap symbols and diagonal striping.
    - Directional Text and arrows in front of the Volvo Dealership and as follows:
      - (1) WELCOME text
      - (1) GOODBYE text
      - (1) GUEST PARKING text
      - (1) SERVICE PARKING text
      - (1) CHECK-IN text
      - (6) DIRECTIONAL ARROWS
    - Employee parking stalls within the paved area South of the Dealership at two locations
  - o Selective Line Painting shall be performed as follows and in accordance with the Architectural drawings:
    - Parking stalls facing the East side of the Chevrolet Showroom and Service Bays
  - Additional Selective Line Painting will be performed at a later date for the New and Used Car paved areas.
     This additional work will be treated as a change order to the contract at a later date per the direction of the Owner.

# **BID PACKAGE #4: REINFORCING BAR**

- This Bid Package shall include all fabrication, shop drawings and delivery of all Reinforcing Bar, Bar Supports and Wire Mesh as shown and specified on drawings S0.1, S0.2, S1.1, S1.2, S1.3, S2.0, S2.1, S3.0, S3.1, S4.0, S4.1, S5.0 and S5.1 dated August 1, 2016 and Architectural Drawings dated August 1, 2016; also including "only" the Dumpster Pad as shown on the Land Development drawings dated June 2016 and revised July 27, 2016.
  - See Architectural Drawings, Sheet A1.6 for Concrete Apron and Concrete Sidewalk reinforcing around the perimeter of the building.
  - o Reinforcing Bar (Foundations)
  - Reinforcing Bar (Masonry)
  - Reinforcing Bar (Site)
  - o Bar Chairs required for all footing and floor slab reinforcing.
  - Wire Mesh
  - O A breakdown of pricing for the above listed items is required on the Bid Form.

### **BID PACKAGE #5: CONCRETE**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all concrete work associated with Concrete Foundations & Piers, Concrete Aprons, Concrete Slabs-on-Grade, Concrete Slabs-on-Metal Deck, Concrete Topping over Pre-cast Concrete Plank, Concrete Walks & Curbs as shown and specified on drawings S0.1, S0.2, S1.1, S1.2, S1.3, S2.0, S2.1, S3.0, S3.1, S4.0, S4.1, S5.0 and S5.1 dated August 1, 2016 and Architectural Drawings dated August 1, 2016; also including "only" the Dumpster Pad as shown on the Land Development drawings dated June 2016 and revised July 27, 2016.
  - o All layout associated with the work involved with this Bid Package
  - All work along Ebberts Spring Court extension, including Concrete Walks and Curbs, will be by the Owner's Contractor. The work of this contract is limited to within the building property lines.
  - o The following items will be purchased and provided by the Owner's Contractor. These items shall be installed under this Bid Package:
    - Reinforcing Bar & Bar Supports
    - Wire Mesh for Sidewalks, Concrete Aprons and Dumpster Pad
    - Vapor Barrier
    - 2" Perimeter Insulation
      - The "vertical" 2"x24" perimeter insulation will be installed Under Bid Package #1 during the backfill operation of the foundation walls.
      - The "horizontal" 2"x24" perimeter insulation shall be installed under this Bid Package.
    - Pipe Bollards
    - Pier Anchor Bolts
    - Column Leveling Plates
    - All excavation and backfill required for the installation of the building's foundation and footings shall be performed under Bid Package #1.
  - o The following material items and associated costs for, will be the responsibility of this contractor.
    - Concrete
    - Curing
    - Formwork
    - Expansion Joint Material
    - Membrane waterproofing of Elevator Pit walls below finished floor level
  - o This contractor shall be responsible for furnishing, placing and finishing all concrete and reinforcing associated with the four (4) sets of Pan-Fill stairs.
  - o This contractor shall be responsible for furnishing, placing and finishing all concrete and reinforcing associated with the concrete topping over pre-cast concrete plank.

# **BID PACKAGE #6: PRE-ENGINEERED METAL BUILDING**

- This Bid Package shall include the fabrication and delivery of a complete Pre-engineered Metal Building Package as shown and specified on drawings S0.1, S0.2, S1.1, S1.2, S1.3, S2.0, S2.1, S3.0, S3.1, S4.0, S4.1, S5.0 and S5.1 dated August 1, 2016 and Architectural Drawings and wall sections dated August 1, 2016 and in accordance with the following:
  - The following items shall be fabricated and delivered to the jobsite by the PEMB Fabricator, purchased by the Owner's Contractor and installed under Bid Package #9.
    - PEMB Main Frames
    - PEMB Purlins & Girts
    - PEMB Overhead Door Frames
    - PEMB Opening Trim Packages
    - PEMB Gable Trim & Eave Trim
    - PEMB Gutters & Downspouts
    - PEMB Roof Insulation
    - PEMB Standing Seam Roof & Seamer
    - 3" Insulated Exterior Metal Wall Panels

# BID PACKAGE #7: STRUCTURAL STEEL, STEEL JOISTS & METAL DECK

- This Bid Package shall include the fabrication and delivery of all Structural Steel, Steel Joists, Steel Lintels and Metal Deck & Accessories as shown and specified on drawings S0.1, S0.2, S1.1, S1.2, S1.3, S2.0, S2.1, S3.0, S3.1, S4.0, S4.1, S5.0 and S5.1 dated August 1, 2016 but not necessarily limited to the following:
  - The following items shall be fabricated and delivered to the jobsite by the Steel Fabricator, purchased by the Owner's Contractor and installed under Bid Package #9.
    - Structural Steel
    - Beam Bearing Plates
    - Steel Joists & Bridging
    - Joist Bearing Plates
    - Column and Pier Anchor Bolts
    - Column Leveling Plates
    - Steel Lintels
    - Metal Roof Deck
    - Metal Floor Deck
    - Pour Stops and Deck Closures
    - Any and all required bolts and washers for steel connections
    - This Bid Package shall also include the fabrication and delivery of all 6" dia. Pipe Bollards as shown on drawing A1.0 dated August 1, 2016.

# **BID PACKAGE #8: PRE-CAST CONCRETE PLANK**

- This Bid Package shall include the fabrication and delivery of all Pre-Cast Concrete Plank & Accessories as shown and specified on drawings S0.1, S0.2, S1.1, S1.2, S1.3, S2.0, S2.1, S3.0, S3.1, S4.0, S4.1, S5.0 and S5.1 dated August 1, 2016 and Architectural Drawings dated August 1, 2016 and shall be in accordance with the following:
  - The following items shall be fabricated and delivered to the jobsite by the Pre-Cast Fabricator, purchased by the Owner's Contractor and installed under Bid Package #9.
    - Pre-Cast Concrete Plank
    - Pre-Cast Concrete Plank Accessories

### **BID PACKAGE #9: STEEL ERECTION**

- This Bid Package shall include the erection of the Pre-engineered Metal Building Structure, Structural Steel, Steel Joists, Pre-Cast Concrete Plank, Steel Lintels, Metal Deck & Accessories, etc. as shown and specified on drawings S0.1, S0.2, S1.1, S1.2, S1.3, S2.0, S2.1, S3.0, S3.1, S4.0, S4.1, S5.0 and S5.1 dated August 1, 2016 and Architectural Drawings dated August 1, 2016 and shall be in accordance with the following:
  - All layout associated with the work involved with this Bid Package
  - The following items will be purchased by the Owner's Contractor under Bid Packages #6, #7 & #8 and shall be unloaded and erected under this Bid Package. The Owner's Contractor will provide the erector with all data and erection drawings as soon as they become available and will coordinate the delivery of all material with the respective Vendors and the Erector.
    - PEMB Main Frames
    - PEMB Purlins & Girts
    - PEMB Overhead Door Frames
    - PEMB Opening Trim Packages
    - PEMB Gable Trim & Eave Trim
    - PEMB Gutters & Downspouts
    - PEMB Roof Insulation
    - PEMB Standing Seam Roof & Seamer
    - 3" Insulated Exterior Metal Wall Panels
    - Structural Steel
    - Beam Bearing Plates
    - Steel Joists & Bridging
    - Joist Bearing Plates
    - Erection Bolts
    - Steel Lintels
      - Steel Lintels bearing on Masonry walls shall be installed under Bid Package #11.
    - Metal Roof Deck
    - Metal Floor Deck
    - Pour Stops and Deck Closures
    - Pre-Cast Concrete Plank & Accessories

# **BID PACKAGE #10: MISCELLANEOUS METALS**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Miscellaneous Metals required and as shown and specified on drawings S0.1, S0.2, S1.1, S1.2, S1.3, S2.0, S2.1, S3.0, S3.1, S4.0, S4.1, S5.0 and S5.1 dated August 1, 2016 and Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - All layout associated with the work involved with this Bid Package
  - o Pan-Fill Stair @ Stair #1
  - o Pan-Fill Stair @ Stair #2
  - Pan-Fill Stair @ Parts Storage 152
  - Pan-Fill Stair @ Tool Room 120
    - All Pan-Fill Stairs shall include stair and wall railings and shall be installed in strict accordance with the 2009 IBC Code.
  - o 42" high Steel Pipe Railing @ Volvo Parts Storage 200
  - o 42" high Steel Pipe Railing @ Mechanical Mezzanine 201
  - o 42" high Steel Pipe Railing @ Mezzanine 203
  - o 42" high Steel Pipe Railing @ Parts Storage 204
    - Railings shall be installed in strict accordance with the 2009 IBC Code, Section 1013 Guards/1013.3 Opening Limitation Exceptions #4.
    - Removable chains shall be installed as indicated.
  - Steel Roof Ladder @ Parts Storage 204
  - Steel Sill Angles @ Elevator Shaft
- Exclusions:
  - o Pipe Bollards will be furnished under Bid Package #7 and installed under Bid Package #5.
  - o The Elevator Pit Ladder will be furnished and installed under Bid Package #25.

### **BID PACKAGE #11: MASONRY**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Masonry & Masonry Accessories required as shown and specified on drawings S0.1, S0.2, S1.1, S1.2, S1.3, S2.0, S2.1, S3.0, S3.1, S4.0, S4.1, S5.0 and S5.1 dated August 1, 2016 and Architectural Drawings dated August 1, 2016 as well as all notes and details indicated on the Architectural Drawings including but not necessarily limited to the following:
  - All layout associated with the work involved with this Bid Package
  - o CMU Units
  - o CMU Lintels
  - o Ground-Faced Block
  - o Mortar
  - o Dura-wall
  - Fire Caulking
    - Furnish & Install all required Fire Caulking at all masonry partitions requiring the same
  - Ties & Anchors
    - The Masonry Contractor shall also pay close attention to the Architectural drawings for areas where bull-nosed block is required.
    - The Masonry Contractor shall be responsible for the handling and setting of any and all steel lintels, bearing plates and shelf angles associated with his or her work.
  - Hollow Metal Door Frame Grout
    - Grout all Hollow Metal Frames solid that occur in fire-rated walls
- The following items will be purchased by the Owner's Contractor and installed under this Bid Package:
  - Steel Lintels, Steel Beam & Joist Bearing Plates
  - Reinforcing Bar & Bar Supports
    - The Owner's Contractor will provide all reinforcing bar erection drawings as soon as they become available and will coordinate the delivery of all material with the respective Vendor and the Masonry Contractor. The Owner's Contractor will be responsible for unloading the reinforcing bar deliveries at the job site. The Masonry Contractor will then be responsible for all material handling afterwards of the reinforcing bar that is associated with his or her work.
  - o Key-Drop Boxes (2)
  - o Knox Box (1)
- The exterior ground-faced block is very light in color and the mortar color, as specified by General Motors, "must" match the color of the block.
  - Extreme care should be taken during material staging for all mortar material and installation thereof. All materials shall be properly covered and protected during the construction period. Discoloration of the mortar is unacceptable. Should discoloration occur, this contractor shall be responsible for the removal and replacement as required by the on-site Superintendent.
- The exterior ground-faced block shall be cleaned and sealed with a protective waterproof coating in strict accordance with the block and mortar manufacturer's recommendations.
- The Masonry Contractor shall be fully responsible for providing all labor and material to brace, stabilize and maintain lateral support for all masonry walls until the point in time that lateral support has been established by steel erection or until the point in time that the on-site Superintendent allows for the removal thereof.

### **BID PACKAGE #12: MEMBRANE ROOFING**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Membrane Roofing and Flashings as required and as shown and specified on the Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - All layout associated with the work involved with this Bid Package
  - .060 Membrane Roofing
    - Minimum of 20-year Roofing Warranty required
  - R-30 Polyisocyanurate Roof Insulation
    - Polyisocyanurate Roof Insulation shall be installed in two layers w/ staggered joints for a total R
       Value of 30
    - Tapered Insulation shall also be installed as required to achieve positive drainage away from all roof-top equipment and parapet walls as indicated on the drawings.
  - o Roof Hatch
  - Roof Drains
  - Metal Copings
    - Color of metal copings shall be in accordance with General Motors' required color of EP-1 Benjamin Moore OC-61 White Diamond.
  - o Metal & Membrane Flashings
    - All roof-to-wall flashings, roof-top equipment curbs, gravity roof ventilator curbs, exhaust fans, plumbing vents, roof drains, etc. shall be flashed in strict accordance with the roofing manufacturer's recommendations.
      - If any of the Architectural details are required to be modified to guarantee the required 20-year manufacturer's warranty, the Roofing Contractor shall take those revisions into consideration prior to submitting a bid and those required changes shall be reflected in his/her bid.
      - The Roofing Contractor, immediately upon the award of a contract, shall advise the Contractor's Representative of any and all required changes to the Architectural details so that modifications can be made to the Contract Documents.
      - In all cases, neither the Owner nor the Owner's Contractor shall not be held liable for any additional cost(s) over and above the Roofing Contractor's Bid price for obtaining or maintaining the roofing manufacturer's minimum 20-year warranty.

# Scuppers & Downspouts

 Furnish and install all overflow scuppers as indicated on the drawings and furnish and install the gutter and single downspout at the covered walkway connecting the Chevrolet and Volvo Service Lanes.

# Roof Blocking

- Furnish and install all Roof Blocking as shown on the drawings or as may be required by the membrane roofing manufacturer to guarantee the required 20-year manufacturer's warranty.
- All wood blocking material shall be furnished and installed under this Bid Package

# BID PACKAGE #13: ACM PANELS & CHEVROLET ENTRY ELEMENT

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all ACM Panels & Trim as required and as shown and specified on the Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - o All layout associated with the work involved with this Bid Package
  - o ACM Panels shall be furnished in colors as specified by General Motors and Volvo respectively
    - Panel joints and spacing shall exactly be as shown on the exterior building elevations. Problems
      with any of the specified layouts shall be brought to the attention of the Contractor's
      Representative prior to the bid.
  - o Chevrolet Entry Element shall be fabricated, furnished and installed in its' entirety.
  - o This contractor shall be responsible for all caulking associated with the ACM Panel installation.

### BID PACKAGE #14: STEEL STUDS, DRYWALL AND TAPING & SANDING

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Steel Stud, Drywall, Furring, Insulation, Plywood, Blocking and Taping & Sanding as required and as shown and specified on the Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - All layout associated with the work involved with this Bid Package
  - o Steel Studs
  - o 1-5/8" Steel Studs at Boxed Columns
  - o Hat Furring and "Z" furring for 3" Insulated Metal Siding on Masonry wall construction
  - Hat Furring and "Z" furring for Interior Partitions
  - Fiberglass Insulation associated with Steel Stud construction as indicated
  - o Rigid Insulation associated with Steel Stud construction as indicated
  - o 5/8" Zip Sheathing
  - o 5/8" Gypsum Drywall
    - All Gypsum Wallboard shall be Type "X"
  - 5/8" CDX Plywood and/or 5/8" Fire-Treated Plywood
    - Furnish & install all 5/8" Plywood that is attached to steel stud construction
  - Taping & Sanding
    - All drywall shall be taped and sanded to a minimum of 6" above finished ceiling levels
  - Fire Caulking as required by Code
  - Provide and install all Frye Moldings as indicated
  - Wood Blocking
    - Window Blocking
    - Overhead Door Blocking for operators & track
    - Accessory Blocking
      - Furnish and install all Wood Blocking for all accessories listed in Bid Package #15 that occur in steel stud or furred wall construction.
      - All concealed blocking must be inspected and approved by the on-site Superintendent prior to being concealed with the finished wall surfacing.
        - o In the event that walls or partitions are enclosed without receiving prior approval from the on-site Superintendent and it is later determined that the required blocking was not installed, it will be this contractor's complete responsibility to remove all existing finishes, install the required blocking and reinstall all of the finishes to the same level of finish as when they were removed at no additional cost to either the Owner or the Owner's Contractor..
- The suspension system for all gypsum wallboard and wood ceilings shall be furnished and installed under Bid Package #20.

# **BID PACKAGE #15: GENERAL CARPENTRY**

- This Bid Package shall include all Labor, Equipment and all Fasteners that are not furnished by the respective Vendors for a complete installation of all of the following items as shown and specified on the Architectural Drawings dated August 1, 2016. These items will be purchased by the Owner's Contractor and installed under this Bid Package:
  - o Hollow Metal, Wood Doors & Finish Hardware
    - The Finish Hardware Schedule, dated August 1, 2016, can be found in the Drop Box in folder <u>D</u>)

      <u>SPECIFICATION DOCUMENTS</u>
  - All layout work associated with the following items:
    - Toilet Partitions
    - Toilet Accessories
    - F.E. & Cabinets
    - Phenolic Lockers & Benches
    - Interior Signage
    - Exterior Handicap Parking Signage
    - Corner Guards
    - Flagpole
    - PVC Pipe Bollard Covers
    - Rigid NUFORM RELINE® Panels @ Automatic Car Wash

### BID PACKAGE #16: ANODIZED ALUMINUM / GLASS & GLAZING

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Anodized Aluminum and Glass & Glazing as required and as shown and specified on the Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - o All layout associated with the work involved with this Bid Package
  - o All AL and GL Windows & Doors
  - Schuco Windows & Doors specified at Volvo
    - See Finish Hardware Schedule, dated August 1, 2016 for hardware requirements. The Finish Hardware Schedule can be found in the Drop Box in folder <u>D</u>) <u>SPECIFICATION DOCUMENTS</u>
  - Glass & Glazing for all of the following as required:
    - For all Anodized Aluminum and Schuco items listed above
    - Hollow Metal Windows
    - Hollow Metal Doors and Wood Doors
    - Glass and Glazing for the two (2) <u>GL-1</u> windows at the Volvo Showroom are required to be furnished and installed in one (1) piece with no vertical mullions.
      - Provide an Alternate DEDUCT price on the Bid Form for installing the thinnest possible vertical mullions available and indicate the quantity thereof.
  - Any and all caulking required for the proper installation of all interior and exterior items associated with this Bid Package for the purpose of achieving complete watertight or sound control assemblies shall be a requirement of this Bid Package.

# BID PACKAGE #17: OVERHEAD DOORS & ROLLING COUNTER DOORS

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Overhead Doors & Rolling Counter Doors as required and as shown and specified on the Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - o All layout associated with the work involved with this Bid Package
  - Overhead Doors Overhead Door Company Series 521
  - Overhead Doors Overhead Door Company Series 591
  - Roll-Up Counter Doors (Non Fire-Rated) Overhead Door Company Series 651
- Furnish and install Loop Detectors as specified
- Furnish and install low voltage motion detectors for overhead doors #12 thru #22 and #24 thru #27.
  - Low Voltage wiring and final connection to motion detectors shall furnished and installed under Bid Package #34.
- Provide additional Overhead Door Push-Button controllers as specified
- Exclusions:
  - o Fiberglass Roll-Up Doors #23 and #28 at the Automatic Car Wash will be furnished and installed under Bid Package #28.

# **BID PACKAGE #18: CERAMIC TILE**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Ceramic Tile as required and as shown or specified on the Architectural Drawings dated August 1, 2016 including the following:
  - o All layout associated with the work involved with this Bid Package
  - o Installation of all tile shall be in strict accordance with the Tile Manufacturer's recommendation(s)
  - o Porcelain Tile Floors
  - o Porcelain Tile Base
  - o Grinding of concrete floors (if required) to ensure smooth and level finished tile floor surfaces.
  - o Ceramic Tile Walls
  - Tile Backsplashes
  - All Grout associated with all Tile Installations

# **BID PACKAGE #19: FLOORING**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Flooring as required and as shown or specified on the Architectural Drawings dated August 1, 2016 including the following:
  - o All layout associated with the work involved with this Bid Package
  - o Carpet Tile
  - o Wood Flooring
  - o Seamless Flooring
  - Vinyl Composition Tile
  - o Vinyl Base
  - o Vinyl Stair Treads & Risers

# **BID PACKAGE #20: CEILINGS**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Ceilings as required and as shown or specified on the Architectural Drawings dated August 1, 2016 including the following:
  - o All layout associated with the work involved with this Bid Package
  - Acoustical Tile Ceilings
  - Wood Ceilings
  - o Metal Suspension System for Gypsum Wallboard and Wood Ceilings
    - The linear spacing for the Suspension System members shall not exceed 16" centers

# **BID PACKAGE #21: PAINTING & VINYL WALL COVERINGS**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Painting & Vinyl Wall Coverings as required and as shown or specified on the Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - o All layout associated with the work involved with this Bid Package
  - o Interior Painting
  - o Exterior Painting
  - o Interior Painting in the Service Bays shall also include all exposed PEMB columns, girts and bottom portions of all purlins below the level of the vinyl-faced roof insulation so that no prime-coated steel is visible.
  - o Vinyl Wall Coverings

### **BID PACKAGE #22: EPOXY FLOORING**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Epoxy Flooring as required and as shown and specified on the Architectural Drawings dated August 1, 2016 including the following:
  - o All layout associated with the work involved with this Bid Package
  - Epoxy Flooring
    - All areas to receive Epoxy Flooring shall be broom-cleaned by all Subcontractors who performed work in these areas prior to the installation of the Epoxy flooring.
      - The cost(s) to broom clean these areas shall be shared between all Subcontractors as it
        pertains to the work performed by each Subcontractor in these areas.
    - The Epoxy Flooring contractor shall prep and clean all concrete floors in strict accordance with the manufacturer's recommendations before applying the epoxy coating.
    - The Epoxy Flooring contractor shall perform moisture level tests on all concrete floors receiving
      the epoxy coating and moisture content levels must be at levels and in strict accordance with the
      manufacturer's recommendations before applying any portion of the epoxy coating assembly.
    - All trench drain frames, catch basin frames, recessed alignment pit edge angles and any other
      pertinent items shall be masked off with tape or plastic to prevent the epoxy flooring finish to
      come in contact with them.
    - All edges of the epoxy flooring shall have straight, neat and clean lines in appearance.
  - Epoxy Base (not required)

# **BID PACKAGE #23: CHAIN-LINK FENCING & GATES**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Chain Link Fencing & Gates as required and as shown or specified on the Architectural Drawings dated August 1, 2016 and the Land Development plans as prepared by Frederick Seibert & Associates, Inc. dated June 2016 and revised July 27, 2016 including the following:
  - o All layout associated with the work involved with this Bid Package
  - Chain Link Fencing & Gate @ Receiving 151
    - Fencing & Gates shall be Hot-dipped Galvanized
  - O Chain Link Fencing & Gate @ exterior Dumpster Pad
    - Fencing & Gates shall be Hot-dipped Galvanized
    - Furnish & Install vertical "white" vinyl strips in all fencing & gates at the dumpster area

# **BID PACKAGE #24: CASEWORK & COUNTER TOPS**

- This Bid Package will be issued for pricing at a later date.

# **BID PACKAGE #25: PASSENGER ELEVATOR**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of a 2100# Passenger Elevator in the two-story Chevrolet portion of the Dealership as required and as shown and specified on the Architectural Drawings dated August 1, 2016 including the following:
  - o All layout associated with the work involved with this Bid Package
  - o 2100# Passenger Elevator
    - The Elevator Pit Ladder shall be furnished and installed under this Bid Package
  - o The Elevator Contractor shall include the submission to the Department of Labor and Industry for the approval of the elevator installation and shall be responsible for any and all associated fees.

# BID PACKAGE #26: LANDSCAPING - (By Owner's Contractor)

- This Bid Package will be furnished and installed by the Owner's Contractor.

# **BID PACKAGE #27: CIRCULATING FANS**

- This Bid Package shall include all Labor, Material & Equipment to furnish and install three (3) MacroAir Circulating Fans as shown and specified on the Mechanical drawings H1.0, H2.0, H3.0, H4.0, H4.1, H5.0, H5.1, H5.2, H6.0, H6.1, H6.2 and H7.0 dated August 1, 2016 as well as all Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - o All layout associated with the work involved with this Bid Package
  - o 18'-0" diameter MacroAir Circulating Fans
  - Low Voltage Control Wiring
    - Power wiring and final connections for the three (3) circulating fans is included under Bid Package
       #34.

# BID PACKAGE #28: AUTOMATIC CAR WASH - (By Owner's Contractor)

- This Bid Package will be furnished and installed by the Owner's Contractor.

# **BID PACKAGE #29: VEHICLE EXHAUST SYSTEM**

- This Bid Package shall include all Labor, Material & Equipment to furnish and install the Vehicle Exhaust Systems as shown and specified on the Mechanical drawings H1.0, H2.0, H3.0, H4.0, H4.1, H5.0, H5.1, H5.2, H6.0, H6.1, H6.2 and H7.0 dated August 1, 2016 as well as all Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - All layout associated with the work involved with this Bid Package
  - Eurovent Vehicle Exhaust System VE-1
  - Eurovent Vehicle Exhaust System VE-2
  - Eurovent Vehicle Exhaust System VE-3
  - o Complete Rail Systems and associated Ductwork
  - o Hose Reels
  - o Exhaust Fans EF-1, EF-2 & EF-3
    - Power wiring and final connections for the three (3) exhaust fans is included under Bid Package
       #34.

# **BID PACKAGE #30: WASTE OIL BOILERS**

- This Bid Package shall include all Labor, Material & Equipment to furnish and accurately set in place the two (2) Waste Oil Boilers as shown and specified on the Mechanical drawings H1.0, H2.0, H3.0, H4.0, H4.1, H5.0, H5.1, H5.2, H6.0, H6.1, H6.2 and H7.0 dated August 1, 2016 as well as all Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - All layout associated with the work involved with this Bid Package
  - Waste Oil Boilers
  - All associated Vent Piping & Fittings
    - All Hydronic Piping and final connections to the Waste Oil Boilers shall be furnished and installed Under Bid Package #33.
    - Power wiring and final connections to Waste Oil Boilers shall be furnished and installed under Bid
       Package #34.

### **BID PACKAGE #31: PLUMBING**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation for all Plumbing work as shown on the Plumbing drawings P1.0, P1.1, P2.0, P2.1, P3.0, P3.1, P4.0, P4.1, P5.0 and P7.0 dated August 1, 2016, Land Development plans as prepared by Frederick Seibert & Associates, Inc. dated June 2016 and revised July 27, 2016 and all Architectural Drawings dated August 1, 2016 and as indicated below:
  - All layout associated with the work involved with this Bid Package
  - Sanitary Sewer & Vent Piping
    - The Sitework Contractor shall bring the Sanitary Sewer Service to within 10′-0″ of the Oil Interceptor located on the North side of the Dealership. Final connection to the Sanitary Sewer Service at this point shall be performed by the Plumbing Contractor.
    - The Plumbing Contractor shall be responsible for performing all excavation and backfill from this connection point to inside and throughout the building as it relates to the work of this Bid Package.
  - Storm Water Piping
    - Extend Storm Water Piping to +/- 5'-0" beyond the building foundation walls as shown.
      - Installation of the Site Storm Water piping from these points shall be performed under Bid Package #1.
    - All Roof Drains shall be furnished and installed under Bid Package #12.
    - All Gutters and Downspouts for the Pre-Engineered Metal Building shall be furnished under Bid
       Package #6 and shall be installed under Bid Package #9.
  - Domestic Water Piping
    - The Sitework Contractor shall bring the Domestic Water and Fire Services to points as indicated on the Plumbing drawings. Final connection to the Domestic Water Service shall be performed by the Plumbing Contractor.
    - The Plumbing Contractor shall also perform all excavation and backfill from this connection point to inside and throughout the building as it relates to the work of this Bid Package.
    - The Sitework Contractor shall also furnish and install the Water Meter Pit along the entrance drive to the site off of Ebberts Spring Court and shall bring the Water Service into the Meter Pit. The Site Contractor shall also extend from the pit the Fire and Domestic Water Services to points as indicated above.
      - The Plumbing Contractor shall then be responsible for furnishing all labor and material for all required work within the Meter Pit itself.
        - All required piping, fittings, valves, backflow preventers, etc. shall be furnished and installed in strict accordance with the local Water Authority's requirements.
        - o Final connections to the Authority supplied Water Meter are required.
    - All Plumbing Fixtures, Catch Basins, Floor Drains and Trench Drains shall be furnished and installed under this contract.
      - The water fountain located in the island between the Chevrolet and Volvo Dealerships shall be furnished and delivered to the job by the Owner's Contractor and assembled under this contract.
    - Domestic Water Service to the Automatic Car Wash shall be installed under this contract.
      - The extension of all domestic water piping to all Automatic Car Wash equipment shall be furnished and installed under Bid Package #28.
  - Gas Piping
    - The Sitework Contractor shall bring the Gas Service to the specified meter location along the South side of the building under Bid Package #2.

# **BID PACKAGE #32: COMPRESSED AIR PIPING**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation for all Compressed Air piping, fittings and connections as shown on Plumbing drawing P6.0 dated August 1, 2016 as well as all Architectural Drawings dated August 1, 2016.
  - o All layout associated with the work involved with this Bid Package
  - The primary compressor, secondary compressor and Air Dryer shall be furnished by the Owner's Contractor and placed in Compressor Room 202. All Compressed Air Piping and connections to this equipment shall be furnished and installed under this contract, including piping to an exterior compressed air connection with lockable cover for the connection of a Mobile Diesel Compressor.
  - o Compressed Air piping to the Automatic Car Wash shall be installed under this contract.
    - The extension of all Compressed Air piping to all required Automatic Car Wash equipment shall be furnished and installed under Bid Package #28.

### **BID PACKAGE #33: HEATING, VENTILATION & AIR CONDITIONING**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all work as shown and specified on the Mechanical drawings H1.0, H2.0, H3.0, H4.0, H4.1, H5.0, H5.1, H5.2, H6.0, H6.1, H6.2 and all Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following:
  - All layout associated with the work involved with this Bid Package
  - Packaged Gas/Electric Roof Top Units with tapered curbs
    - This Subcontractor shall, within ten (10) calendar days after being awarded a contract, verify all roof frame sizes as indicated on the Structural drawings and shall notify the Contractor's Representative in writing if any revisions to the Structural framing is required.
  - Variable Air Volume Single Duct Terminal Units
  - Exhaust Fans
  - Gravity Roof Ventilators
  - Waste Oil Boiler Piping
    - The Clean Burn Waste Oil Boilers will be furnished and installed under Bid Package #30 and shall be placed on the Mechanical Mezzanine 201. All Waste Oil Boiler Piping and connections to this equipment shall be furnished and installed under this contract.
  - o Louvers
  - o Supply, Return & Exhaust Air ductwork and fittings
  - o Grilles, Registers & Diffusers
  - o Infra-Red Heating
  - In-Floor Heating
    - This contractor shall be responsible to furnish and install the rigid insulation required beneath the In-Floor heat piping. Insulation thickness shall be a minimum of 2" and shall be installed in strict accordance with the tubing manufacturer's recommendations.
    - Reinforcing Bar shall be furnished under Bid Package #4, Vapor Barrier will be furnished by the Owner's Contractor and both shall be installed under Bid Package #5.
  - o Gas Piping
    - This contractor shall be responsible for extending the Gas piping from inside the building to the Gas Meter location along the South side of the Dealership.
      - The Gas Meter will be furnished and installed by the Gas Company.
      - The Gas Company will connect the meter to this contractor's piping.
      - The Sitework Contractor shall bring the Gas Service to the Meter location.
- Exclusions
  - o MacroAir Circulating Fans
    - The three (3) Macro Air Circulating Fans located in the Service Bays 121 shall be furnished and installed under Bid Package #27.

### **BID PACKAGE #34: ELECTRICAL**

- The purchase of and cost for material and delivery of the following material items will be by the Owner's Contractor and shall be installed under this Bid Package. The Owner's Contractor will provide this Subcontractor with the corresponding supplier names, contact information and phone numbers for coordinating deliveries, unloading and handling of the items in accordance with this contractor's installation schedule. The Owner's Contractor will also provide this Subcontractor with all catalog cuts and pertinent information for coordination of their work.
  - Parking Lot Light Standard Pre-Cast Concrete Bases
  - Parking Lot Light Standards, Poles & Lamps
  - Concrete-embedded Flagpole Lighting
  - Concrete-embedded Vehicle Display Lighting
  - Interior Lighting Fixtures
  - o Illuminated Exit Signs
  - o Digital Time Control Clock (Exterior Lighting)
  - Electric Vehicle Charging Stations
- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all work as shown and specified on the Electrical drawings E1.0, E1.1, E2.0, E2.1, E2.2, E3.0, E3.1, E4.0, E4.1, E5.0, E5.1, E6.0, E6.1 and E7.0 dated August 1, 2016, Land Development plans as prepared by Frederick Seibert & Associates, Inc. dated June 2016 and revised July 27, 2016 and all Architectural Drawings dated August 1, 2016 including but not necessarily limited to the following, and excluding the material items listed above that will be provided by the Owner's Contractor.
  - o All layout associated with the work involved with this Bid Package
  - o Panelboards
  - o Switchboards
  - Safety Switches
  - o Manual Starters
  - o Combination Starters
  - Low Voltage Transformers
  - Occupancy Sensors
  - o Fire Alarm System (complete)
  - o Cord Reels
  - o Floor Boxes
  - o Raceways
  - o Disconnects
  - o Conduit & Wire
  - Switches & Receptacles
  - Wiring for Electric Strikes and electric concealed vertical rods
  - o Data Wiring
    - Terminations, jacks, wall cover plates & patch panels shall be furnished and installed by the Owner's Contractor.
  - Security System
    - The Electrical Contractor shall be responsible for all conduit, rough wiring and back boxes for the following four (4) Security System devices.
    - The following four (4) Security System devices shall be furnished under Bid Package #36.
      - Card Readers
      - Key Pads
      - Control Panels
      - Exterior & Interior Cameras
        - Installation of the Card Readers, Key Pads, Control Panels and Interior & Exterior
           Cameras along with all terminations to the same shall be performed under Bid
           Package #36.

- O Wiring of all electrical devices as provided under Bid Package #35
- Wiring of Waste Oil Boilers as provided under Bid Package #30
- o Wiring of Owner's Contractor-supplied primary Compressor, secondary Compressor and Air Dryer.
- Smoke & Heat Detectors
  - Ductwork Smoke Detectors shall be furnished and wired by the electrical contractor and installed under Bid Package #33.
- The Security System for the Dealership shall be furnished and installed under Bid Package #36
  - The Electrical Contractor shall furnish and install all conduit, wire and back boxes for the Security System items listed in Bid Package #36.
- This contractor shall also furnish and install all conduit and wire to the Chevrolet and Volvo Pylons located along the East side of the Dealership and as indicated on the Land Development plans.
  - Pylon signage shall be furnished and installed by the Owner's Contractor.
  - Final power connection shall be by the Owner's Contractor Signage Vendor.
- This contractor shall also furnish and install all low voltage wiring and final terminations at all Overhead Door Motion Detectors as furnished and installed under Bid Package #17.
- o Provide an ALTERNATE DEDUCT on the Bid Form to eliminate all excavation and backfill for all site lighting.
- o Provide an ALTERNATE ADD on the Bid Form to furnish all Parking Lot Light Standards, Poles & Lamps and all Concrete-embedded Flagpole Lighting, Concrete-embedded Vehicle Display Lighting, Interior Lighting Fixtures, Illuminated Exit Signs, and Digital Time Control Clock as called out as being furnished by the Owner's Contractor in the first paragraph of this Bid Package, excluding the Vehicle Charging Stations. Material handling and installation of these items is to be included in the Base Bid.
- o Exclusions
  - MacroAir Circulating Fans
    - The Macro Air Circulating Fans located in the Service Bays 121 shall be furnished and installed under Bid Package #27. Final power connection to the fans shall be the responsibility of the Electrical Contractor.
- o Vehicle Exhaust System Fans
  - The three (3) Vehicle Exhaust System Fans located in the Service Bays 121 shall be furnished and installed under Bid Package #29. Final power connection to the fans shall be the responsibility of the Electrical Contractor.
- o This Contractor shall be responsible to bring power from the transformer into the building
  - Installation of the underground Electrical Service conduits and spare conduits shall be furnished and installed under Bid Package #2.

# **BID PACKAGE #35: SPRINKLER**

- This Bid Package shall include all Labor, Material & Equipment for a complete hydraulic design and installation of all Sprinkler Piping in strict accordance with the following:
  - o All layout associated with the work involved with this Bid Package
  - The Sitework Contractor shall bring the Fire Service to the point as shown on the Plumbing drawings. Final connection to the Fire Service shall be performed under this Bid Package.
  - O Conduct a flow test at the closest hydrant that will provide service to the building for the purpose of establishing hydraulic calculations for the design of a complete fire protection service for the facility.
    - Upon completion of the Site Water Service installation, this contractor shall be responsible for conducting a new flow test to verify previously established hydraulic calculations.
  - o All work shall be performed in strict accordance with NFPA #13 2007 Edition.
  - o All underground piping shall be installed in strict accordance with NFPA #24.
  - O All new piping shall be tested at 200 psi for a period of two (2) hours until no visible signs of leakage occurs.
  - All hangers and attachments shall be U.L. Listed.
  - o All electrical devices shall be wired under Bid Package #34.

# **BID PACKAGE #36: SECURITY SYSTEM**

- This Bid Package shall include all Labor, Material & Equipment for a complete installation of all Security System work as shown and specified on the Electrical drawings E1.0, E1.1, E2.0, E2.1, E2.2, E3.0, E3.1, E4.0, E4.1, E5.0, E5.1, E6.0, E6.1 and E7.0 dated August 1, 2016 and all Architectural Drawings dated August 1, 2016 as outlined by the following:
- This contractor shall be responsible for furnishing the following four (4) Security System Devices:
  - Card Readers
  - o Key Pads
  - Control Panels
  - Exterior & Interior Cameras
    - All layout, conduit, rough wiring and back boxes for the Card Readers, Key Pads, Control Panels and Interior & Exterior Cameras shall be furnished and installed under Bid Package #34.
    - The installation of all Card Readers, Key Pads, Control Panels and Interior & Exterior Cameras along with all final terminations for the same shall be performed under this Bid Package.

### BID PACKAGE #37: OWNER'S CONTRACTOR-PURCHASED MATERIAL

- Venders who choose to bid on more than one item including any combination of items listed below, "must" in all cases, provide separate line-item pricing for each item.
- The delivered material shall be priced as F.O.B. Jobsite and must be in strict accordance with all Architectural Drawings dated August 1, 2016.
- Alternate Manufacturers to those specified in the Bid Documents may be accepted at the sole discretion of the Owner's Contractor. The standard of quality may not be jeopardized in any way due to stringent guidelines that have been placed upon the Owner by General Motors and Volvo.
  - Manufacturers other than those specified in the Bid Documents "must" be indicated on the Bid Form.
- The following items are included as a part of Bid Package #37:
  - Concrete Bumper Blocks
  - Visqueen Vapor Barrier
  - o 2" Perimeter Insulation (Dow Styrofoam Blue Board)
  - o Hollow Metal Doors and Hollow Metal Frames
  - Wood Doors
  - Finish Hardware
    - The Finish Hardware Schedule, dated August 1, 2016, can be found in the Drop Box in folder <u>D</u>)
      SPECIFICATION DOCUMENTS
  - Toilet Partitions
  - Toilet Accessories
  - Fire Extinguishers & Cabinets
  - o Phenolic Lockers & Benches
  - Interior & Exterior Signage
  - Corner Guards
  - o Flagpole
  - PVC Pipe Bollard Covers
  - Lighting Package
  - Water Fountain
  - o Key Drop Boxes
  - o Knox Box

Requests for Information during the bidding process "must" be put in writing using the RFI Form and emailed to: jpapalia@blaisealexander.com

The RFI Form can be found in the Drop Box in folder <u>E) ADMINISTRATIVE FORMS</u>. All efforts will be taken to respond and clarify RFI's within a 24 hour period.