



Macon-Bibb County, Georgia

INVITATION FOR BIDS

FOR

South Bibb Recreation Center

906-72
805-17
650-38
650-18
988-63

BID NUMBER: 16-033-CW

ISSUED: November 19, 2015

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, January 7, 2016

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Government Center
Macon, Georgia 31201

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FORMS PROVIDED:

- BID FORM
- BIDDER QUALIFICATION FORM
- FINANCIAL & LEGAL STABILITY STATEMENT
- LIST OF SUB-CONTRACTORS
- BIDDER MINORITY PARTICIPATION GOAL
- GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (E-VERIFY) AFFIDAVIT

ATTACHMENTS:

- A – REQUIRED SUBMISSION DOCUMENTS
- B – SPECIFICATIONS
- C – DRAWINGS

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South Bibb Recreation Center

I. GENERAL

A. Invitation

1. Notice is hereby given that the Macon-Bibb County Board of Commissioners will receive sealed bids in the Procurement Department, Suite 308, Macon-Bibb Government Center, 700 Poplar Street, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, January 7, 2016 for South Macon Recreation Center for the Macon-Bibb County, Georgia.
2. **NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED TIME.**
3. Bids will be publicly opened in the Macon-Bibb County Finance Department Conference Room on Thursday, January 7, 2016 at 2:00 pm.
4. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us.

B. Bid Documents

1. Bid documents may be examined and obtained at the Macon-Bibb County Procurement Department, Suite 308, Government Center, 700 Poplar Street, Macon, Georgia 31201, by calling (478) 803-0550, or may be viewed and downloaded from one of the links included below:
Georgia Procurement Registry website
http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100
Macon-Bibb County Procurement Page www.maconbibb.us/purchasing

C. Pre-Bid

A pre-bid conference is scheduled for 10:00 o'clock a.m., December 14, 2015 at the located a 115 Willie Smokie Glover Drive, Macon, GA 31201. The meeting will be followed immediately by a site visit to be hosted by the Project Manager's team. This pre-bid is mandatory; contractor must be present in order to submit a response.

D. Bid Bond

1. Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five-percent (5%) of the total base bid.
 - a) This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

E. Sealed Bids

1. Envelopes shall be identified on the outside as
“South Bibb Recreation Center”
and delivered by hand or mailed to:
Macon-Bibb County Procurement Department
700 Poplar Street, Suite 308
Macon, Georgia 31201

F. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.

G. Contract Award

1. The contract, if awarded, will be based on total bid price.
2. Guidelines in the award of this contract will be Section 36-10-2.2, Official Code of Georgia Annotated.
3. Upon award of the Contract, a pre-construction meeting will be held to discuss the project and to establish a schedule of work.

H. Surety

1. Whereas the anticipated contracted price exceeds \$25,000, the bidder to whom award is made shall submit a Payment Bond and a Performance Bond, both in amount of one-hundred-percent (100%) of the contract price.
 - a) Bonding company/Surety shall be:
 - (1) Rated B+ or better in current Key Rating Guide as issued by A.M. Best Company, Oldwick, NJ.
 - (2) Licensed to do business in the State of Georgia.

I. Payment Conditions

1. A 10% retainage will be withheld from each payment until final payment is made. The Owner will only pay for items used and actual work performed.
2. Change orders are issued for any variance from contract or plan sheets.
3. Any unauthorized work or material change will not be paid for unless a change order has been issued prior to the completion of work.

J. Excise Taxes

1. Any material that is to be incorporated into the work of this project may be consigned to Macon-Bibb County in care of the contractor. If the shipping papers show clearly that any such materials is so consigned, the shipment shall be exempt from the tax on transportation of property under the provisions of Section 3478(b) of the Internal Revenue Code, as amended by Public Law 180-78th Congress.

2. The Contractor shall pay all transportation charges.
3. Each bidder shall take this exemption into account in calculating his bid.

K. Insurance

1. Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia.
2. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract.
3. Macon-Bibb County shall be named as additional insured on the policy.
4. Coverage shall include water damage.
5. Contractor is responsible for any and all deductibles.

6. Required coverage:

Workers Compensation (WC): Required for all Contracts

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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If herbicide, fungicide, pesticide or other chemical application is involved:

Environmental Impairment Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

II. INSTRUCTIONS TO BIDDERS

A. Definitions

1. Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in these specifications, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.
2. Wherever the term “work” occurs in these specifications, it shall mean the work as defined herein, including, all labor, materials, equipment, transportation, and supervision necessary to complete the contract.

B. Related Documents

1. Required Submission Documents (Attachment “A”)
2. Specifications (Attachment “B”)
3. Drawings (Attachment “C”)

C. Bidder’s Representation

1. Each bidder, by making his bid, represents that he has:
 - a) Read and understands the bidding documents;
 - b) Visited the site and become familiar with the local conditions under which the work is to be performed.
 - (1) Bidders shall examine the areas wherein work of this project is to be carried out and shall take into consideration all conditions that might affect his work.
 - (a) Failure of the bidder to inspect firsthand the areas affected by work in this project shall not relieve him of the obligation to comply fully with the scope of the work as defined herein.
 - (b) No consideration will be given any claim based on lack of knowledge of existing conditions, except where the Contract Documents make definite provisions for adjustment of cost or extension of time due to existing conditions that cannot be readily ascertained.

D. Document Discrepancies

1. Should the bidder find discrepancies in, or omissions from the documents, he shall at once notify the Macon-Bibb County Procurement Department.
2. Requests for Interpretations of Drawings and Specifications shall be made in writing to the Macon-Bibb County Procurement Department not later than seven (7) days prior to receipt of bids, email preferred, to cwilmore@maconbibb.us. Any subsequent instructions to bidders will be issued in the form of addenda to the specifications and sent to the bidder. All addenda shall be enumerated in the Bid Form.
3. All definitions set forth in the specifications are applicable to this Instruction to Bidders, the Bid Form and the proposed Contract Documents including, but not limited to, drawings, project manual, and any addenda issued prior to receipt of bids.
 - a) Addenda are written or graphic instruments issued prior to the execution of the Contract that may modify or interpret the bidding documents by deletion, additions,

clarifications or corrections.

- b) Addenda will become part of the Contract Documents when the Contract is executed.

E. Submittals

1. In order for bids to be considered, the complete bid document package shall be submitted including each of the following completed documents.
 - a) Bid Form (included in this bid document)
 - b) Attachment "A" Required Submission Documents
 - Bidder Information Form
 - Bidder's Qualification Form
 - List of Sub-Contractors
 - Minority Participation Goal
 - Financial & Legal Stability Statement
 - Insurability Statement
 - E-Verify Affidavit
 - c) Bid Bond in amount of 5% of the total base bid (acquired separately)

F. Reservations

1. The bidder acknowledges that Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior County experience. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required submittals on the date required by the bidding documents, or if the bid is in any way incomplete or irregular. Hence the County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another.

G. Surety and Insurance Companies

1. The Contract provides that the surety and insurance companies must be acceptable to the Owner. 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 his power of attorney indicating the monetary limit of such power.

III. SPECIAL CONDITIONS

A. General

1. All work to be performed as part of this specification shall comply with all codes, ordinances and regulations applicable to the contract, including, but not limited to:
 - a) International Building Code
 - b) State and Local Building Code
 - c) Georgia Department of Transportation (D.O.T.)

d) Occupational Safety and Health Administration (OSHA)

e) Other Federal, State, or Local Codes

B. Permits and Licenses

1. Contractor shall obtain all permits and licenses, paying all fees as required, for execution of the Contract. In addition, the Contractor shall arrange for necessary inspections required by the City, County, State and other authorities having jurisdiction, and submit certificates of approval to the Owner or his designated representative.

C. Layout of Work

1. The Contractor shall verify all existing conditions and contiguous work and lay out his work there from, providing for himself all other necessary measurements, lines and levels, and shall assume the responsibility for the correctness of the layout of the work.

D. Work Area

1. The Contractor shall confine his operations to as small an area as possible, using only the areas designated for on-site storage.
2. The Contractor shall protect all surrounding adjoining private and public property, taking every precaution to prevent damage or injury to trees, shrubs, curbs, sidewalks, driveways and fences along or adjacent to the work. Should damage occur, the Contractor shall restore, at his expense, any such property damage or injuries by his operations to a condition equal to that existing before such damage or injury was done, by repairing, rebuilding or otherwise restoring as may be directed by, and to the satisfaction of the Owner.
3. In case of failure on the part of the Contractor to restore such property, or make good such damages or injury, the Owner may, after forty-eight (48) hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any monies due or which may become due the contractor under this contract.

E. Underground Utilities

1. The Contractor shall verify all underground utilities and their locations prior to commencing any work under this contract. Damages to underground utilities, and costs to repair same, shall be the responsibility of the Contractor.

F. Traffic Control

1. It shall be the responsibility of the Contractor to maintain traffic by utilizing adequate construction signs and flagmen at all times.
2. The Contractor shall furnish, install, maintain and eventually remove all traffic control devices necessary to properly protect and divert traffic. Such barricades and detour signs shall be illuminated at night.
3. All costs associated with traffic control shall be the responsibility of the Contractor.
4. The Contractor shall assume all responsibility for damages resulting from the failure of the signs and/or barricades to properly protect the work from traffic.

G. Vandalism

1. The Contractor shall take every precaution not to leave equipment and materials where they can be reached and used for defacing new or existing work at any time.

H. Material Disposal

1. The Contractor shall allow no trash, dirt, stumps, tree trunks, or excess material to accumulate and shall be responsible for removing same from the premises.
 - a) Such items shall be disposed of off the premises.
 - b) Burning of material on the site will not be permitted.
 - c) All costs of removing trash shall be the responsibility of the Contractor.
 - d) Place and method of disposal shall be the responsibility of the Contractor.

I. Extension of Time

1. In the event the work under this project is delayed by neglect, delay, or default of any other Contractor or the Owner, or by any damage which is the result of an Act of God, or by a general strike of the employees, the Contractor shall have reason to claim for delay and request an extension of time to complete the contract.

J. Liquidated Damages

1. Liquidated damages in the amount of **\$100** damages shall be charged to the contractor for each day that the project is delayed beyond the completion date of the contract. These charges are to defray the cost of inspection by Macon-Bibb employees assigned to the project.

K. Inspection

1. Inspectors may be appointed to inspect all materials used and all work performed. Such inspection may extend to all or any part of the work and to the preparation of manufacture of the materials to be used. The inspectors will not be authorized to revoke, alter, enlarge or relax the provisions of this specification, nor will they be authorized to approve or accept any portion of the completed work or to issue instruction contrary to the plans and specifications. The inspector shall have authority to reject defective material and to suspend work that is being improperly done, subject to the final decision of the Inspector.
2. It is mutually agreed between the parties to the contract that to prevent all disputes and misunderstandings between them in relation to any of the provisions contained in these specifications, or their performance by either of said parties, the Owner shall serve as the referee to decide all matters of construction of the specifications and of the terms of the contract, and as to all matters arising or growing out of said contract and his decision shall be final and binding upon both parties.
3. The Owner and his inspectors shall have free access to all parts of the work, and to all material intended for use in the work. The work will be inspected as it progresses, but failure to reject or condemn defective work at the time it is done will in no way prevent its rejection whenever it is discovered before the work is finally accepted and approved, nor will final acceptance and approval constitute waiver by the County of any right of action for defective work or the failure to perform the contract according to its terms.

IV. EXECUTION

A. General

1. It is the intent of this specification to provide for the Development of South Bibb Recreation Center, for the Macon-Bibb County, Macon, Georgia.

B. Specifications

1. The Contractor shall provide all services as outlined in Attachment "B"- Specifications, attached hereto and incorporated herein.

C. Schedule

1. The Actual amount of Days for the Project will be Determined at the Mandatory Pre-Bid meeting. The contractor shall commence work within 10 calendar days following issuance of notice to proceed, shall execute the work diligently, and shall complete all work requirements within XXX calendar days following the Notice to Proceed. This time includes weather delays of 3 work days. This time shall include all clean up, demobilization, and other work necessary to return the project area to its final state.

V. WARRANTY

- A. The Contractor shall guarantee all labor and workmanship for minimum of one (1) year from date of completion.

BID FORM

Macon-Bibb County Board of Commissioners
Chauncey Wilmore, Senior Procurement Officer
Macon-Bibb County, Procurement Dept.
700 Poplar Street, Suite 308
Macon, Georgia 31201

DATE: _____

Re: **South Bibb Recreation Center**
115 Willie Smokie Glover Drive
Macon-Bibb County, 31201
Bibb County, Georgia

Dear Mr. Wilmore:

1. We have examined the Specifications, related documents and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under these Specifications, of which this bid is part.
2. ADDENDUM RECEIPT:
 - a. We acknowledge our responsibility to ensure that all addenda have been received prior to the submission of a bid.
 - b. Bidder acknowledges receipt of the following addenda:
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
3. We agree to commence actual physical work on site, with an adequate force and equipment within the timeframe presented in the specifications and to complete fully all work within the stated timeframe following notice to proceed.
4. We agree that this bid may not be revoked or withdrawn after the time set for the opening of bids and shall remain open for acceptance for a period of sixty (60) days following such time.
5. In case of written notification by mail, telegraph, or delivery of the acceptance of this bid within sixty (60) days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) days a Contract for the Work for the below stated compensation and at the same time to furnish and deliver to the Owner a Performance Bond and a Payment Bond, both in an amount equal to one-hundred-percent (100%) of the Contract Sum.
6. Enclosed herewith is a Bid Bond in the amount of five-percent (5%) of the total base bid. We agree that the above stated amount is the proper measure of liquidated damages that the Owner will sustain by the failure of the undersigned to execute the Contract and to furnish the Performance Bond and the Payment Bond.
7. If this bid is accepted within sixty (60) days after the date set for the opening of bids and we fail to execute the Contract within ten (10) days after written notice of such acceptance or if we fail to furnish both a Performance Bond and a Payment Bond, the obligation of the bond will remain in full force and affect and the money payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure; otherwise, the obligation of the bond will be null and void.

8. We hereby certify that we have not, nor has any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.
9. We understand the total bid price listed below to be inclusive of all materials, labor, equipment, and other provisions necessary to provide the services in accordance with the associated specification.

I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

All work performed under this bid and the resulting contract shall be in strict compliance with the project specifications.

Respectfully Submitted,

Authorized Signature:

_____ Dated: _____

Typed Name:

_____ Title: _____

Project Number: 15051.01

MACON-BIBB COUNTY PARKS AND RECREATION
SOUTH BIBB PARK
Recreation Center
115 Willie Smokie Glover Drive, Macon, Georgia 31201
Bid Issue – November 16, 2015

SECTION 00410A

BID PROPOSAL – RECREATION CENTER

Construction Company:

Submitting Representative:

Position/Title:

NOT ALL HEADINGS BELOW MAY APPLY. FILL SECTION WITH “N.A.” IF IT DOES NOT APPLY.

FILL OUT ASSOCIATED COSTS IN THE FOLLOWING FORMAT: \$1,999,999.99.

1 GENERAL CONDITIONS AND REQUIREMENTS

Labor and material Bond (if Required)	\$
Builders Risk Insurance	\$
General Liability Insurance	\$
Supervision and Labor	\$
Contractor Overhead and Profit	\$
Cutting and Patching	\$
Building Permit	\$
Mechanical Permit Fees	\$
Plumbing Permit Fees	\$

Project Number: 15051.01

MACON-BIBB COUNTY PARKS AND RECREATION
SOUTH BIBB PARK
Recreation Center
115 Willie Smokie Glover Drive, Macon, Georgia 31201
Bid Issue – November 16, 2015

Electrical Permit Fees	\$
Quality Control Testing (By Owner)	---
Temporary Facilities and Controls	\$
Temporary Fences, Barriers, and Enclosures	\$
Field Office Trailer	\$
Contractor Closeout (Warranties, etc.)	\$
Project Record Documents	\$
DIVISION 1 SUBTOTAL	\$

2 SITEWORK

Demolition	\$
Grading/Site Prep	\$
Staking	\$
Import/Export	\$
Site Concrete	\$
Pavement Markings and Signage	\$
Paving – Asphalt, Concrete, and Other	\$
Water Service and Connection	\$
Gas Service and Connection	\$
Sewer Connection – Sanitary and Storm	\$
Site Utilities – Domestic and Fire Water	\$
Electrical Service Connection	\$
Landscape Plantings	\$
Irrigation Systems	\$

Landscape and Irrigation Maintenance	\$
Site Lighting	\$
Site Amenities	\$
Ornamental Fencing	\$
Other	\$
DIVISION 2 SUBTOTAL	\$

DIVISION 3 CONCRETE

Concrete	\$
Concrete Staining	\$
Other	\$
DIVISION 3 SUBTOTAL	\$

DIVISION 4 MASONRY

Reinforced Concrete Masonry	\$
Glass Masonry Assemblies	\$
Simulated Stone Veneer	\$
Cast Stone	\$
Other	\$
DIVISION 4 SUBTOTAL	\$

DIVISION 5 METALS

Structural Steel	\$
Steel Trusses and Joists	\$

Steel deck	\$
Cold Formed Metal Framing	\$
Metal Fabrications	\$
Metal Stairs	\$
Handrails and Railings	\$
Other	\$
DIVISION 5 SUBTOTAL	\$

DIVISION 6 WOOD AND PLASTICS

Rough Carpentry	\$
Rough Hardware	\$
Glu-Lams	\$
Wood Trusses	\$
Architectural Woodwork	\$
Countertops	\$
Other	\$
DIVISION 6 SUBTOTAL	\$

DIVISION 7 THERMAL AND MOISTURE PROTECTION

Building Insulation	\$
Exterior Insulation and Finish System	\$
Firestopping	\$
Asphalt Shingle Roofs	\$
Single Ply Membrane Roofing	\$

Project Number: 15051.01

MACON-BIBB COUNTY PARKS AND RECREATION
SOUTH BIBB PARK
Recreation Center
115 Willie Smokie Glover Drive, Macon, Georgia 31201
Bid Issue – November 16, 2015

Metal Panel Systems	\$
Fiber Cement Siding and Trim	\$
Air and Weather Barriers	\$
Sheet Metal Flashing And Trim	\$
Roof Hatches	\$
Joint Sealants	\$
Other	\$
DIVISION 7 SUBTOTAL	\$

DIVISION 8 DOORS AND WINDOWS

Hollow Metal Doors and Frames	\$
Flush Wood Doors	\$
Access Panels	\$
Aluminum Storefront Windows and Doors	\$
Door Hardware	\$
Glass and Glazing	\$
Mirrors	\$
Aluminum Windows	\$
Overhead Coiling Doors and Shutters	\$
Other	\$
DIVISION 8 SUBTOTAL	\$

DIVISION 9 FINISHES

Gypsum Board	\$
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Project Number: 15051.01

MACON-BIBB COUNTY PARKS AND RECREATION
SOUTH BIBB PARK
Recreation Center
115 Willie Smokie Glover Drive, Macon, Georgia 31201
Bid Issue – November 16, 2015

Lite Gauge Metal Stud Framing	\$
Ceramic Tile	\$
Acoustical Ceilings	\$
Wood Athletic Flooring	\$
Resilient Tile Flooring	\$
Resilient Wall Base and Transitions	\$
Carpet	\$
Paints and Coatings	\$
Wood Stains and Coatings	\$
Clear Masonry Sealer	\$
Concrete Floor Sealer	\$
Other	\$
DIVISION 9 SUBTOTAL	\$
<hr/>	
DIVISION 10 SPECIALTIES	
Toilet Partitions	\$
Signs	\$
Lockers	\$
Fire Extinguishers and Cabinets	\$
Metal Canopies	\$
Operable Panel Partitions	\$
Toilet Accessories	\$
Other	\$
DIVISION 10 SUBTOTAL	\$

DIVISION 11 EQUIPMENT

Gym Equipment	\$
Other	\$
DIVISION 11 SUBTOTAL	\$

DIVISION 12 FURNISHINGS

Gymnasium Seating	\$
Floor Mats	\$
Other	\$
DIVISION 12 SUBTOTAL	\$

DIVISION 13 SPECIAL CONSTRUCTION

Swimming Pool	\$
Fire Alarm	\$
Other	\$
DIVISION 13 SUBTOTAL	\$

DIVISION 15A MECHANICAL

HVAC Equipment	\$
HVAC System and Controls	\$
Testing and Balancing	\$

Project Number: 15051.01

MACON-BIBB COUNTY PARKS AND RECREATION
SOUTH BIBB PARK
Recreation Center
115 Willie Smokie Glover Drive, Macon, Georgia 31201
Bid Issue – November 16, 2015

Other	\$
DIVISION 15A SUBTOTAL	\$

DIVISION 15B PLUMBING

Plumbing Equipment	\$
Plumbing Piping , Venting, Valves, and Controls	\$
Fire Suppression	\$
Other	\$
SUBTOTAL DIVISION 15B	\$

DIVISION 16 ELECTRICAL

Electrical Service and Distribution	\$
Lighting	\$
Fire Alarm	\$
Communications/Low Voltage	\$
Other	\$
DIVISION 16 SUBTOTAL	\$

TOTALS	
ALL DIVISIONS TOTAL (WITHOUT TAXES)	\$
SALES TAX (WHERE APPLICABLE)	\$
GRAND TOTAL (INCLUDING TAXES)	\$

ALTERNATES

Project Number: 15051.01

MACON-BIBB COUNTY PARKS AND RECREATION
SOUTH BIBB PARK
Recreation Center
115 Willie Smokie Glover Drive, Macon, Georgia 31201
Bid Issue – November 16, 2015

ALTERNATE NUMBER 1: Outdoor Pool	\$
ALTERNATE NUMBER 1b: Pool Heater	\$
ALTERNATE NUMBER 2: Telescoping Bleachers	\$
ALTERANTE NUMBER 3: Operable Panel OP1	\$
ALTERANTE NUMBER 4: Operable Panel OP2	\$
ALTERANTE NUMBER 5: Vinyl Coated Chain Link	\$
ALTERANTE NUMBER 6: Basketball Divider Curtain	\$

CONTRACTOR SHALL ATTACHED ALL QUALIFICATIONS, EXCLUSIONS, AND ALTERNATES TO THIS FORM AND SUBMIT WITH THE BID PROPOSAL. THESE WILL NOT BE ACCEPTED POST-BID.

All sections below must be completed or bid will be invalid. Answer the questions and initial.

- Did you print and acknowledge all applicable addenda?

- Did you distribute all addenda to your vendors, subcontractors, and other bidding parties?

- List all addenda you received, printed, distributed, and acknowledged.

- I have read the typical contract form.

- I have reviewed all the project documents and understand the scope of work.

- I have objections to the following sections and/or work.

- Bidder agrees to start work with adequate forces as soon as notified to proceed and have the project/work completed and read for full operation from the Notice to Proceed within the following number of calendar days:

365Calendar Days

Project Number: 15051.01

MACON-BIBB COUNTY PARKS AND RECREATION
SOUTH BIBB PARK
Recreation Center
115 Willie Smokie Glover Drive, Macon, Georgia 31201
Bid Issue – November 16, 2015

Bidder Acknowledgements

The undersigned Bidder agrees, if the Bid is accepted, to enter into an agreement with the Owner, in the form included in the Bidding Documents to perform and furnish the Work as specified and indicated in the Bidding Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

Owner reserves the right to reject this Bid.

Bid shall be irrevocable for the period established in the Invitation to Bid, but not less than 30 calendar days.

Bidder has examined the Bidding Documents, visited the site, and correlated project information, including the geotechnical report

Contractor's License Number:

Signature By (Print Name):

Title (Print Title):

Signature

Date

***OWNER ONLY
BID RECEIVED:***

Date and Time

Project Number: 15051.01

MACON-BIBB COUNTY PARKS AND RECREATION
SOUTH BIBB PARK
Recreation Center
115 Willie Smokie Glover Drive, Macon, Georgia 31201
Bid Issue – November 16, 2015

DOCUMENT 00433A

LIST OF ALTERNATES – RECREATION CENTER

To: Macon-Bibb County Parks and Recreation

Project: South Bibb Park

Date: _____

Submitted by:
(full name)

(full address)

The following is the list of Alternates which is an integral part of the Bid Form. The following amounts shall be added to or deducted from the Bid Sum as indicated.

A. Schedule of Alternates:

1. Alternate No. 1A: Add alternate: All work related to outdoor pool. This shall include, but not limited to: pool construction, pool deck, perimeter fencing, all pool equipment, all related MEP work. Base bid items:
 - a. Regardless of whether the pool is accepted or not, the complete pool equipment room will be built as part of the base bid.
 - b. If alternate is not accepted, omit door 159A and provide removable E.I.F.S. panel infill. Infill shall match adjacent construction; do not provide concrete curb. Panel shall match dimensions shown for door, frame, and transom to permit door installation in future.
 - c. This work excluded the pool heater and related work. If this alternate is accepted, alternate shall include roughing in for future pool heater.
2. Alternate No 1B: Add alternate: All work related to the pool heater.
3. Alternate No. 2: Add alternate: All work related to telescoping bleachers in Recreation 112. This shall include, but not be limited to: all work related to telescoping bleachers. Base bid items:
 - a. Regardless of whether the bleachers are accepted or not, electrical connection and control wiring for the bleachers shall be installed and blanked off.
 - b. If alternate is not accepted, include (2) sets of wall pads at the South wall of the space. Each set of pads shall be 34'-0" long in total and shall be centered on the smaller basketball courts.
4. Alternate No. 3: Add alternate: All work related to Operable panel partition OP1 in Studio 2 -115 and Studio 3 – 114. This shall include, but not be limited to: all work related to operable panel partitions, all related ceiling soffits, all secondary structural framing. Base bid items:

- a. Regardless of whether the operable panel partition is accepted or not, primary roof framing will be installed, as shown in the drawings.
 - b. If the alternate is not accepted, the operable panel partition pocket shall be constructed as shown. The contractor shall omit the pocket door and construction a removable gypsum board enclosure across the opening. Construction shall be 3 5/8" metal studs at 16" o.c. with (1) layer of 5/8" gypsum board.
5. Alternate 4: Add alternate: All work related to Operable panel partition OP2 in Lab 2 – 152 and Lab 3 – 153. This shall include, but not be limited to: all work related to operable panel partitions, all related ceiling soffits, all secondary structural framing. Base bid items:
- a. Regardless of whether the operable panel partition is accepted or not, primary roof framing will be installed, as shown in the drawings.
 - b. If the alternate is not accepted, the operable panel partition pocket shall be constructed as shown. The contractor shall omit the pocket door and construction a removable gypsum board enclosure across the opening. Construction shall be 3 5/8" metal studs at 16" o.c. with (1) layer of 5/8" gypsum board.
6. Alternate 5: Deduct alternate: At outdoor pool, provide vinyl coated chain link fence in lieu of ornamental metal fencing. Fencing shall maintain same layout and dimensions as indicated for the ornamental metal fencing. Contractor shall adapt gate details for chain link gate. Contractor shall weld all perimeter framing and cross members of chain link gate.
7. Alternate 6: Add alternate: Divider curtain and all related work in Recreation 112.
- a. Regardless of whether the divider curtain is accepted or not, wiring and control conduit and boxes shall be installed.

END OF DOCUMENT

SECTION 01100

SUMMARY

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Contract description.
 - 2. Work by Owner.
 - 3. Contractor's use of site and premises.
 - 4. Owner occupancy.

1.2 CONTRACT DESCRIPTION

- A. The Project consists of the multiple packages. This specification manual specifically addresses the recreation center and site buildings. See civil package for site work and landscaping specifications.
 - 1. Site Development Package: Includes baseball fields, multi-purpose palying fields, tennis courts, drive and parking lot construction, walking paths, and other site amenities.
 - 2. Recreation Center building Package: Includes physical construction of the recreation center and the outdoor pool.
 - 3. Site Building Package: Includes construction of the Baseball Pavilion and Picnic Pavilion.
- B. The Owner may elect to perform each package as a separate contractor. Perform Work of Contract under a fixed cost contract with the Owner in accordance with the Conditions of Contract.
- C. If the Owner elects to perform the work as a single contract, the Project will comprise all packages.
- D. If the Owner elects to perform the work as multiple contracts, the Project will comprise separate contracts for each package.

1.3 WORK BY OWNER

- A. The Owner will award separate contracts for furnishing and installing materials required for construction of building as described above.
- B. Work under these separate contracts will include:
 - 1. TV monitors and mounting brackets.
 - 2. Telephones and telephone wiring from backer board to telephone devices.
 - 3. Computers.
 - 4. Stereos and speakers.
 - 5. Exercise equipment.

- 6. Burglar alarm system.
- C. Contractor shall coordinate delivery dates with LAF vendor, and provide all electrical and plumbing connections for Owner supplied millwork. Refer to ID drawings for scope of millwork items.
- D. Items noted NIC (Not in Contract), will be furnished and installed by Owner.
- E. Coordinate blocking and supports for Work under separate contract.

1.4 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Limit use of site and premises to allow:
 - 1. Work by Others and Work by Owner.
 - 2. Use of surrounding site by the public.

1.5 WORK SEQUENCE

- A. Construct Work to accommodate Owner's occupancy requirements during the construction period, coordinate construction schedule and operations with Owner.
 - 1. The Owner will consider multiple phases proposed by the contractor provided all work is completed in a timely fashion and to coincide with Owner Occupancy date.

1.6 OWNER OCCUPANCY

- A. The Owner intends to occupy the Project at Substantial Completion for the conduct of normal operations.
- B. Schedule the Work required for Final Completion to accommodate Owner occupancy.
- C. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

SECTION 01200

PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Schedule of values.
 - 2. Applications for payment.
 - 3. Change procedures.
 - 4. Defect assessment.
 - 5. Unit prices.
 - 6. Alternates.

1.2 SCHEDULE OF VALUES

- A. Submit a printed schedule on AIA Form G703 - Application and Certificate for Payment Continuation Sheet.
- B. Submit Schedule of Values in duplicate with executed Contract.
- C. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the major specification Section.
- D. Include separate line items for site mobilization, bonds, insurance, and Contractor's overhead and profit.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.

1.3 APPLICATIONS FOR PAYMENT

- A. Submit four copies of each application on AIA Form G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Submit an updated construction schedule with each Application for Payment.
- D. Payment Period: Submit at intervals stipulated in the Agreement.
- E. Submit with transmittal letter as specified for Submittals in Section 01330.
- F. Substantiating Data: When Architect requires substantiating information, submit data justifying dollar amounts in question. Include the following with the application:
 - 1. Current construction photographs specified in Section 01330.
 - 2. Partial release of liens from major subcontractors and vendors.

3. Affidavits attesting to off-site stored products.

1.4 CHANGE PROCEDURES

- A. Submittals: Submit name of the individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. The Architect will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract Time by issuing supplemental instructions on AIA Form G710.
- C. The Architect may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor will prepare and submit an estimate within 5 days.
- D. The Contractor may propose changes by submitting a request for change to the Architect, describing the proposed change and its full effect on the Work. Include a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other Contractors.
 1. Submit completed Document 00930 with each proposal request.
 2. Comply with maximum overhead and profit rate as specified in Document 00800.
 3. Neither the Owner or the Architect are liable for changes in the work initiated by the Contractor without the Owner's and/or Architect's knowledge. In such a case, all financial and schedule impacts are solely the responsibility of the Contractor. If said changes are found to be deficient or to alter the design intent or aesthetic of the project, the Contractor shall remediate the work to comply.
- E. Stipulated Sum Change Order: Based on Proposal Request and Contractor's fixed price quotation or Contractor's request for a Change Order as approved by Architect.
- F. Unit Price Change Order: For contract unit prices and quantities, the Change Order will be executed on a fixed unit price basis. For unit costs or quantities of units of work which are not pre-determined, execute Work under a Construction Change Directive or Work Directive Change. Changes in Contract Sum or Contract Time will be computed as specified for Time and Material Change Order.
- G. Construction Change Directive: Architect may issue a directive, on AIA Form G714 Construction Change Directive signed by the Owner, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order. Document will describe changes in the Work, and designate method of determining any change in Contract Sum or Contract Time. Promptly execute the change.
- H. Time and Material Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract. Architect will determine the change allowable in Contract Sum and Contract Time as provided in the Contract Documents.

- I. Maintain detailed records of work done on Time and Material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.
- J. Document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.
- K. Change Order Forms: AIA G701.
- L. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- M. Correlation Of Contractor Submittals:
 - 1. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
 - 2. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
 - 3. Promptly enter changes in Project Record Documents.

1.5 DEFECT ASSESSMENT

- A. Replace the Work, or portions of the Work, not conforming to specified requirements.
- B. If, in the opinion of the Architect, it is not practical to remove and replace the Work, the Architect will direct an appropriate remedy or adjust payment.
- C. The defective Work may remain, but the Contract Sum will be adjusted to a new Sum at the discretion of the Architect.
- D. The defective Work will be partially repaired to the instructions of the Architect, and the Contract Sum will be adjusted to a new Sum at the discretion of the Architect.
- E. The individual specification sections may modify these options or may identify a specific formula or percentage Sum reduction.
- F. The authority of the Architect to assess the defect and identify payment adjustment, is final.
- G. Non-Payment For Rejected Products: Payment will not be made for rejected products for any of the following:
 - 1. Products wasted or disposed of in a manner that is not acceptable.
 - 2. Products determined as unacceptable before or after placement.
 - 3. Products not completely unloaded from the transporting vehicle.
 - 4. Products placed beyond the lines and levels of the required Work.
 - 5. Products remaining on hand after completion of the Work.
 - 6. Loading, hauling, and disposing of rejected products.

1.6 UNIT PRICES

- A. Authority: Measurement methods are delineated in the individual specification sections.
- B. Measurement methods delineated in the individual specification sections complement the criteria of this section. In the event of conflict, the requirements of the individual specification section govern.
- C. Take measurements and compute quantities. The Architect will verify measurements and quantities.
- D. Unit Quantities:
 - 1. If the actual Work requires more or fewer quantities than those quantities indicated, provide the required quantities at the unit Sums contracted.
- E. Payment Includes: Full compensation for required labor, products, tools, equipment, plant and facilities, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.
- F. Final payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities accepted by the Architect multiplied by the unit Sum for Work which is incorporated in or made necessary by the Work.
- G. Measurement Of Quantities:
 - 1. Measurement by Area: Measured by square dimension using mean length and width or radius.
 - 2. Linear Measurement: Measured by linear dimension, at the item centerline or mean chord.
 - 3. Stipulated Sum Measurement: Items measured by weight, volume, area, or linear means or combination, as appropriate, as a completed item or unit of the Work.

1.7 ALTERNATES

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in Owner-Contractor Agreement.
- B. Coordinate related work and modify surrounding work as required.
- C. Schedule of Alternates: As specified in Section 00433.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

SECTION 01300

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Construction schedules.
 - 2. Coordination and project conditions.
 - 3. Coordination documents.
 - 4. Field engineering.
 - 5. Preconstruction meeting.
 - 6. Site mobilization meeting.
 - 7. Progress meetings.
 - 8. Preinstallation meetings.
 - 9. Request for information procedures.

1.2 CONSTRUCTION SCHEDULES

- A. Within 14 days of the Notice to Proceed, Contractor shall provide to Owner and Architect a master Construction Schedule. The schedule will be formatted using the critical path method (CPM) and contain the following information
 - 1. Provide a sufficient number of activities as needed to represent each trade associated with the Work.
 - 2. Provide activities for all Project related submittals.
 - 3. Provide activities for all long-lead materials and required delivery dates for owner-furnished products.
 - 4. Show activity duration, early start, early finish, remaining duration (or percent complete) and float.
 - 5. Show all logic relationships.
- B. Submit to Owner and Architect and updated CPM schedule not less than monthly and with each Application for Payment. Indicate any revisions made to the activities, durations, and logic.
- C. Contractor shall maintain an updated project schedule at the Project site to be used as a reference.
- D. Provide separate schedule of submittal dates for shop drawings, product data, and samples, including Owner furnished products [and products identified under Allowances], and dates reviewed submittals will be required from Architect. Indicate decision dates for selection of finishes.

1.3 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Coordinate required utility services and service connections with utility companies.
 - 1. Contact utility companies to arrange for installation of required services and service connections.
 - 2. Submit copy of correspondence with utility companies to Architect; include instructions received from utilities regarding installation requirements.
 - 3. Coordinate schedule with utility companies for work provided by utility.
 - 4. Pay for all utilities up to the substantial completion until the accounts will be switched over to the Owner.
- C. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical Work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
 - 1. All conduits, piping, wiring, etc. shall be full concealed within wall construction. Surface mounted items will not be accepted.
 - 2. At open structure ceiling areas, hold all conduits, piping, wiring, etc., as close to the roof deck as possible. Route in joist space.
 - 3. At open structure ceiling areas, hold all ductwork as close to the underside of structure as possible.
- F. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

1.4 COORDINATION DOCUMENTS

- A. Prepare coordination drawings to organize installation of Mechanical, Plumbing, Fire Protection, Fire Alarm, Electrical, and other critical equipment and systems for efficient use of available space, for proper sequence of installation, and to identify potential conflicts.
 - 1. Cloud all conflicts. Include proposed resolution.

- B. Show all systems for each area on single drawing. Indicate systems showing actual size including size transitions, proposed location, and elevation.
- C. Indicate clearances where systems cross structural framing.
- D. Identify electrical power characteristics and control wiring required for each item of equipment.
- E. Revise drawings as required to eliminate conflicts preventing completion of any element of the Work.
- F. Require each subcontractor with work indicated on coordination drawings to sign drawings indicating acceptance of assigned locations for work of each subcontractor.
- G. Maintain documents for the duration of the Work, recording changes due to site instructions, modifications or adjustments.
- H. After Architect review of original and revised documents, reproduce and distribute copies to concerned parties.

1.5 FIELD ENGINEERING

- A. Employ a Land Surveyor registered where the Project is located and acceptable to Owner.
- B. Locate and protect survey control and reference points. Promptly notify Architect of any discrepancies discovered.
- C. Control datum for survey is shown on Drawings.
- D. Verify set-backs and easements; confirm drawing dimensions and elevations.
- E. Provide field engineering services. Establish elevations, lines, levels, and locations of the Work utilizing recognized engineering survey practices.
- F. Maintain a complete and accurate log of control and survey work as it progresses.
- G. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- H. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- I. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.

1.6 PRECONSTRUCTION MEETING

- A. Owner will schedule a meeting after Notice of Award.

- B. Attendance Required: Owner, Architect, and Contractor.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.
 - 4. Submission of list of products, schedule of values, and progress schedule.
 - 5. Designation of personnel representing the parties in Contract.
 - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 7. Scheduling.
 - 8. Scheduling activities of a Geotechnical Engineer.
- D. Record minutes and distribute copies within two days after meeting to participants, and those affected by decisions made.

1.7 SITE MOBILIZATION MEETING

- A. Owner will schedule a meeting at the Project site prior to Contractor occupancy. At Owner's option site mobilization meeting may be combined with preconstruction meeting.
- B. Attendance Required: Owner, Architect, Contractor, Contractor's Superintendent, and major Subcontractors.
- C. Agenda:
 - 1. Use of premises by Owner and Contractor.
 - 2. Owner's requirements and partial occupancy.
 - 3. Construction facilities and controls provided by Owner.
 - 4. Temporary utilities provided by Owner.
 - 5. Survey and building layout.
 - 6. Security and housekeeping procedures.
 - 7. Schedules.
 - 8. Application for payment procedures.
 - 9. Procedures for testing.
 - 10. Procedures for maintaining record documents.
 - 11. Requirements for start-up of equipment.
 - 12. Inspection and acceptance of equipment put into service during construction period.
 - 13. Emergency telephone numbers.
- D. Record minutes and distribute copies within two days after meeting to participants, and those affected by decisions made.

1.8 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum four week intervals.

- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required: Job superintendent, major subcontractors and suppliers, as appropriate to agenda topics for each meeting.
 - 1. Owner will attend progress meetings at Owner's discretion.
 - 2. Architect will attend all progress meetings.
- D. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems which impede planned progress.
 - 5. Review questions about Contract Documents. Refer to RFI procedures in this section.
 - 6. Review of submittals schedule and status of submittals.
 - 7. Review of off-site fabrication and delivery schedules.
 - 8. Maintenance of progress schedule.
 - 9. Corrective measures to regain projected schedules.
 - 10. Planned progress during succeeding work period.
 - 11. Coordination of projected progress.
 - 12. Maintenance of quality and work standards.
 - 13. Effect of proposed changes on progress schedule and coordination.
 - 14. Other business relating to Work.
- E. Architect to record minutes and distribute copies within four days after meeting to participants, with copies to Owner and those affected by decisions made.

1.9 PREINSTALLATION MEETING

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, Work of the specific section.
- C. Notify Architect five days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of installation, preparation and installation procedures.
 - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner, and those affected by decisions made.

1.10 REQUEST FOR INFORMATION PROCEDURES

- A. Publish agenda prior to progress meetings, listing questions to be addressed, so Architect can be prepared to answer the questions.

- B. Present questions at regular project progress meeting.
- C. Architect will provide answers to questions at project progress meeting, wherever possible. Record answers in meeting minutes.
- D. When Architect cannot answer question at project progress meeting, prepare an RFI on the Contractor's standard form. Submit request electronically to Architect with copy to Owner.
- E. RFI's submitted before submitting question at progress meeting will be returned without action for Contractor's introduction at next regular progress meeting.
- F. Identify Drawing or Specification requiring clarification and describe condition requiring clarification.
 - 1. Drawings: Include drawing number, detail or section number, column line coordinates and other information to clearly identify area of drawing in question.
 - 2. Specification: Include section number, page number, and article, paragraph, and subparagraph number as appropriate.
- G. Architect will review RFI and respond in writing. When required, Architect may issue sketches and revised specifications to supplement response.
 - 1. Responses to RFIs will be issued electronically by the Architect.
- H. Distribute Architect's response to those affected by response.
- I. Promptly enter information from response in Project Record Documents.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

SECTION 01400

QUALITY REQUIREMENTS

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Quality control and control of installation.
 - 2. Tolerances
 - 3. References.
 - 4. Mock-up requirements.
 - 5. Manufacturers' field services.
 - 6. Examination.
 - 7. Preparation.

1.2 QUALITY CONTROL AND CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. When manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform Work by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

1.3 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. When manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

1.4 REFERENCES

- A. For products or workmanship specified by association, trade, or other consensus standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard by date of issue current on date of Contract Documents, except where a specific date is established by code.
- C. When specified reference standards conflict with Contract Documents, request clarification from the Architect before proceeding.
- D. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Architect shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

1.5 MOCK-UP REQUIREMENTS

- A. Assemble and erect items specified in individual Sections with specified attachment and anchorage devices, flashings, seals, and finishes. Mock up shall include the following:
 - 1. Typical masonry patterns, colors, textures and grouts.
 - 2. Window/door frame installation.
 - 3. E.I.F.S. panel and band installation.
 - 4. Glass block installation.
 - 5. Metal panel siding installation.
 - 6. Typical construction joint and joint sealant conditions.
 - 7. Wood Interior paneling/screen wall and all interior wood staining and sealing.
 - 8. Integral color concrete floor seal and finish.
 - 9. Ceramic tile accent pattern. (Can be accepted finished in place).
 - 10. Other items as identified by the Architect.
 - 11. If required, provide multiple mock-up panels for approval.
- B. Tests will be performed under provisions identified in Section 01455 as specified in the respective product specification sections.
- C. Accepted mock-ups shall be a comparison standard for the quality of the Work.
- D. Where mock-up has been reviewed by Architect and is specified in product specification sections to be removed; remove mock-up and clear area when directed to do so by Architect.
 - 1. Maintain mock-ups near construction trailer for the duration of the project. Do not remove until Substantial Completion has been issued.
 - 2. Review of the mock-up panel(s) does not constitute review of all the work. Architect will inspect ongoing construction and advise on adjustments required and deficiencies or deviations from the reviewed mock-up panel(s).

1.6 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, instruct owner's personnel in operation and maintenance, and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- C. Submit report of field services within 5 days of observation. Refer to Section 01330 - SUBMITTAL PROCEDURES, MANUFACTURERS' FIELD REPORTS article.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new Work being applied or attached.
- C. Verify tolerances of existing substrate for plumb, level, plane, and line are acceptable for attachment of new Work.
- D. Examine and verify specific conditions described in individual specification sections.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.

3.2 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

END OF SECTION

SECTION 01455

TESTING LABORATORY SERVICES

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Selection and payment.
 - 2. Laboratory responsibilities.
 - 3. Laboratory reports.
 - 4. Limits on testing laboratory authority.
 - 5. Contractor responsibilities.

1.2 SELECTION AND PAYMENT

- A. Owner will employ and pay for services of an independent testing laboratory to perform specified inspecting and testing at Owner's discretion as scheduled in this section.
 - 1. Owner will pay for initial testing only.
 - 2. Should a test come back as failed or deficient, the Contractor shall be responsible for paying all required subsequent testing until the test has passed.

1.3 QUALITY ASSURANCE

- A. Laboratory: Authorized to operate in State in which Project is located.
- B. Laboratory Staff: Maintain a full time registered engineer on staff to review services.
- C. Testing Equipment: Calibrated at reasonable intervals with devices of an accuracy traceable to either National Bureau of Standards or accepted values of natural physical constants.

1.4 CONTRACTOR SUBMITTALS

- A. Prior to start of Work, submit testing laboratory name, address, and telephone number, and names of full time registered Engineer and responsible officer.

1.5 LABORATORY RESPONSIBILITIES

- A. The independent firm will perform tests, inspections and other services specified in individual specification sections.
 - 1. Perform additional inspections and tests required by Owner or Architect.
- B. Testing, inspections and source quality control may occur on or off the project site. Perform off-site testing as required by the Architect or the Owner.
- C. Test samples of mixes submitted by Contractor.

- D. Provide qualified personnel at site. Cooperate with Owner and Contractor in performance of services.
- E. Perform specified inspection, sampling, and testing of Products in accordance with specified standards.
- F. Ascertain compliance of materials and mixes with requirements of Contract Documents.
- G. Promptly notify Owner, Architect and Contractor of observed irregularities or non-conformance of Work or Products.
- H. Attend preconstruction conferences and progress meetings as requested.

1.6 LABORATORY REPORTS

- A. After each inspection and test, promptly submit copies of laboratory report to the following:
 - 1. Architect, one electronic copy.
 - 2. Owner, one electronic copy, one physical copy.
 - 3. Contractor, one electronic copy.
 - 4. Local authority having jurisdiction, one electronic copy, one physical copy.
- B. Include:
 - 1. Date issued.
 - 2. Project title and number.
 - 3. Name of inspector.
 - 4. Date and time of sampling or inspection.
 - 5. Identification of product and Specifications Section.
 - 6. Location in the Project.
 - 7. Type of inspection or test.
 - 8. Date of test.
 - 9. Results of tests.
 - 10. Conformance with Contract Documents.
- C. When requested by Owner or Architect, provide interpretation of test results.

1.7 LIMITS ON TESTING LABORATORY AUTHORITY

- A. Laboratory may not release, revoke, alter, or enlarge on requirements of Contract Documents.
- B. Laboratory may not approve or accept any portion of the Work.
- C. Laboratory may not assume any duties of Contractor.
- D. Laboratory has no authority to stop the Work.

1.8 CONTRACTOR RESPONSIBILITIES

- A. Deliver to laboratory at designated location, adequate samples of materials proposed to be used which require testing, along with proposed mix designs.
- B. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
- C. Provide incidental labor and facilities to provide access to Work to be tested, to obtain and handle samples at the site or at source of products to be tested, to facilitate tests and inspections, storage and curing of test samples.
- D. Notify laboratory 24 hours prior to expected time for operations requiring inspection and testing services. Coordinate schedule with laboratory to ensure testing and inspection personnel are available at the site when required by Work in progress.
- E. Arrange with laboratory and pay for additional samples and tests required by Contractor beyond specified requirements.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.1 TESTING AND INSPECTION SCHEDULE

- A. Owner's Testing Laboratory will perform the following tests and inspections as specified in other Sections.
 - 1. Soils: Compaction density, moisture content.
 - 2. Concrete: Mix design, compressive strength, slump, air entrainment, reinforcement placement.
 - 3. Masonry: Mortar strength, masonry unit strength, masonry prism strength, reinforcement placement.
 - 4. Structural Steel: Field connections, shop connections.
 - 5. Firestopping: Field installation of firestopping assemblies.
 - 6. Other Specified and Code Required Tests and Inspections: As indicated or as required by the Authority Having Jurisdiction (AHJ).

END OF SECTION

SECTION 01500

TEMPORARY FACILITIES AND CONTROLS

1.1 SUMMARY

- A. Section includes:
 - 1. Temporary Utilities.
 - 2. Construction Facilities.
 - 3. Temporary Controls.
 - 4. Removal of utilities, facilities, and controls.

1.2 TEMPORARY ELECTRICITY

- A. The Contractor shall provide and pay for power service required from utility source as needed for construction operation for the entire duration of construction contract.
- B. Provide power outlets for construction operations, with branch wiring and distribution boxes located as required. Provide flexible power cords as required.
- C. Permanent convenience receptacles may not be utilized during construction.

1.3 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. The Contractor shall provide, pay for, and maintain lighting for construction operations to achieve a minimum lighting level of 10 footcandle illuminance in areas where construction is in progress.
- B. Provide and maintain 5 footcandle illuminance to exterior staging and storage areas after dark for security purposes.
- C. Provide and maintain 2 footcandle illuminance to interior work areas after dark for security purposes.
- D. Provide local lighting as required.
- E. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- F. Maintain lighting and provide routine repairs.
- G. Permanent building lighting may be utilized during construction.

1.4 TEMPORARY HEATING AND COOLING

- A. The Contractor shall provide and pay for heating and cooling devices for the entire duration of construction contract. Heat and cool as needed to maintain specified conditions for construction operations.
 - 1. Permanent mechanical systems shall not be used for temporary heating and cooling.

- B. Enclose building prior to activating temporary heating or cooling in accordance with the Enclosures article in this section.
- C. Prior to operation of permanent equipment for temporary heating or cooling purposes, verify that installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.
- D. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in product sections.
- E. When specified in other sections, maintain maximum ambient temperature of 80 degrees F in areas where construction is in progress.
- F. When specified in other sections, operate heating and cooling system to maintain interior temperature and relative humidity design conditions required for completed construction.

1.5 TEMPORARY VENTILATION

- A. Contractor shall ventilate enclosed areas to achieve curing of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

1.6 COMMUNICATIONS SERVICE

- A. Contractor shall provide, maintain and pay for the following services to field office at time of project mobilization.
 - 1. Telephone service.
 - 2. Facsimile service with dedicated telephone line.
 - 3. DSL or other broadband internet service with email capability.

1.7 TEMPORARY WATER SERVICE

- A. Contractor shall provide, maintain and pay for suitable quality water service required for construction operations for the entire duration of construction contract..
- B. Extend branch piping with outlets located so water is available by hoses with threaded connections. Provide temporary pipe insulation and heat trace as required to prevent freezing.

1.8 TEMPORARY SANITARY FACILITIES

- A. Contractor shall provide and maintain required facilities and enclosures at time of mobilization.
- B. Maintain daily in clean and sanitary condition.
- C. At end of construction, remove all temporary sanitary facilities.

1.9 FIELD OFFICES AND SHEDS

- A. Office, weather tight, with lighting, electrical outlets, heating, cooling and ventilating equipment, and equipped with sturdy furniture drawing rack, and drawing display table.
- B. Provide space for Project meetings, with table and chairs to accommodate 10 persons.
- C. Locate offices and sheds a minimum distance of 30 feet from existing and new structures.
- D. Environmental Control:
 - 1. Heating, Cooling, and Ventilating for Offices: Automatic equipment to maintain comfortable conditions.
 - 2. Storage Spaces: Heating and ventilation as needed to maintain products in accordance with Contract Documents; adequate lighting for maintenance and inspection of products.
- E. Storage Areas And Sheds: Size to storage requirements for products of individual Sections, allowing for access and orderly provision for maintenance and for inspection of products to requirements of Section 01600.
- F. Installation:
 - 1. Install office spaces ready for occupancy 15 days after date fixed in Notice to Proceed.
 - 2. Parking: Two temporary gravel surfaced parking spaces for use by the Owner and Architect, connected to office by hard surfaced walk.
- G. Maintenance And Cleaning:
 - 1. Weekly janitorial services for offices; periodic cleaning and maintenance for office and storage areas.
 - 2. Maintain approach walks free of mud, water, and snow.

1.10 VEHICULAR ACCESS

- A. Construct temporary access from public thoroughfares or on-site roadways to serve construction area, of a width and load bearing capacity to provide unimpeded traffic for construction purposes.
 - 1. Construct temporary bridges and culverts to span low areas and allow unimpeded drainage.
 - 2. Extend and relocate as Work progress requires, provide detours as necessary for unimpeded traffic flow.
 - 3. Location as indicated or as directed Owner.
 - 4. Provide means of removing mud from vehicle wheels before entering streets.
- B. Provide unimpeded access for emergency vehicles.
- C. Extend existing building fire department connections to locations accessible to fire department during construction.

- D. Provide and maintain access to fire hydrants and control valves free of obstructions.

1.11 PARKING

- A. Provide temporary gravel surface parking areas to accommodate construction personnel.
- B. Locate as indicated or as directed by Owner.
- C. Tracked vehicles not allowed on paved areas.
- D. Do not allow heavy vehicles or construction equipment in parking areas.
- E. Permanent Pavements and Parking Facilities:
 - 1. Prior to Substantial Completion the base for permanent roads and parking areas may be used for construction traffic.
 - 2. Avoid traffic loading beyond paving design capacity.
- F. Maintenance:
 - 1. Maintain traffic and parking areas in a sound condition free of excavated material, construction equipment, products, mud, snow, and ice.
 - 2. Maintain existing and permanent paved areas used for construction; promptly repair breaks, potholes, low areas, standing water, and other deficiencies, to maintain paving and drainage in original, or specified, condition.

1.12 PROGRESS CLEANING AND WASTE REMOVAL

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, and other closed or remote spaces, prior to enclosing the space.
- C. Keep streets and sidewalks clear of construction materials and waste in accordance with City codes and ordinances.
- D. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- E. Collect and remove waste materials, debris, and rubbish from site minimum weekly and legally dispose off-site.
- F. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers.

1.13 TRAFFIC REGULATION

- A. Maintain pedestrian traffic on sidewalks. Provide barriers as specified in this section.

- B. Obtain required permits for street and sidewalk closures when required to accommodate construction operations.

1.14 FIRE PREVENTION FACILITIES

- A. Prohibit smoking within buildings under construction. Designate area on site where smoking is permitted. Provide approved ashtrays in designated smoking areas.
- B. Establish fire watch for cutting and welding and other hazardous operations capable of starting fires. Maintain fire watch before, during, and after hazardous operations until threat of fire does not exist.
- C. Portable Fire Extinguishers: NFPA 10; 10 pound capacity, 4A-60B: C UL rating.
 - 1. Provide one fire extinguisher at each stair on each floor of buildings under construction and demolition.
 - 2. Provide minimum one fire extinguisher in every construction trailer and storage shed.
 - 3. Provide minimum one fire extinguisher on roof during roofing operations using heat producing equipment.

1.15 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas to allow for public use of adjacent site, and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.16 ENCLOSURES AND FENCING

- A. Fencing: Commercial grade chain link fence.
 - 1. Provide 6 foot high fence around construction site; equip with vehicular and pedestrian gates with locks.
- B. Exterior Enclosures:
 - 1. Provide temporary weather tight closures, insulated when required, of exterior openings to accommodate acceptable working conditions and protection for products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

1.17 SECURITY

- A. Security Program:
 - 1. Protect Work and Owner's operations from theft, vandalism, and unauthorized entry.
 - 2. Initiate program at project mobilization.

3. Maintain program throughout construction period until Owner acceptance precludes the need for Contractor security.
- B. Entry Control:
1. Restrict entrance of persons and vehicles into Project site and existing facilities.
 2. Allow entrance only to authorized persons with proper identification.
 3. Contractor shall control entrance of persons and vehicles related to Owner's operations.

1.18 WATER CONTROL

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water.

1.19 DUST CONTROL

- A. Execute Work by methods to minimize raising dust from construction operations.
- B. Provide positive means to prevent air-borne dust from dispersing into atmosphere.

1.20 WATER, EROSION, AND SEDIMENT CONTROL

- A. Plan and execute construction by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
 1. Contractor shall submit construction water, erosion, and sediment control plan for review prior to proceeding with the work.
- B. Minimize amount of bare soil exposed at one time.
- C. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.
- D. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
- E. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.

1.21 NOISE CONTROL

- A. Provide methods, means, and facilities to minimize noise produced by construction operations.

1.22 POLLUTION CONTROL

- A. Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations.

1.23 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary facilities and controls, except those required for the field offices and sheds prior to Substantial Completion.
- B. Remove remaining temporary facilities and controls prior to Final Application for Payment inspection.
- C. Remove temporary buildings, foundations, and utility services. Restore areas.
- D. Remove temporary site access and parking.
- E. Remove temporary signs, framing, supports, and foundations.
- F. Remove underground installations to a minimum depth of 2 feet.
- G. Clean and repair damage caused by installation or use of temporary work.
- H. Restore existing facilities used during construction to original condition.
- I. Restore permanent facilities used during construction to specified condition.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

SECTION 01600

PRODUCT REQUIREMENTS

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Products.
 - 2. Product delivery requirements.
 - 3. Product storage and handling requirements.
 - 4. Product options.
 - 5. Product substitution procedures.

1.2 PRODUCTS

- A. Provide products of qualified manufacturers suitable for intended use. Provide products of each type by a single manufacturer unless specified otherwise.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacturer for components being replaced.

1.3 PRODUCT DELIVERY REQUIREMENTS

- A. Package product for protection during shipment, handling, and storage. Protect sensitive equipment and finishes against impact, abrasion, and other damage.
- B. Transport and handle products in accordance with manufacturer's instructions.
- C. Arrange deliveries of products in accordance with Project schedule. Allow time for inspection prior to installation.
- D. Coordinate deliveries to avoid conflict with Work and conditions at site; limitations on storage space; availability of personnel and handling equipment; and Owner's use of premises.
- E. Deliver products in undamaged, dry condition, in original unopened containers or packaging with identifying labels intact and legible.
- F. Clearly mark partial deliveries of component parts of equipment to identify equipment and contents to permit easy accumulation of parts and to facilitate assembly.
- G. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.

- H. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

1.4 PRODUCT STORAGE AND HANDLING REQUIREMENTS

- A. Store and protect products in accordance with manufacturers' instructions.
- B. Store with seals and labels intact and legible.
- C. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- D. For exterior storage of fabricated products, place on sloped supports above ground.
- E. Provide off-site storage and protection when site does not permit on-site storage or protection.
- F. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- G. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- H. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- I. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

1.5 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of one of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named in accordance with the following article.

1.6 PRODUCT SUBSTITUTION PROCEDURES AFTER AWARD OF CONTRACT

- A. Refer to Section 00200 for Substitution Procedures during bidding.
- B. Architect may consider requests for Substitutions when submitted after award of Contract only when:
 - 1. Product is unavailable through no fault of Contractor.

2. Product is determined to be non-compliant with applicable code.
 3. Product cannot be delivered in accordance with project schedule, provided Contractor did not delay placing order.
 4. Substitution will substantially reduce the cost for the particular item of work for which the substitution is proposed.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that the Contractor:
1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 2. Will provide the same warranty for the Substitution as for the specified product.
 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
 4. Waives claims for additional costs or time extension which may subsequently become apparent.
- E. Substitutions will not be considered:
1. When they are indicated or implied on Shop Drawing or Product Data submittals, without separate written request.
 2. When acceptance will require revision to the Contract Documents.
 3. When request is from a source other than Contractor.
- F. Substitution Submittal Procedure:
1. Submit one copy of request for Substitution for consideration.
 2. Submit side-by-side comparison of features of specified Product and proposed substitution. Burden of proof that proposed substitution is equivalent to specified Product is on proposer.
 3. Submit Shop Drawings, Product Data, and certified test results attesting to the proposed product equivalence.
 4. The Architect will notify Contractor in writing of decision to accept or reject request.
 5. Architect will consider only one request for substitution for each product. If request is not accepted, provide specified product.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

SECTION 01700

EXECUTION REQUIREMENTS

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Closeout procedures.
 - 2. Final cleaning.
 - 3. Protecting installed construction.
 - 4. Project record documents.
 - 5. Spare parts and maintenance products.
 - 6. Product warranties and product bonds.
 - 7. Maintenance service.

1.2 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect's review.
- B. Provide submittals to Architect that are required by governing or other authorities.
- C. Documents Required Prior to Final Application for Payment: Provide all required closeout documents as noted in the construction contract.
- D. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- E. Owner will occupy the Project at Substantial Completion.

1.3 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Clean building and site areas affected by construction operations.
- C. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Clean permanent and replace disposable filters of operating equipment used during progress of work.

- F. Clean debris from roofs, gutters, downspouts, and drainage systems.
- G. Clean site; sweep paved areas, rake clean landscaped surfaces.
- H. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.4 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual specification sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

1.5 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed Shop Drawings, Product Data, and Samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
 - 7. Requests for interpretation.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, not less than weekly. Allow inspection by Architect or Owner upon request to verify documents are current and accurately reflect the Work.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Manufacturer's name and product model and number.

2. Product substitutions and alternates utilized.
 3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
1. Measured depths of foundations in relation to finish first main floor datum.
 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 4. Field changes of dimension and detail.
 5. Details not on original Contract Drawings.
- G. Requests for Information (RFI): Record Architect’s responses on Record Drawings and in Specifications as appropriate to suit response.
- H. Architects Supplemental Instruction (ASI): Record Architect’s ASI on Record Drawings and in Specifications as appropriate to suite direction.
- I. Change Order (CO): Record Architect’s CO on Record Drawings and in Specifications as appropriate to suite direction.
- J. Construction Change Directive (CCD): Record Architect’s CCD on Record Drawings and in Specifications as appropriate to suite direction.
- K. Submit documents to Architect for review and approval with claim for final Application for Payment.
1. Make corrections requested by Architect and resubmit prior to Final Payment.
- L. Submit final record documents in the following quantities and forms. Deliver electronic files on one or more CD or DVD. Permanently label each disk with Project Record Documents and identify Owner, Project, Architect, and Contractor.

Deliver to	Electronic Files		Full Sized Prints
	CAD Drawing Files	PDF Drawings and Other Files	Drawings Only
Macon-Bibb County Recreation Department	1	1	1

1.6 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Provide spare parts, maintenance, and extra products in quantities specified below. Refer to individual specification sections for additional requirements.
1. 09300 – Tile: Furnish quantity of full-size units equal to 5 percent of amount installed for each type, composition, color, pattern, and size indicated. Provide one gallon unit of each color and type of epoxy grout installed on Project.
 2. 09510 – Acoustical Ceiling: Furnish 4 unopened cartons of each type of ceiling tile to Owner.

3. 09652 – Resilient Tile Flooring: Furnish (4) boxes of resilient tile and furnish 1 gallon of each type of flooring adhesive. Furnish (2) boxes of each type resilient wall base and transitions and each type of adhesive.
4. 09686 – Sheet Carpet: Furnish full-width carpet rolls equal to 2 percent of amount installed for each type indicated, but not less than 10 sq. yd to Owner and furnish 1 gallon of each type of flooring adhesive.
5. 09900 – Paints and Coatings: Furnish brand new gallon of each color, type, and surface texture with color sample on top of can; store where directed. Label each container with color, type, texture, room locations, in addition to the manufacturer's label and color formula.
6. 10512 – Plastic Laminate Lockers: Furnish twenty extra doors of same profile and finish.
7. 13851 – Fire Alarm: Furnish three of each type of automatic smoke detector.
8. 15300 – Fire Protection: Furnish extra sprinklers under provisions of NFPA 13. Furnish suitable wrenches for each sprinkler type. Furnish metal storage cabinet located adjacent to alarm valve.
9. 15736 – Packaged Rooftop Air Conditioning Units: Furnish one set of filters and fan belts for each unit.
10. 15800 – Air Distribution: Furnish two of each size and type of fusible link.
11. 15830 – Fans: Furnish two sets of belts for each fan.
12. 16140 – Wiring Devices: Furnish two of each style, size, and finish wall plate.
13. 16412 – Enclosed Circuit Breakers: Furnish three of each size and type of current limiter.
14. 16510 – Interior Luminaries: Furnish 10% replacement bulb stock.
15. 16642 – Switchboard and Panelboards: Furnish two of each panelboard key. Panelboards keyed alike.

1.7 PRODUCT WARRANTIES AND PRODUCT BONDS

- A. Obtain warranties and bonds executed in triplicate by responsible subcontractors, suppliers, and manufacturers.
- B. Execute and assemble transferable warranty documents and bonds from subcontractors, suppliers, and manufacturers.
- C. Verify that documents are in proper form, contain full information, and are notarized.
- D. Co-execute submittals when required.
- E. Provide Table of Contents and assemble in three D side ring binder with durable plastic cover.
- F. Submit warranties and bonds:
 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after acceptance.
 2. Make other submittals within ten days after Date of Substantial Completion, prior to final Application for Payment.

1.8 MAINTENANCE SERVICE

- A. Furnish service and maintenance of components indicated in specification sections for one year from date of Substantial Completion.
- B. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- C. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- D. Do not assign or transfer maintenance service to any agent or Subcontractor without prior written consent of the Owner.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

SECTION 01701

WARRANTY SCHEDULE

1.1 SUMMARY

- A. Section includes:
 - 1. Required warranties as listed by individual specification sections.
- B. Coordination: The warranty schedule herein below is for reference purposes, if there are any conflicts between information contained within this schedule and the actual specification section, the specification section requirements shall govern.
- C. Where conflicts may arise between this section, and warranty information indicated in individual specification sections, provide the longer or higher quality warranty.

SECTION 02362: TERMITE CONTROLS

1.2 WARRANTY

- A. Furnish five year warranty.
- B. Warranty: Include coverage against invasion or propagation of subterranean termites, damage to building or building contents caused by termites; repairs to building or building contents so caused.
- C. Inspect and report annually to Owner in writing.
- D. Re-treat where required during warranty period to maintain specified protection.

SECTION 04730: SIMULATED STONE VENEER

1.3 WARRANTY

- A. Furnish fifty year manufacturer's warranty against manufacturing defects.

SECTION 06100: ROUGH CARPENTRY

1.4 WARRANTY

- A. Gypsum Sheathing:
 - 1. Furnish five year manufacturer's warranty against manufacturing defects.
- B. Furnish 6 month manufacturer's warranty against product failure and defects from exposure to elements.

SECTION 06621: SOLID-SURFACE COUNTERTOPS

1.5 WARRANTY

- A. Furnish 10 year manufacturer's warranty.
- B. Warranty: Include coverage for failure from manufacturing, fabrication and installation failure.

SECTION 07240: EXTERIOR INSULATION AND FINISH SYSTEMS

1.6 WARRANTY

- A. Furnish a five year labor and material warranty from system manufacturer and installer.
- B. Warranty: Include coverage for degradation of panels and panel finish, fading, warping and watertightness of completed system.

SECTION 07320: ROOF TILES

1.7 WARRANTY

- A. Furnish fifteen year manufacturer warranty for roof tiles.

SECTION 07531: SINGLE-PLY ROOFING – FULLY ADHERED

1.8 WARRANTY

- A. Provide two year installer warranty agreeing to make repairs, free of charge, to defects or leaks in roof membrane or flashing materials. Restore affected areas without voiding manufacturer's warranty. Repairs required by abuse to roof by others will not be covered.
- B. Provide manufacturer's 15 year, no dollar limit, labor and material warranty for damage resulting from failure to prevent penetration of water.

SECTION 07620: SHEET METAL FLASHING AND TRIM

1.9 WARRANTY

- A. Finish Warranty: Include coverage for aluminum finishes degradation including color fading.
 - 1. Painted Finish: Provide a twenty year manufacturer's warranty.
 - 2. Anodized Finish: Provide five year manufacturer's warranty.

SECTION 07900: JOINT SEALERS

1.10 WARRANTY

- A. Provide five year manufacturer's warranty for installed sealants and accessories which fail to achieve airtight seal or watertight seal, exhibit loss of adhesion or cohesion, and sealants which do not cure.

SECTION 08212: FLUSH WOOD DOORS

1.11 WARRANTY

- A. Include coverage for delamination of veneer, warping beyond specified installation tolerances, defective materials, and telegraphing core construction.
- B. Warranty:
 - 1. Interior Doors: Provide manufacturer's "Life of Installation" warranty.

SECTION 08411: ALUMINUM-FRAMED WINDOWS AND DOORS

1.12 WARRANTY

- A. System Warranty: Include coverage for complete system for failure to meet specified requirements.
- B. Provide three year manufacturer's warranty.
- C. Glass Warranty: As specified in Section 08800.
- D. Finish Warranty: Include coverage for aluminum finishes degradation including color fading.
- E. Painted Finish: Provide a twenty year manufacturer's warranty.
- F. Anodized Finish: Provide five year manufacturer's warranty.

SECTION 08710: DOOR HARDWARE

1.13 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of door hardware that fail in materials or workmanship within specified warranty period.
- B. Failures include, but are not limited to, the following:
 - a. Structural failures including excessive deflection, cracking, or breakage.
 - b. Faulty operation of operators and door hardware.

- c. Deterioration of metals, metal finishes, and other materials beyond normal weathering and use.
- C. Warranty Period: One year from date of Substantial Completion, except as follows:
 - a. Locks: Five years from date of Substantial Completion.
 - b. Exit Devices: Two years from date of Substantial Completion.
 - c. Manual Closers: Ten years from date of Substantial Completion.
 - d. Concealed Floor Closers: Twenty-five years from date of Substantial Completion.

SECTION 08800: GLAZING

1.14 WARRANTY

- A. Provide a five year warranty to include coverage for sealed glass units from seal failure, interpane dusting or misting, and replacement of same.
- B. Provide a five year warranty to include coverage for delamination of laminated glass and replacement of same.

SECTION 08830: MIRRORS

1.15 WARRANTY

- A. Provide a five year manufacturer's warranty.
- B. Warranty: Include coverage for reflective coating on mirrors and replacement of same.

SECTION 09300: TILE

1.16 WARRANTY

- A. Provide tile setting manufacturer's lifetime labor and materials warranty against tile and waterproofing materials and installation failure. Defects to be corrected at no additional charge to Owner.
- B. The manufacturer of adhesives, mortars, grouts, sealants, and other installation materials shall provide a written Lifetime Warranty covering replacement of its own products and finishing materials, as well as the replacement installation (labor). Defects to be corrected at no additional charge to Owner, per the Laticrete or Merkrete Lifetime Systems Warranty.

SECTION 09645: WOOD ATHLETIC FLOORING

1.17 WARRANTY

- A. Provide manufacturer's standard one-year warranty for the floor system products, materials and components.
- B. Provide installer's one-year warranty for floor system installation.

SECTION 09652: RESILIENT TILE FLOORING

1.18 WARRANTY

- A. Furnish the following manufacturer's warranties against defects in material and workmanship.
- B. Resilient Tile Flooring: Five year warranty.

SECTION 09965: GRAFFITI RESISTANT COATINGS

1.19 WARRANTY

- A. Provide five year manufacturer warranty for coatings.

SECTION 09900: PAINTS AND COATINGS

1.20 WARRANTY

- A. Provide five year manufacturer warranty for paints and coatings.

SECTION 10440: INTERIOR SIGNS

1.21 WARRANTY

- A. Provide manufacturers standard lifetime warranty against material and manufacturing defects.

SECTION 13150: SHOTCRETE/GUNITE SWIMMING POOL AND SPA

1.22 WARRANTY

- A. Furnish one year manufacturer warranty for swimming pool and systems.

SECTION 15480: DOMESTIC WATER HEATERS

1.23 WARRANTY

- A. Furnish three year manufacturer warranty for domestic water heaters.

SECTION 15736: PACKAGED ROOFTOP AIR-CONDITIONING UNITS

1.24 WARRANTY

- A. Furnish five year manufacturers warranty for parts and labor.

PART 2

SECTION 15745: WATER-SOURCE PUMPS

2.1 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace refrigeration components of water-source heat pumps that fail in materials or workmanship within five years from date of Substantial Completion.

SECTION 16269: VARIABLE FREQUENCY CONTROLLERS

2.2 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace VFCs that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Five years from date of Substantial Completion.

OTHER WARRANTIES

AS INDICATED in INDIVIDUAL SPECIFICATION SECTIONS.

SECTION 01731

CUTTING AND PATCHING

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Requirements and limitations for cutting and patching of new Work.
 - 2. Architect has final authority to reject cutting and patching found to be deficient, not in compliance with the contract documents, or detracting from the design intent or aesthetics of the building.

1.2 SUBMITTALS

- A. Section 01330 - Submittal Procedures: Submittal procedures.
- B. Submit written request in advance of cutting or alteration which affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate contractor.
 - 6. Continuous operation of utilities, building services, fire suppression, fire alarm, or security system.
- C. Include in request:
 - 1. Identification of Project.
 - 2. Location and description of affected Work.
 - 3. Necessity for cutting or alteration.
 - 4. Description of proposed Work, and Products to be used.
 - 5. Alternatives to cutting and patching.
 - 6. Effect on work of Owner or separate contractor.
 - 7. Written permission of affected separate contractor.
 - 8. Date and time work will be executed.

1.3 WARRANTY

- A. Perform cutting and patching in a manner to preserve conditions suitable for executing specified warranties and maintaining previously issued warranties for the Work.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Primary Products: Those required for original installation.

- B. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01600.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Examine existing conditions prior to commencing Work, including elements subject to damage or movement during cutting and patching.
- B. After uncovering existing Work, assess conditions affecting performance of work.
- C. Beginning of cutting or patching means acceptance of existing conditions.

3.2 PREPARATION

- A. Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
- B. Provide protection from elements for areas which may be exposed by uncovering work.
- C. Maintain excavations free of water.

3.3 CUTTING

- A. Execute work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- B. Identify hazardous substances or conditions exposed during the Work to the Architect for decision or remedy.
- C. Execute cutting and fitting to complete the Work.
- D. Uncover work to install improperly sequenced work.
- E. Remove and replace defective or non-conforming work.
- F. Remove samples of installed work for testing when requested.
- G. Provide openings in the Work for penetration of mechanical and electrical work.
- H. New Construction: Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight-exposed surfaces.
- I. For sight-exposed surfaces.
 - 1. Cutting New Work: Employ original installer.
 - 2. Cutting Existing Facilities to Accommodate New Work: Employ qualified installer.

- J. Cut rigid materials using power saw or core drill. Pneumatic tools not allowed without prior approval.

3.4 PATCHING

- A. Execute patching to complement adjacent Work.
- B. Fit Products together to integrate with other Work.
- C. For sight-exposed surfaces.
 - 1. Patching New Work: Employ original installer.
- D. Restore work with new Products in accordance with requirements of Contract Documents.
- E. Fit work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- F. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids in accordance with Section 07840.
- G. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

END OF SECTION

SECTION 01750

STARTING AND ADJUSTING

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Starting systems.
 - 2. Demonstration and instructions.

1.2 STARTING SYSTEMS

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect and Owner seven days prior to start-up of each item.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions which may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- G. Execute start-up in accordance with manufacturers' instructions.
- H. Submit a written report in accordance with Section 01330 that equipment or system has been properly installed and is functioning correctly.

1.3 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of Products to Owner's personnel minimum two weeks prior to date of Substantial Completion.
- B. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- C. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owners' personnel in detail to explain all aspects of operation and maintenance.

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- D. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment location.
- E. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

SECTION 01785

OPERATION AND MAINTENANCE DATA

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Format and content of manuals.
 - 2. Schedule of submittals.

1.2 QUALITY ASSURANCE

- A. Prepare instructions and data by personnel experienced in maintenance and operation of described products.

1.3 FORMAT

- A. Prepare data in the form of an instructional manual contained on one or more CD or DVD disks.
 - 1. Permanently label disks and Operation and Maintenance Manual and identify Owner, project, Architect and Contractor.
- B. Assemble data in searchable PDF file format enabled for commenting. Scanned images of printed data saved in PDF file format are not permitted.
- C. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; list title of Project; identify subject matter of contents.
- D. Catalog data, logically organized as described below; with bookmarks for easy navigation to major components.

1.4 CONTENTS, EACH VOLUME

- A. Contents: Prepare a Table of Contents for each volume, with each product or system description identified, typed on white paper, in three parts.
- B. Part 1: Directory, listing names, addresses, and telephone numbers of Architect, Contractor, Subcontractors, and major equipment suppliers.
- C. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
 - 1. Significant design criteria.
 - 2. List of equipment.
 - 3. Parts list for each component.
 - 4. Local source of supplies and parts.

5. Operating instructions.
 6. Maintenance instructions for equipment and systems.
 7. Maintenance instructions for finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
- D. Part 3: Project documents and certificates, including the following:
1. Shop drawings and product data.
 2. Air and water balance reports.
 3. Certificates.
 4. Photocopies of warranties and bonds.
- E. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- F. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- G. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions submitted under provisions of Section 01330.

1.5 MANUAL FOR MATERIALS AND FINISHES

- A. Building Products, Applied Materials, and Finishes: Include product data, with catalog number, size, composition, color and texture designations. Provide information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture Protection and Weather Exposed Products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional Requirements: As specified in individual product specification Sections.

1.6 MANUAL FOR EQUIPMENT AND SYSTEMS

- A. Each Item of Equipment and Each System: Include description of unit or system, and component parts. Identify function, normal operating characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial model number of replaceable parts.
- B. Panelboard Circuit Directories: Provide electrical service characteristics, controls and communications.
- C. Include color coded wiring diagrams as installed.

- D. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- E. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Provide servicing and lubrication schedule, and list of lubricants required.
- G. Include manufacturer's printed operation and maintenance instructions.
- H. Include sequence of operation by controls manufacturer.
- I. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- J. Provide control diagrams by controls manufacturer as installed.
- K. Provide Contractor's coordination drawings, with color coded piping, wiring, and control diagrams as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- N. Additional Requirements: As specified in individual product specification Sections.
- O. Provide a listing in Table of Contents for design data and test and balance reports, with tabbed fly sheet. Allow space in manual for insertion of data by Owner.

1.7 SUBMITTALS

- A. Manual for Materials and Finishes:
 - 1. Submit completed manuals, in final form 30 days prior to application for Substantial Completion.
- B. Manual for Equipment and Systems:
 - 1. Submit completed manuals, in final form 30 days prior to application for Substantial Completion.
 - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit manuals 15 days prior to equipment acceptance.
 - 3. Submit revised manuals with additional data required for start-up, instruction and demonstration prior to application for final payment. Provide number of copies required for manuals.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.1 SUBMITTAL SCHEDULE

- A. Provide the following quantities of submittals unless a larger quantity is specified in individual sections of the specification.

Submittal Type	Copies Required	
	Architect	Owner
Final Submittals for Record		
Material and Finish Manuals	0	3 Physical, 1 Electronic
Equipment and System Manuals	0	3 Physical, 1 Electronic

- B. Deliver Owner's manuals as follows:
1. Macon-Bibb County Recreation Department. 115 Willie Smokie Glover Drive. Macon, Georgia 31201.

END OF SECTION

SECTION 01330

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes:
 - 1. Submittal procedures.
 - 2. Product data.
 - 3. Shop drawings.
 - 4. Samples.
 - 5. Design data.
 - 6. Test reports.
 - 7. Certificates.
 - 8. Manufacturer's instructions.
 - 9. Manufacturer's field reports.
 - 10. Erection drawings.
 - 11. Construction photographs.

1.2 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Architect accepted form.
- B. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- C. Identify Project, Contractor, subcontractor and supplier; pertinent drawing and detail number, and specification section number, as appropriate.
- D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project. Coordinate submission of related items for delivery at the same time. All submittals to be submitted no later than 6 weeks from project start date.
- F. Make submittals to parties as scheduled in this Section.
- G. For each submittal received, allow not less than seven days for review. Submittals shall be provided in an order of priority base on their impact to the Project Schedule. In the event that an expedited or concurrent review is needed to prevent a hindrance to the Project schedule, the Contractor shall provide written notice to the Architect and Owner prior to submission.
- H. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of the completed Work. Submittals containing

substituted products will be returned without action until such time as an approved Substitution Request Form has been provided.

- I. Provide space for Contractor and Architect review stamps.
- J. When revised for resubmission, identify all changes made since previous submission.
- K. Distribute copies of reviewed submittals to affected parties. Instruct parties to promptly report any inability to comply with requirements.
- L. Submittals not requested will not be recognized or processed.
- M. A copy of all approved submittals shall be maintained at the project site until the conclusion of the Project.

1.3 PRODUCT DATA

- A. Product Data: Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- B. Submit product data in quantities as scheduled in this Section. Two copies will be retained by Architect.
- C. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- D. Indicate product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- E. Material Safety Data Sheets (MSDS) are not permitted as submittal.
 - 1. When requested by Owner, submit MSDS directly to Owner.
- F. After review provide and distribute copies in accordance with SUBMITTAL PROCEDURES article and for record documents described in Section 01700.

1.4 SHOP DRAWINGS

- A. Shop Drawings: Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
- B. When required by individual specification sections, provide shop drawings signed and sealed by professional engineer responsible for designing components shown on shop drawings.
 - 1. Include signed and sealed calculations to support design.
 - 2. Submit drawings and calculations in form suitable for submission to and approval by authorities having jurisdiction.
 - 3. Make revisions and provide additional information when required by authorities having jurisdiction.

- C. Indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- D. Submit shop drawings in the form and quantities as scheduled in this Section. Reproducible shop drawing will be returned.
- E. After review provide and distribute copies in accordance with SUBMITTAL PROCEDURES article and for record documents described in Section 01700.

1.5 SAMPLES

- A. Samples: Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
- B. Samples For Selection as Specified in Product Sections:
 - 1. Submit to Architect for aesthetic, color, or finish selection.
 - 2. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Architect selection. Include custom colors and other Product characteristics where specified.
 - 3. After review, produce duplicates and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents purposes described in Section 01700.
- C. Submit samples to illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work where aesthetic selections are required so related samples are submitted at same time.
- D. Include identification on each sample, with full Project information.
- E. Submit the number of samples specified in individual specification sections; one of which will be retained by Architect.
- F. Reviewed samples which may be used in the Work are indicated in individual specification sections.
- G. Samples will not be used for testing purposes unless specifically stated in the specification section.

1.6 DESIGN DATA

- A. Submit for the Architect's knowledge as contract administrator or for the Owner in quantities as scheduled in this Section.
- B. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the Contract Documents.

1.7 TEST REPORTS

- A. Submit for the Architect's knowledge as contract administrator or for the Owner in quantities as scheduled in this Section.
- B. Submit test reports for information for the limited purpose of assessing conformance with information given and the design concept expressed in the Contract Documents.

1.8 CERTIFICATES

- A. When specified in individual specification sections, submit certification by the manufacturer, installation/application subcontractor, or the Contractor to Architect, in quantities as scheduled in this Section.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.

1.9 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, to Architect for delivery to Owner in quantities as scheduled in this Section.
- B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

1.10 MANUFACTURER'S FIELD REPORTS

- A. Submit reports for the Architect's benefit as contract administrator or for the Owner in quantities as scheduled in this Section.
- B. Submit report in duplicate within 5 days of observation to Architect for information.
- C. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the Contract Documents.

1.11 ERECTION DRAWINGS

- A. Submit drawings for the Architect's benefit as contract administrator or for the Owner in quantities as scheduled in this Section.
- B. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the Contract Documents.

- C. Data indicating inappropriate or unacceptable Work may be subject to action by the Architect or Owner.

1.12 CONSTRUCTION PHOTOGRAPHS

- A. Provide photographs of site and construction throughout progress of Work produced by experienced, commercial photographer, acceptable to Architect.
 - 1. Take photographs using digital format.
- B. Submit photographs with each Application for Payment.
- C. Take up to eight photographs from locations as directed by Architect indicating the relative progress of the Work, 10 days maximum prior to submitting each Application for Payment.
- D. Identify photographs with date, time, orientation, and project identification.
- E. Deliver digital files to Owner with project record documents. Catalog and index files in chronological sequence; provide typed table of contents.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.1 SUBMITTAL SCHEDULE

- A. Provide the following quantities of submittals unless a larger quantity is specified in individual sections of the specification.

Submittal Type	Copies Required	
	Architect	Owner
Submittals for Review		
Product Data	1 digital	1
Shop Drawings - Reproducible Opaque Print	1 digital	1
Samples	3	0
Submittals for Information		
Test Reports	1 digital	1
Design Data	1 digital	1
Test Reports	1 digital	1
Certificates	1 digital	1
Manufacturer’s Instructions	1 digital	1
Manufacturer’s Field Reports	1 digital	1

Erection Drawings	1 digital	1
Construction Photographs	1 digital	1

- B. When submittals are transmitted directly to Architect’s consultants, furnish consultant number of submittals specified for Architect and furnish one copy to Architect.
- C. Submittal Sheet Size: Except for templates, patterns and similar full-size drawings, provide submittals on sheets at least 8-1/2 x 11 inches, but no larger than 30 x 42 inches in size.

3.2 ARCHITECT’S REVIEW

- A. The Architect will not accept submittals that have not been reviewed by the Contractor and do not bear the Contractor’s review stamp. Submittals lacking this information shall be returned not reviewed.
- B. The Architect’s review is for general conformance with the design intent expressed in the Contract Documents. Review of a particular element does not constitute review of an assembly of which the element is a part.
- C. Markings or comments shall not be construed as relieving the Contractor from compliance with the Contract Documents nor permitting Contractor’s deviation from Contract Documents.
- D. The Contractor remains solely responsible for submittal details, dimensions, accuracy, and quantities, installation and performance of equipment and systems designed by the contractor, for selecting fabrication processes, for techniques of assembly, for construction means, methods, sequence and procedures and for performing the Work in a safe manner.
- E. Architect will review each original submittal and one resubmittal of each original submittal at no charge to Contractor. Cost for Architect to review additional resubmittals will be paid by Owner and reimbursed by Contractor by Change Order reducing Contract Sum by amount equal to Architect's costs.
- F. Architect will mark each submittal with review stamp and indicate action required of Contractor. Architect's marking will be similar to the following:
 - 1. Reviewed or No Exceptions Taken: Work indicated by submittal may proceed.
 - 2. Reviewed as Noted or Make Corrections Noted: Work indicated by submittal may proceed provided work complies with Architect's comments on submittal.
 - 3. Rejected or Revise and Resubmit: Make corrections noted on submittal and resubmit. Work indicated on submittal may not proceed, until subsequent resubmittal is reviewed by Architect and marked to permit work to proceed.

END OF SECTION