

SCOPE OF WORK
Macon Bibb County – City Hall 3rd Floor Flooring
Work Order: 088142.00
700 Poplar St, Macon, GA 31201
February 12th, 2021

Summary Scope

Flooring Replacement with Minimal Overtime Work

Detailed Scope of Work

The Contractor shall furnish the materials, equipment, labor, and supervision to provide and perform the work as described below and represented in the attached scoped drawings. Pricing is based on doing 3rd floor projects concurrently or consecutively.

Purchasing

- Remove All Furniture from Purchasing Department
- Demolish Existing Carpet and Floor Base in Purchasing Department
- Provide and Install Carpet Tile and Floor Base in Purchasing Department
- Return Furniture

Drawings and Specifications

Referenced and attached hereto – City Hall 3rd Floor Scope

Details that Apply to All Work Areas:

1. Contractor shall utilize the latest issue of the NJPA Specifications for all work.
2. Submittals are to be provided to the Owner as part of the submittal process prior to installation by the contractor.
3. Maintain clean work areas at all times. Remove and dispose of all demolished materials and construction debris. Site must be cleaned every day at the completion of work. Contractor shall take extra precautions to pick up all debris, nails and fasteners from the ground and all surrounding area and finishing with magnetic pickup to ensure safety and cleanliness. Owner will remove and secure all personal belongings and remove as many horizontal surfaces so that furniture can be moved around while carpet installation is taking place.
4. All measurements and quantities supplied in this scope of work are approximate in nature and are supplied as a convenience for the contractor. The contractor is responsible for field verification of all measurements and quantities.
5. Contractor shall verify all new and existing conditions and dimensions at job site prior to the proposed process start of construction, and during construction.
6. The contractor shall perform all work, make all deliveries, and have access to work areas after normal working hours starting at 5:30 pm Monday through Friday. Weekend work can begin at 7:00 am. Federal and State holidays are excluded. The contractor shall make arrangements for delivery of materials and have a representative available

to receive said materials between hours aforementioned. The Owner is not responsible to receive or accept deliveries.

7. Parking will be made available for the Contractor by the Owner and the Contractor shall coordinate all parking with the Owner prior to beginning work.
8. Contractor shall obtain approvals in advance for all lay down and storage areas.
9. All salvageable materials remain the property of the Owner.
10. Contractor shall coordinate inspections as required.
11. The Contractor shall keep at the site one copy of all drawings and specifications in good order with all addenda and change orders noted thereon and available to the owner & Architect and to his representative(s).
12. Prior to any shutdown of systems, (electrical, mechanical, etc.), the Contractor shall notify the on-site staff and the CFMO Project Manager of the required shutdown at least 3 days prior.
13. Contractor is responsible for protection of all surfaces including those not in the scope of work from construction dust, debris or damage during construction up until final acceptance. The methods of protection including plastic, paper, sealing doors or windows, etc.
14. Final clean up and disposal: Remove debris, rubbish, and waste material from the property of the Owner on a daily basis. Upon completion of work, all construction areas shall be left clean and free from debris. Clean all dust, dirt, stains, hand marks, paint spots, droppings, and other blemishes.
15. Contractor shall not be required to pay Davis Bacon Wage Rates.

Exclusions:

- Any and all work associated with hazardous materials including asbestos, lead and mold is excluded from this scope of work. If at any time hazardous materials are uncovered, work will stop until the appropriate method of abatement or removal is determined. Method of removal may initiate a contract modification.
- Any Slab Modifications.

Submittals:

1. Contractor shall submit to Owner submittals for approval
2. The Contractor shall submit for approval the manufacturer's cut sheets for materials utilized for this project prior to commencing any work.

Permitting:

At the time of issuance of a Purchase Order for this Work, it is understood that permits are not required for this Work. If this changes, the Contractor will be responsible for obtaining such applicable permits and the Owner will be responsible for compensating the Contractor for permit fees and any design necessary to obtain such permits or related approvals as described in the EZIQC master contract documents (i.e. permit fees are dollar for dollar reimbursable and professional design and engineering fees are paid for at hourly rates published in the Construction Task Catalog).

Project Schedule

1. All work shall be completed after normal working hours (5:30pm) . Weekend work is allowed as directed by the owner.
2. Project construction will be scheduled upon receipt of the PO.
3. The work shall be completed within 120 calendar days from date of the Purchase Order issuance. The Contractor will coordinate a specific schedule for on-site activities with the Owner's representative.

Owner Responsibilities

1. Coordinate any State Fire Marshal approvals as necessary.
2. Provide access to the worksite during normal working hours.

Contract Document Order of Precedence:

Contract documents shall govern in the order first listed below:

1. This Detailed Scope of Work
2. Owner issued Contract Documents
 - a. Specifications, Drawings, and Sketches.
 - b. Other documents referenced immediately above.
3. EZIQC master contract document

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Finance

- Remove Existing Furniture
- Demolish Existing Carpet and Floor Base in all Offices
- Demolish Existing Carpet and Floor Base in Conference Room
- Provide and Install New Carpet Tile and Floor Base in all Offices
- Provide and Install New Carpet Tile and Floor Base in Conference
- Return Existing Furniture
- Chemical Clean Brick Floor in Bathroom

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6. The contractor shall perform all work, make all deliveries, and have access to work areas after normal working hours starting at 5:30 pm. Monday through Friday. Weekend work can begin at 7:00 am. Federal and State holidays are excluded. The contractor shall make arrangements for delivery of materials and have a representative available to receive said materials between hours aforementioned. The Owner is not responsible to receive or accept deliveries.
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Project Schedule

1. All work shall be completed after normal weekday working hours (5:30 pm). Weekend work is allowed as directed by the owner.
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Owner Responsibilities

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Payroll

- Remove Furniture
- Remove Existing Transition Strips in Hallway
- Demolish Existing Carpet in Offices
- Provide and Install New Carpet Tile and Floor Base in Offices
- Furnish and Install Stained Quarter Round in Hallways and Break Room
- Install LVT Floors where VCT Tile was and over Existing Flooring in Hallways and Break Room
- Return Furniture

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