

Architects Alliance of Acadiana

(A Professional Architectural Corporation)
1006 Creswell Lane Opelousas, LA 70570
PH: (337) 942-2678 FAX: (337) 942-2679

PROJECT MANUAL

RELOCATION OF WELLSMART HEALTH OF OPELOUSAS RHC

627 Prudhomme St.
Opelousas, Louisiana 70570

ARCHITECTURAL PROJECT # A25-08

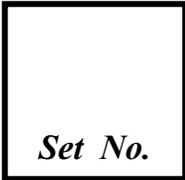
December 18, 2025

**OPELOUSAS GENERAL HOSPITAL AUTHORITY
A PUBLIC TRUST**

dba: OPELOUSAS GENERAL HEALTH SYSTEM

(Owner)

**539 PRUDHOMME STREET
P.O. BOX 1389
OPELOUSAS, LA 70570
PH: (337) 948-3011**



Set No.

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ADVERTISEMENT FOR BIDS

Sealed bids from Louisiana-licensed contractors will be received by the owner, Opelousas General Hospital Authority, a Public Trust (dba Opelousas General Health System) at 539 E. Prudhomme St. / PO Box 1389, Opelousas, LA 70570. or electronically via www.centralbidding.com until 2:00 pm on Wednesday, February 18, 2026 for:

**Relocation of Wellsmart Health of Opelousas Rural Health Clinic
627 E. Prudhomme St., Opelousas, LA 70570
Architect's Project No. A25-08**

Bids will be opened publicly at 2:15 p.m. on the Bid Date in the Administrative Conference Room of the Main Campus, 539 E. Prudhomme Street, Opelousas, LA 70570.

In accordance with Louisiana RS 38:2212, contractors may submit their bid electronically at www.centralbidding.com. Plans and specifications are available by electronic means from www.centralbidding.com. The web site is available 24 hours a day seven day a week. Vendors submitting bids electronically are required to provide the same documents as vendors submitting through the mail or by hand delivery. Regardless of the bid results, the vendor will have 48 hours from opening of the bids to provide the owner the original documents. If a certified check, or cashier's check, is submitted as the bid security, electronic copies of both the front and back of the check shall be included with the electronic bid. If a vendor fails to provide the original hard copies of these documents within 48 hours of the bid opening, their bid shall be considered non-responsive.

Bidding documents in print form may be obtained at the office of: Architects Alliance of Acadiana, 1006 Creswell Lane, Opelousas, LA 70570, Phone: (337)942-2678. Contractors who obtain printed documents will also be provided with electronic copies. Contractors and sub-contractors licensed under R.S. 37:2150-2164 may secure from the architect, complete sets of printed Bid Documents upon **deposit of \$120.00** for each set. Deposit for the first set is fully refundable to all bona fide prime contract bidders and a 50% refund shall be made for all additional sets to prime bidders and other plan-holders, upon return of the documents in good condition no later than ten (10) days after receipt of bids. The deposit for damaged, incomplete, or late returned documents will be forfeited. Contractors will be responsible for return shipping costs.

A Mandatory Pre-Bid Conference will be conducted at the project site, 627 E. Prudhomme Street, Opelousas, LA 70570 at 10:00 a.m. on Monday, February 2, 2026. All bidders are required to have a representative of their company attend in order for their bid to be accepted. To arrange an inspection at other times, contact the OGHS Plant Operations Department, phone number (337) 948-3011, Ext. 7123, between 8:00 am and 4:00 pm, M-F.

All bids must be accompanied by **Bid Security** equal to five percent (5%) of the Base Bid plus all additive alternates (if any) and must be in the form of a Bid Bond, Certified Check, or Cashier's Check, written by a company licensed to do business in Louisiana and payable to Opelousas General Trust Authority & Opelousas General Health Systems.

The successful Bidder shall be required to furnish a **Performance and Payment Bond** written by a company licensed to do business in Louisiana, in an amount equal to 100% of the contract amount and who is currently on the U.S. Department of Treasury Financial Management Service List and complies with R.S. 38:2219. The bond shall not be accepted if written for an amount exceeding the amount listed in the Treasury Financial Management Service List. The bond shall be countersigned by a person who is under contract with the surety company or bond issuer as an agent of the company or issuer, and who is licensed as an insurance agent in this State, and who is residing in this State.

This project is classified as a "**Building Construction**" project and the Bidder shall certify that he meets all licensing requirements of this State and is duly and currently licensed under LA. R.S. 37:2150-2164.

Performance time shall be 150 calendar days unless extended by approved Change Order. **Liquidated Damages** in the amount of **\$300.00 per calendar day** will be assessed for failure to substantially complete the work within the performance time.

No bid may be withdrawn for a period of forty-five (45) days after receipt of bids. The Owner reserves the right to reject any and all bids for "just cause."

s/ **Lance J. Armentor,**
President / CEO

INSTRUCTIONS TO BIDDERS

COMPLETION TIME:

The Bidder shall agree to fully complete the contract within (150) consecutive calendar days, subject to such extensions as may be granted under Paragraph 8.3, in the General Conditions and the Supplementary Conditions, and acknowledges that this construction time will start on or before the date specified in the written "Notice to Proceed" from the Owner.

LIQUIDATED DAMAGES:

The Bidder shall agree to pay as Liquidated Damages the amount of (Three Hundred) Dollars \$(300) for each consecutive calendar day for which the work is not complete, beginning with the first day beyond the contract completion date stated on the "Notice to Proceed" or as amended by change order.

TAX EXEMPTION:

The project is to be exempt from sales and use taxes imposed by any taxing authority. The successful contractor / subcontractors will be required to submit the appropriate tax exemption form R-85012-T (Public Projects Contractor / Subcontractor: Sales Tax Certification and Exemption Application – Louisiana Revised Statute 47:305.7(A)(1)(b)) to the Louisiana Department of Revenue for each contract / subcontract associated with the work.

ARTICLE 1

DEFINITIONS

1.1 The Bid Documents include the following:

Advertisement for Bids
Instructions to Bidders
Bid Form
General Conditions of the Contract for Construction,
AIA Document A201, 1997 Edition
Supplementary Conditions
Affidavit
Other Documents (if applicable)
Specifications & Drawings
Addenda issued during the bid period and acknowledged in the Bid Form

1.2 All definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201 and the Supplementary Conditions are applicable to the Bid Documents.

1.3 Addenda are written and/or graphic instruments issued by the Architect prior to the opening of bids,

which modify or interpret the Bid Documents by additions, deletions, clarifications, corrections, and prior approvals.

1.4 A bid is a complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein supported by data called for by the Bid Documents.

1.5 Base bid is the sum stated in the bid for which the Bidder offers to perform the work described as the base, to which work may be added, or deleted for sums stated in alternate bids.

1.6 An alternate bid (or alternate) is an amount stated in the bid to be added to the amount of the base bid if the corresponding change in project scope or materials or methods of construction described in the Bid Documents is accepted.

1.7 A Bidder is one who submits a bid for a prime Contract with the Owner for the work described in the Bid Documents.

1.8 A Sub-bidder is one who submits a bid to a Bidder for materials and/or labor for a portion of the work.

1.9 Where the word "Architect" is used in any of the documents, it shall refer to the Prime Designer of the project, regardless of discipline.

ARTICLE 2

PRE-BID CONFERENCE

2.1 A Pre-Bid Conference shall be held at least 10 days before the date for receipt for bids. The Architect shall coordinate the setting of the date, time, and place for the Pre-Bid Conference with the User Agency and shall notify in writing the Owner and all who have received sets of the Bid Documents to attend. The purpose of the Pre-Bid Conference is to familiarize Bidders with the requirements of the Project and the intent of the Bid Documents, and to receive comments and information from interested Bidders. If the Pre-Bid Conference is stated in the Advertisement for Bids to be a Mandatory Pre-Bid Conference, bids shall be accepted only from those bidders who attend the Pre-Bid Conference. Contractors who are not in attendance for the **entire** Pre-Bid Conference will be considered to have not attended.

2.2 Any revision of the Bid Documents made as a result of the Pre-Bid Conference shall not be valid unless included in an addendum.

ARTICLE 3

BIDDER'S REPRESENTATION

3.1 Each Bidder by making his bid represents that:

3.1.1 He has read and understands the Bid Documents and his bid is made in accordance therewith.

3.1.2 He has visited the site and has familiarized himself with the local conditions under which the work is to be performed.

3.1.3 His bid is based solely upon the materials, systems and equipment described in the Bid Documents as advertised and as modified by addenda.

3.1.4 His bid is not based on any verbal instructions contrary to the Bid Documents and addenda.

3.1.5 He is familiar with Code of Governmental Ethics requirement that prohibits public servants and/or their immediate family members from bidding

on or entering into contracts; he is aware that the Designer and its principal owners are considered Public Servants under the Code of Governmental Ethics for the limited purposes and scope of the Design Contract with the State on this Project (see Ethics Board Advisory Opinion, No. 2009-378 and 2010-128); and neither he nor any principal of the Bidder with a controlling interest therein has an immediate family relationship with the Designer or any principal within the Designer's firm (see La. R.S. 42:1113). Any Bidder submitting a bid in violation of this clause shall be disqualified and any contract entered into in violation of this clause shall be null and void.

3.2 The Bidder must be fully qualified under any State or local licensing law for Contractors in effect at the time and at the location of the work before submitting his bid. In the State of Louisiana, Revised Statutes 37:2150, et seq. will be considered, if applicable.

The Contractor shall be responsible for determining that all of his Sub-bidders or prospective Subcontractors are duly licensed in accordance with law.

ARTICLE 4

BID DOCUMENTS

4.1 Copies

4.1.1 Bid Documents may be obtained from the Architect for a deposit as stated in the Advertisement for Bids. The deposit will be refunded as stated in the Advertisement for Bids. No deposits will be refunded on Bid Documents returned later than ten days after receipt of bids.

4.1.1.2 As an alternative method of distribution, the Designer may provide the Bid Documents in electronic format. They may be obtained without charge and without deposit as stated in the Advertisement for Bids.

4.1.1.2.1 If electronic distribution is available, printed copies will not be available from the Designer, but arrangements can be made to obtain them through most reprographic firms and/or plan rooms.

4.1.1.2.2 If electronic distribution is not available, the reproduction cost on the first paper plan set acquired by bona fide prime bidders will be fully refunded by the Designer upon delivery of the documents to the Designer in good condition no later than ten days after receipt of bids.

4.1.1.2.3 If electronic distribution is available, all other plan holders are responsible for their own reproduction costs.

4.1.2 Complete sets of Bid Documents shall be used in preparing bids; neither the Owner nor the Architect assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.

4.1.3 The Owner or Architect in making copies of the Bid Documents available on the above terms, do so only for the purpose of obtaining bids on the work and do not confer a license or grant for any other use.

4.2 Interpretation or Correction of Bid Documents

4.2.1 Bidders shall promptly notify the Architect of any ambiguity, inconsistency, or error which they may discover upon examination of the Bid Documents or of the site and local conditions.

4.2.2 Bidders requiring clarification or interpretation of the Bid Documents shall make a written request to the Architect, to reach him at least seven days prior to the date for receipt of bids.

4.2.3 Any interpretation, correction or change of the Bid Documents will be made by addendum. Interpretations, corrections, or changes of the Bid Documents made in any other manner will not be binding and Bidders shall not rely upon such interpretations, corrections, and changes.

4.3 Substitutions

4.3.1 The materials, products and equipment described in the Bid Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution. No substitutions shall be allowed after bids are received.

4.3.2 No substitution will be considered unless written request for approval has been submitted by the Proposer and has been received by the Architect

at least fourteen (14) working days prior to the opening of bids. (La. R.S. 38:2295(C)) Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including model numbers, drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. It shall be the responsibility of the proposer to include in his proposal all changes required of the Bid Documents if the proposed product is used. Prior approval, if given, is contingent upon supplier being responsible for any costs which may be necessary to modify the space or facilities needed to accommodate the materials and equipment approved.

4.3.3 If the Architect approves any proposed substitution, such approval shall be set forth in an addendum. Bidders shall not rely upon approvals made in any other manner.

4.4 Addenda

4.4.1 Addenda will be transmitted to all who are known by the Architect to have received a complete set of Bid Documents.

4.4.2 Copies of addenda will be made available for inspection wherever Bid Documents are on file for that purpose.

4.4.3 Except as described herein, addenda shall not be issued within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays. If the necessity arises of issuing an addendum modifying plans and specifications within the seventy-two (72) hour period prior to the advertised time for the opening of bids, then the opening of bids shall be extended at least seven but no more than twenty-one (21) working days, without the requirement of re-advertising. Facility Planning shall be consulted prior to issuance of such an addendum and shall approve such issuance. The revised time and date for the opening of bids shall be stated in the addendum.

4.4.4 Each Bidder shall ascertain from the Architect prior to submitting his bid that he has

received all addenda issued, and he shall acknowledge their receipt on the Bid Form.

4.4.5 The Owner shall have the right to extend the bid date by up to (30) thirty days without the requirement of re-advertising. Any such extension shall be made by addendum issued by the Architect.

ARTICLE 5

BID PROCEDURE

5.1 Form and Style of Bids

5.1.1 Bids shall be submitted on the Louisiana Uniform Public Work Bid Form provided by the Architect for this project.

5.1.2 The Bidder shall ensure that all applicable blanks on the bid form are completely and accurately filled in.

5.1.3 Bid sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written words shall govern.

5.1.4 Any interlineation, alteration or erasure must be initialed by the signer of the bid or his authorized representative.

5.1.5 Bidders are cautioned to complete all alternates should such be required in the Bid Form. Failure to submit alternate prices will render the bid non responsive and shall cause its rejection.

5.1.6 Bidders are cautioned to complete all unit prices should such be required in the Bid Form. Unit prices represent a price proposal to do a specified quantity and quality of work. Unit prices are incorporated into the base bid or alternates, as indicated on the Unit Price Form, but are not the sole components thereof.

5.1.7 Bidder shall make no additional stipulations on the Bid Form nor qualify his bid in any other manner.

5.1.8 Written evidence of the authority of the person signing the bid for the public work shall be submitted in accordance with La. R.S. 38:2212 (B)(5).

5.1.9 On any bid in excess of fifty thousand dollars (\$50,000.00), the Contractor shall certify that he is licensed under La. R.S. 37: 2150-2173 and show his license number on the bid above his signature or his duly authorized representative.

5.2 Bid Security

5.2.1 No bid shall be considered or accepted unless the bid is accompanied by bid security in an amount of five percent (5.0%) of the base bid and all alternates.

The bid security shall be in the form of a certified check or cashier's check drawn on a bank insured by the Federal Deposit Insurance Corporation, or a Bid Bond written by a surety company licensed to do business in Louisiana and signed by the surety's agent or attorney-in-fact. The Bid Bond shall include the legal name of the bidder be in favor of the Opelousas General Hospital Authority, a Public Trust, dba Opelousas General Health System, and shall be accompanied by appropriate power of attorney. The Bid Bond must be signed by both the bidder/principal and the surety. Failure by the bidder/principal or the surety to sign the bid bond shall result in the rejection of the bid.

Bid security furnished by the Contractor shall guarantee that the Contractor will, if awarded the work according to the terms of his proposal, enter into the Contract and furnish Performance and Payment Bonds as required by these Bid Documents, within fifteen (15) days after written notice that the instrument is ready for his signature.

Should the Bidder refuse to enter into such Contract or fail to furnish such bonds, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as penalty.

5.2.2 The Owner will have the right to retain the bid security of Bidders until either (a) the Contract has been executed and bonds have been furnished, or (b) the specified time has elapsed so that bids may be withdrawn, or (c) all bids have been rejected.

5.3 Submission of Bids

5.3.1 The Bid shall be sealed in an opaque envelope. The bid envelope shall be identified on the outside with the name of the project, and the name, address, and license number of the Bidder. The envelope shall not contain multiple bid forms, and will be received until the time specified and at the

place specified in the Advertisement for Bids. It shall be the specific responsibility of the Bidder to deliver his sealed bid to Opelousas General Health System, or electronically to www.centralauctionhouse.com at the appointed place and prior to the announced time for the receipt of bids. Late delivery of a bid for any reason, including late delivery by United States Mail, or express delivery, shall disqualify the bid.

If the bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "Bid Enclosed" on the face thereof. Such bids shall be sent by Registered or Certified Mail, Return Receipt Requested, addressed to:

Opelousas General Health System
Attn: Administration
539 E. Prudhomme Street or PO Box 1389
Opelousas, Louisiana, 70570.

Bids sent by express delivery shall be delivered to:

Opelousas General Health System
Attn: Administration
539 E. Prudhomme Street
Opelousas, Louisiana, 70570.

5.3.2 Bids shall be deposited at the designated location prior to the time on the date for receipt of bids indicated in the Advertisement for Bids, or any extension thereof made by addendum. Bids received after the time and date for receipt of bids will be returned unopened.

5.3.3 Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids.

5.3.4 Oral, telephonic or telegraphic bids are invalid and shall not receive consideration. Owner shall not consider notations written on outside of bid envelope which have the effect of amending the bid. Written modifications enclosed in the bid envelope, and signed or initialed by the Contractor or his representative, shall be accepted.

5.4 Modification or Withdrawal of Bid

5.4.1 A bid may not be modified, withdrawn or canceled by the Bidder during the time stipulated in the Advertisement for Bids, for the period following the time and bid date designated for the receipt of

bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 38:2214 which states, in part, "Bids containing patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the contractor if clear and convincing sworn, written evidence of such errors is furnished to the public entity within forty-eight hours of the bid opening excluding Saturdays, Sundays, and legal holidays".

5.4.2 Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to the party receiving bids at the place and prior to the time designated for receipt of bids.

5.4.3 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

5.4.4 Bid Security shall be in an amount sufficient for the bid as modified or resubmitted.

5.5 Prohibition of Discriminatory Boycotts of Israel

By submitting a bid, the bidder certifies and agrees that the following information is correct:

In preparing its bid, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israel-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder has also not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject any bid if this certification is subsequently determined to be false and to terminate any contract awarded based on such a false response.

ARTICLE 6

CONSIDERATION OF BIDS

6.1 Opening of Bids

6.1.1 The properly identified Bids received on time will be opened publicly and will be read aloud, and a tabulation abstract of the amounts of the base bids and alternates, if any, will be made available to Bidders.

6.2 Rejection of Bids

6.2.1 The Owner shall have the right to reject any or all bids and in particular to reject a bid not accompanied by any required bid security or data required by the Bid Documents or a bid in any way incomplete or irregular.

6.3 Acceptance of Bid

6.3.1 It is the intent of the Owner, if he accepts any alternates, to accept them in the order in which they are listed in the Bid Form. Determination of the Low Bidder shall be on the basis of the sum of the base bid and the alternates accepted. However, the Owner shall reserve the right to accept alternates in any order which does not affect determination of the Low Bidder.

ARTICLE 7

POST-BID INFORMATION

7.1 Submissions

7.1.1 At the Pre-Construction Conference, the Contractor shall submit the following information to the Architect.

7.1.1.1 A designation of the work to be performed by the Contractor with his own forces.

7.1.1.2 A breakdown of the Contract cost attributable to each item listed in the Schedule of Values Form (attached). No payments will be made to the Contractor until this is received.

7.1.1.3 The proprietary names and the suppliers of principal items or systems of material and equipment proposed for the work.

7.1.1.4 A list of names and business domiciles of all Subcontractors, manufacturers, suppliers or other

persons or organizations (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the work. It is the preference of the Owner that, to the greatest extent possible or practical, the Contractor utilize Louisiana Subcontractors, manufacturers, suppliers, and labor.

7.1.2 The General Contractor shall be responsible for actions or inactions of Subcontractors and/or material suppliers.

The General Contractor is totally responsible for any lost time or extra expense incurred due to a Subcontractor's or Material Supplier's failure to perform. Failure to perform includes, but is not limited to, a Subcontractor's financial failure, abandonment of the project, failure to make prompt delivery, or failure to do work up to standard. Under no circumstances shall the Owner mitigate the General Contractor's losses or reimburse the General Contractor for losses caused by these events.

7.1.3 The lowest responsive and responsible bidder shall submit to the Architect and the Owner within ten days after the bid opening a letter/letters from the manufacturer stating that the manufacturer will issue the roof system guarantee complying with the requirements of Facility Planning and Control based on the specified roof system and include the name of the applicator acceptable to the manufacturer at the highest level of certification for installing the specified roof system. This manufacturer shall be one that has received prior approval or is named in the specifications.

In accordance with La. R.S. 38:2227 [references La R.S. 38:2212(A)(3)(c)(ii), which has since been renumbered as La R.S. 38:2212(B)(3)], La. R.S. 38:2212.10 and La. R.S. 23:1726(B) the apparent low bidder on this project shall submit the completed Attestations Affidavit (Past Criminal Convictions of Bidders, Verification of Employees and Certification Regarding Unpaid Workers Compensation Insurance) form found within this bid package to Facility Planning and Control within 10 days after the opening of bids.

ARTICLE 8

PERFORMANCE AND PAYMENT BOND

8.1 Bond Required

8.1.1 The Contractor shall furnish and pay for a Performance and Payment Bond written by a company licensed to do business in Louisiana, which shall be signed by the surety's agent or attorney-in-fact, in an amount equal to 100% of the Contract amount. Surety must be listed currently on the U. S. Department of Treasury Financial Management Service List (Treasury List) as approved for an amount equal to or greater than the contract amount, or must be an insurance company domiciled in Louisiana or owned by Louisiana residents. If surety is qualified other than by listing on the Treasury list, the contract amount may not exceed fifteen percent of policyholders' surplus as shown by surety's most recent financial statements filed with the Louisiana Department of Insurance and may not exceed the amount of \$500,000. However, a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A. M. Best's Key Rating Guide shall not be subject to the \$500,000 limitation, provided that the contract amount does not exceed ten percent of policyholders' surplus as shown in the latest A. M. Best's Key Rating Guide nor fifteen percent of policyholders' surplus as shown by surety's most recent financial statements filed with the Louisiana Department of Insurance. The Bond shall be signed by the surety's agent or attorney-in-fact. The Bond shall be in favor of the State of Louisiana, Office of Facility Planning and Control.

8.2 Time of Delivery and Form of Bond

8.2.1 The Bidder shall deliver the required bond to the Owner simultaneous with the execution of the Contract.

8.2.2 Bond shall be in the form furnished by Facility Planning and Control, entitled CONTRACT

BETWEEN OWNER AND CONTRACTOR AND PERFORMANCE AND PAYMENT BOND, a copy of which is included in the Bid Documents.

8.2.3 The Bidder shall require the Attorney-in-Fact who executes the required bond on behalf of the surety to affix thereto a certified and current copy of his power of Attorney.

ARTICLE 9

FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

9.1 Form to be Used

9.1.1 Form of the Contract to be AIA Document A101-1997. "Standard Form of Agreement Between Owner and Contractor Stipulated Sum."

9.2 Award

9.2.1 After award of the Contract, the successful Bidder, if a corporation, shall furnish to the Owner the most current copy of a Disclosure of Ownership Affidavit on file with the Secretary of State.

9.2.2 In accordance with Louisiana Law, when the Contract is awarded, the successful Bidder shall, at the time of the signing of the Contract, execute the Non-Collusion Affidavit included in the Contract Documents

9.2.3 When this project is financed either partially or entirely with State Bonds, the award of this Contract is contingent upon the sale of bonds by the State Bond Commission. The State shall incur no obligation to the Contractor until the Contract Between Owner and Contractor is duly executed.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Opelousas General Hospital Authority
a Public Trust
dba Opelousas General Health Systems
539 E. Prudhomme Street, Opelousas, LA 70570
(Owner to provide name and address of owner)

BID FOR: Relocation of Wellsmart Health of Opelousas
Rural Health Clinic
627 E. Prudhomme Street, Opelousas, LA 70570
Architectural Project No. A25-08
(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by:

Architects Alliance of Acadiana (APAC) and dated: December 18, 2025
(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____ .

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$ _____)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

N/A _____ Dollars (\$ _____ N/A _____)

Alternate No. 2 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

N/A _____ Dollars (\$ _____ N/A _____)

Alternate No. 3 *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

N/A _____ Dollars (\$ _____ N/A _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise, it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** **A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

UNIT PRICE FORM

TO: _____

(Owner to provide name and address of owner)

BID FOR: _____

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

Wording for "DESCRIPTION" is to be provided by the Owner.

All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.

SECTION 00320 - ATTESTATION AFFIDAVIT

General Contractor who submits the lowest responsive Bid on this project and whom is notified of the Owner's intent to award said Contractor a contract for the project is required by State Law to sign and submit the "Attestation Affidavit" which follows this Section. Do not submit with Bid. The form may be brought to the bid opening in a separate envelope and delivered to the Owner's representative after the bids are opened, or mailed *separately* to "Opelousas General Health System, P.O. Box 1389, Opelousas, LA 70570."

Name of Project

Project No.

STATE OF _____

PARISH OF _____

ATTESTATIONS AFFIDAVIT

Before me, the undersigned notary public, duly commissioned and qualified in and for the parish and state aforesaid, personally came and appeared Affiant, who after being duly sworn, attested as follows:

LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- | | |
|---------------------------------------|------------------------------------|
| (a) Public bribery (R.S. 14:118) | (c) Extortion (R.S. 14:66) |
| (b) Corrupt influencing (R.S. 14:120) | (d) Money laundering (R.S. 14:230) |

B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- | | |
|--|--|
| (a) Theft (R.S. 14:67) | (f) Bank fraud (R.S. 14:71.1) |
| (b) Identity Theft (R.S. 14:67.16) | (g) Forgery (R.S. 14:72) |
| (c) Theft of a business record
(R.S.14:67.20) | (h) Contractors; misapplication of
payments (R.S. 14:202) |
| (d) False accounting (R.S. 14:70) | (i) Malfeasance in office (R.S. 14:134) |
| (e) Issuing worthless checks
(R.S. 14:71) | |

LA. R.S. 38:2212.10 Verification of Employees

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

Name of Project

Project No.

LA. R.S. 23:1726(B) Certification Regarding Unpaid Workers Compensation Insurance

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.
- B. By signing this bid /proposal, Affiant certifies that no such assessment is in effect against the bidding / proposing entity.

NAME OF BIDDER

NAME OF AUTHORIZED SIGNATORY OF BIDDER

DATE

TITLE OF AUTHORIZED SIGNATORY OF BIDDER

**SIGNATURE OF AUTHORIZED
SIGNATORY OF BIDDER/AFFIANT**

Sworn to and subscribed before me by Affiant on the ____ day of _____, 20__.

Notary Public

**GENERAL CONDITIONS
OF THE CONTRACT FOR CONSTRUCTION**

The provisions of the Standard Form of the General Conditions of the Contract for Construction, Fourteenth Edition, 1997, of the American Institute of Architects (AIA Document Number A-201), are hereby specifically made a part of the Contract Documents with the same force and effect as though set forth in full.

SECTION 00810 - SUPPLEMENTARY CONDITIONS OF THE CONTRACT

The following provisions replace, revise delete from, or add to the provisions of the Standard Form of the General Conditions of the Contract for Construction, Fourteenth Edition, 1997, of the American Institute of Architects (AIA Document Number A-201), which document is hereby specifically made a part of the Contract Documents with the same force and effect as though set forth in full. Where any part of the AIA General Conditions is unaltered in these Supplementary Conditions, the unaltered provisions shall remain in effect. Copies of the AIA Document A-201 may be seen at the Architect's office or obtained from the AGC or AIA-LA.

ARTICLE 1: GENERAL PROVISIONS

Add the following to paragraph 1.2.4:

In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

Add the following to paragraph 1.5.3:

The Contractor, at his own expense, shall record the contract and bond or bonds required with the Clerk of Court or the Recorder of Mortgages of the political subdivision where the work is to be done, before work commences.

1.7 Referenced Standards

Add the following paragraph 1.7:

The referenced standards identified in the Contract Documents shall be the edition in effect at the time of opening of Bids, or on the effective date of the Agreement if there were no Bids, except as may otherwise be specifically stated.

ARTICLE 2: OWNER

Delete Subparagraph 2.2.5 and substitute the following:

2.2.5 The Contractor will be furnished free of charge 5 dual size printed copies of Drawings and Project Manuals. Additional sets will be furnished at the cost of reproduction, postage, and handling. Electronic file copies in PDF format will be furnished to the contractor at no-cost.

ARTICLE 3: CONTRACTOR

3.3 Supervision and Construction Procedures

Add the following Subparagraphs 3.3.4:

3.3.5 Inasmuch as the Architect is not responsible for construction means, methods techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, he will therefore not be responsible or liable in his role as project inspector to regulate the compliance of the Contractors to Public Law 91-596.

The General Contractor and his subsequent contractors are hereby notified that they solely shall be held responsible and/or liable under Public Law 91-596 irrespective of whom a claim may be filed against, and especially they are hereby notified that under no condition shall the Owner or his representatives, such as the Architects, be held responsible and/or liable for any claims that may arise under Public Law 91-596 relative to and/or during construction of this project.

The Contractor agrees by the submittal of the proposal and/or the execution of a contract for work for this project that he shall fully indemnify the Owner and/or Architect and shall himself accept the full responsibility for any and all employee and sub-contractor safety at the construction site, and further agrees to bear the cost of defense and any and all other cost caused the Owner and/or Architect. The Contractor further hereby agrees not to consider and/or accept any advice from the Owner and/or Architect, be it verbal, in writing, and/or drawing, concerning worker safety at the project site.

The Owner and/or Architect shall not be held liable and/or responsible for compliance, of any and all persons involved with this project, to Public Law 91-596. The Architect hereby informs any and all Contractors that these Construction Documents, and the joint and several phases of construction hereby contemplated are to be governed, at all times, by applicable provisions of the federal law(s), including, but not limited to, the latest amendments of the following:

Williams Steiger Occupations Safety and Health Act of 1970, Public Law 91-596:

Part 1910 - Occupational Safety and Health Standards, Chapter XVII of Title 29, Code of Federal Regulations;

Part 1518 - Safety and Health Regulations for Construction, Chapter XIII of Title 29, Code of Federal Regulations.

All Contractors are hereby cautioned that the submittal of a proposal constitutes complete acceptance of the above.

3.4 Labor and Materials

Delete Subparagraph 3.4.2 and substitute the following:

3.4.2 After the Contract has been executed, the Owner and the Architect will consider a formal request for the substitution of the products in place of those specified only under the conditions set forth in the General Requirements (Division 1 of the Specifications) and in accordance with the Louisiana Public Bid Law.

3.4.2.1. By making requests for substitutions based on Subparagraph

3.4.2. above, the Contractor: represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified, and represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified, and certifies that the cost data presented is complete and includes all related costs under this Contract except the Architect's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent, and will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.

ARTICLE 4: ADMINISTRATION OF THE CONTRACT

4.1 Architect

Add the following sentence to paragraph 4.1.1:

If the term Architect/Engineer is used in the Contract Documents, this shall mean the Architect.

4.3 Claims and Disputes

4.3.1 Definition. Add the following: to the Architect and the other Party (At the end of the third sentence.

4.3.2 Time limits on claims. Add the following: and fully documented (In the second sentence after notice).

4.3.7.2 Add the following t the end of this paragraph: "An increase in the contract time due to weather shall not be a cause for an increase in the contract sum".

4.3.7.3 Add the following paragraph:

“4.3.7.3 The following are considered reasonably anticipated days of adverse weather on a monthly basis:

January	11 Days	July	6 Days
February	10 Days	August	5 Days
March	8 Days	September	4 Days
April	7 Days	October	3 Days
May	5 Days	November	5 Days
June	6 Days	December	8 Days

If the Contractor requests an extension of time due to weather delays, the request will be considered only when such delays exceed the total number of days stated above for the entire contract period.”

4.6 Arbitration

4.6.1 Add the following: or other legal proceedings (In the second sentence after arbitration)

4.6.2 Add the following: which are of a value of \$100,000.00 or less (In the first sentence after Claims)

and

For any claim in excess of the sum of \$100,000.00, the party wishing to assert the same shall file suit in the appropriate state or federal district court; however, in no event shall such suit be initiated in forum outside of the State of Louisiana. (At the end of the last sentence)

4.6.3 Add the following: or other legal proceedings (In the first sentence after arbitration)

4.6.4 Delete the following: The entire first sentence.

Add the following: Architect (In the second and third sentences after Contractor)

4.6.5 Add the following: or other legal proceedings (at both locations after arbitration)

ARTICLE 7: CHANGES IN THE WORK

7.3 Construction Change Directives:

7.3.6 In the first sentence, delete the words "reasonable expenditures and savings" and substitute "an allowance for overhead and profit in accordance with Paragraph 7.3.10".

Add the following Subparagraph 7.3.10 to 7.3:

7.3.10 In Subparagraph 7.3.6, the allowance for the combined overhead and profit included in the total cost to the Owner shall be based on the following schedule:

.1 For the Contractor, for Work performed by the Contractor's own forces, 15 percent of the cost.

.2 For the Contractor, for Work performed by the Contractor's Subcontractor, 7 1/2 percent of the amount due the Subcontractor.

.3 For each Subcontractor or Sub-subcontractor involved, for Work performed by that Subcontractor's or Sub-subcontractor's own forces, 15 percent of the cost.

.4 Cost to which overhead and profits is to be applied shall be determined in accordance with Subparagraph 7.3.6.

.5 In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontractors, they shall be itemized also.

ARTICLE 9: PAYMENTS AND COMPLETION

9.3 Application for Payment

Add the following Clause 9.3.1.3 to 9.3.1:

9.3.1.3 Until Substantial Completion, the Owner shall pay 90 percent (on projects with Contract Price of \$500,000 or less; 95% on projects with Contract Price exceeding \$500,000) of the amount due the Contractor on account of progress payments.

9.8 Substantial Completion

9.8.5 Add the following sentence at the end of 9.8.5: The payment shall be sufficient to increase the total payments to 90 percent of the Contract Sum (on projects with Contract Price of \$500,000 or less; 95% on projects with Contract Price exceeding \$500,000) less such amounts as the Architect shall determine for incomplete Work and unsettled claims.

Add the following Paragraph 9.8.6:

In states having statutes relating to liens on private and public works performed on constructions contracts, the General Contractor shall cause the Certificate of Substantial Completion, after execution, to be recorded in the mortgage office of the political subdivision where the work is performed.

9.10 Final Completion and Final Payment

Delete paragraph 9.10.2 and substitute the following:

9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) and affidavit that payrolls, bill for materials, and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. (3) a written statement that the Contractor knows of no substantial reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts, releases and waivers of liens, claims, security interests or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner, and (6) in states having statutes relating to liens on private and public works performed on construction contracts, a written certificate by the Clerk of Court or officer of the mortgage office of the political subdivision where the work was performed and the contract was recorded, that proper time has elapsed, according to statutes, since the certificate has been recorded, and no liens have been recorded against this property. If a Subcontractor refuses to release a lien against the property, then the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien. If such lien remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money

that the Owner may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.

ARTICLE 10: PROTECTION OF PERSONS AND PROPERTY

10.3 HAZARDOUS MATERIAL

10.3.3 Delete the following word: sole (In the last sentence)

ARTICLE 11: INSURANCE AND BONDS

Add the following requirements to apply to all insurance required under Article 11:

(a) "Insurance shall be with a reliable company having and "A-" or better General Policy Holders Rating and a Financial Size Rating of "V" or better according to the latest A.M. Best Report. All companies providing insurance for this project shall be

authorized to do business in the state where the project is located and are subject to approval by the Owner."

(b) "The contractor shall have the policies endorsed to reflect and insure any occupancy by Owner at the time of such occupancy."

(c) "All liability policies referred to in this Article will be maintained in the same company if possible."

(d) "The Owner shall be named as an additional insured on all insurance policies required for this project. Owner shall be provided with a copy of endorsements naming him as additional insured and shall be given 30 days prior written notice of any cancellation or material change to said policies."

11.1 CONTRACTOR'S LIABILITY INSURANCE: DELETE paragraph 11.1.2 and SUBSTITUTE the following:

11.1.2 "The insurance required by subparagraph 11.1.1 shall be written for not less than the following limits or as required by law, whichever is greater.

11.1.2.1 Workmen's Compensation and Employer' Liability Insurance affording coverage under the statutory provisions of the Workmen's Compensation Laws and any other compensation or common law liability pertaining to the operations to be performed under this Contract. Workmen's Compensation Insurance and Employers' Liability Insurance shall have minimum limits of \$500,000/\$1,000,000/\$500,000.

11.1.2.2 Contractor's General Liability Insurance shall have minimum limit of \$500,000 per occurrence, \$1,000,000 aggregate, combined single limit coverage, for bodily injury and property damage including XCU. In the case of sublet, Contract shall require subcontractors to provide similar insurance unless it is the Contractor's intent that such insurance be afforded under his policies.

11.1.2.3 Comprehensive Automobile Liability: Owner, Non-Owned, Hired, Combined single limit of \$1,000,000 or \$500,000 each person and \$500,000 property damage.

11.1.2.4 Umbrella Liability Policy with \$1,000,000 limit excess over the required limits for general liability, automobile liability and employer's liability.

11.3 PROPERTY MANAGEMENT PROTECTIVE LIABILITY INSURANCE

11.3.3 Delete this entire paragraph.

11.4 Property Insurance (Builder's Risk)

In Section 11.4.1 where the term "Owner" is used, substitute the word "Contractor" (except in the second-to-last sentence the term "Owner" shall remain.)

In Sections 11.4.1.3, 11.4.1.4 and 11.4.6, where the term "Owner" is used, substitute the term "Contractor" and where the term "Contractor" is used, substitute "Owner".

Delete the following Sections in their entirety: 11.4.1.2; 11.4.1.5; 11.4.2; 11.4.3; 11.4.4; 11.4.5 and 11.4.8 through 11.4.10.

11.4.5 Performance Bond and Payment Bond

Delete subparagraph 11.5.1 and substitute the following:

11.5.1 "The Contractor shall furnish Performance and Payment Bonds for the full value of the contract. Bonds shall be written in complete compliance with Louisiana law".

ARTICLE 14; TERMINATION OR SUSPENSION OF THE CONTRACT

Add the following Paragraph 14.4 to Article 14:

14.4 Termination by the Owner for Convenience

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

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

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

14.4.4 In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment from the Owner on the same basis provided in Subparagraph 14.1.3.

ARTICLE 15: POLICIES AND PROCEDURES

Attached hereto are Policies and Procedures, established by Opelousas General Health System, regarding Sexual Harassment, No Smoking, and Penetrations in Fire/Smoke Barriers. All activities involved with work performed under the contract for this project shall be subject to these Policies and Procedures.

ARTICLE 16: OWNER'S TAX-EXEMPT STATUS

The Owner, Opelousas General Hospital Trust Authority, is an entity excluded from Louisiana state and local sales and use taxation. Owner will provide Contractor with and Exemption Certificate, Form R-1056, revised 9/91. The Contractor is informed that effective September 11, 1991, Act 1029 of the 1991 Regular Session of the Louisiana Legislature exempts the state, any parish, city and parish, municipality, district, or other political subdivision, thereof, or any agency, board, commission or instrumentality of this state or its political subdivisions from state sales and use tax and the sales and use taxes levied by any political subdivisions. For the purposes of this Contract, the Contractor is granted the limited and specific authority and is

appointed the authorized agent of the Owner with the regards to the purchase of materials necessary for construction. Accordingly, any and all materials which are to be incorporated into the Project or required to fulfill the Contractor's obligations in performing the Work shall be acquired and titled as follows:

- (a) All materials and equipment which are to be physically incorporated into the Project shall be titled over and sold to the Owner upon their delivery to the Project site and prior to their incorporation into the Project.**

(b) All materials and equipment acquired for use in fulfillment of the work, but not actually incorporated into the Project shall be sold or titled over to the Owner by the Seller, Subcontractor or Contractor, as the case may be, upon the delivery of those materials, or item of equipment to the Project site.

(c) All equipment or materials leased for use in fulfillment of the Work shall be leased by the Contractor or its subcontractors as agent for the Owner.

(d) Contractor shall not include state or local sales or use tax in its bid. Contractor shall be liable for all taxes occasioned by its failure to comply with subparagraphs (a) (b) or (c).

Notwithstanding the above, nothing in this Article is intended to modify or otherwise alter (1) Contractor's responsibility to fully insure any and all materials and equipment used in the Work or stored at the site for incorporation into the Project; (2) Contractor's responsibility to insure the Work at all times prior to final acceptance; (3) Contractor's responsibility to provide complete indemnification in favor of the Owner, Architect, Architect's Consultants, and agents and employees of any of them; (5) to alter the method or time frames for payments established under the Contracts; (6) to change the rights of the Owner to accept or reject the Work or any part thereof or alter the manner or time frames in which inspections may be made by the Architect on behalf of the Owner; (7) Contractor's responsibility to provide for the safety of and protection to materials and equipment whether in storage on or off the site and whether or not titled to the Owner as part of the Work; (8) Contractor's responsibilities to maintain liability and property insurance for damages to the materials and equipment prior to final acceptance and claims for damages because of bodily injury, sickness or death to any of the Contractor's employees or any person other than the Contractor's employees; (9) Contractor's duty to properly correct the Work as required by the Architect or diminish the Owner's and Architect's right to reject any portions of the Work; or (10) Contractor's responsibility to pay any sales, consumer, use and similar taxes for the Work or portions thereof to the extent such taxes are applicable.

Nothing herein shall be construed to relieve Contractor or any Subcontractor from any other taxes due with respect to the Work, the Project or any portion thereof (those taxes included

in Section 3.6.1), nor shall this Article be interpreted or applied so as to impose upon the Owner any responsibility to pay or reimburse Contractor for any taxes or any materials or equipment incorporated into the Project or used in the Work if contractor fails to comply with Paragraphs (a), (b) or (c) of this Article.

Owner shall assume all legal expenses in defending the tax-exempt status of the transaction and if any sales and/or use taxes are assessed and owing on the transaction the Owner shall pay said taxes assuming Contractor has complied with the provisions of Paragraph (a), (b) and (c) of the Article.

OPELOUSAS GENERAL HOSPITAL

POLICIES AND PROCEDURES

HR.4-13

Page 1 of 3

SUBJECT: EMPLOYMENT PRACTICES
HARASSMENT

MANUAL: HUMAN RESOURCES

PREPARED BY: HUMAN RESOURCES DIRECTOR

EFFECTIVE DATE: 05/84

APPROVED BY: CHIEF EXECUTIVE OFFICER

REVISION DATE: 11/99

I. POLICY STATEMENT:

- A. Opelousas General Hospital prohibits verbal or physical conduct by any employee, doctor, patient or visitor, which harasses, disrupts or interferes with another individual's work performance or which creates an intimidating, offensive or hostile environment.
- B. While all forms of harassment are prohibited, it is Opelousas General Hospital's policy to emphasize that racial and sexual harassment is specifically prohibited. Each manager has a responsibility to maintain the workplace free of any form of racial or sexual harassment.
- C. No manager/supervisor will threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.
- D. Other sexual or racial harassment in the workplace, whether committed by managers and/or supervisors, non-supervisory personnel or any other persons, is also prohibited. Such harassment may include:
 1. Physical or verbal conduct of a racial or sexual nature;
 2. A hostile environment which includes jokes, vulgar comments and the display in the workplace of suggestive objects or pictures, including photographs of nudes;
 3. Sexual flirtations, unwelcome touching, advances or requests for sexual favors;
 4. Graphic or suggestive comments about an individual's dress or body; and
 5. Sexually or racially degrading words to describe an individual.

II. SCOPE:

Applies to all employees, physicians, patients, contract employees, vendors and visitors.

III. PROCEDURE:

- A. Any employee who believes that the actions or words of a manager/supervisor or fellow employee, or other person in the workplace constitute harassment has a responsibility to report or complain as soon as possible to the manager/supervisor, and/or the Human Resources Director. If the complaint involves the manager/supervisor, the manager/supervisor will advise the Human Resources Director. The Human Resources Director will investigate the complaint.
- B. The process will include, but is not limited to:

1. Interviewing the complainant to obtain a complete account of the allegations; telling the employee that all information will be kept confidential, but also informing them that it will be necessary to confront the harasser.
 2. Inquiring about witnesses or other employees who may have been subject to harassment.
 3. Interviewing the alleged harasser to obtain his/her version of the events; advising him/her as to the confidential nature of the discussions and the prohibition against reprisal.
 4. Emphasizing that false statement can be grounds for discharge.
 5. Being alert for any acts or retaliation or reprisal by the alleged harasser. Such acts will not be allowed.
- C. All actions taken to resolve complaints of harassment through internal investigations will be conducted confidentially and promptly. All determinations on the merit of complaints will be based on available facts developed during the investigation.
- D. Any employee who is found, after appropriate investigations, to have engaged in harassment will be subject to appropriate disciplinary actions, depending on the circumstances, up to and including termination.
- E. The complainant and the accused party will be informed as to whether the complaint has merit at the conclusion of the investigation. If either party is not in agreement with the conclusion and/or the corrective action taken, he/she may file a grievance according to hospital policy.
- F. Patients, vendors, physicians, contractors and visitors who have been found to have engaged in harassment of OGH employees will be dealt with in an appropriate manner (as described below) as determined by the President/CEO, to include coordination with the Board of Trustees.

1. Patients

Complaints concerning patients who have been found to be in violation of this policy will be referred to their attending physician. The attending physician shall have the option and discretion whether to advise the patient of the violation and request it to cease and desist. If the doctor declines to approach the patient then a member of the administrative team relative to the matter will approach the patient. If the patient, after having been approached, either by the attending physician or by an administrative team member, continues to violate this policy arrangements may be made for the patient to receive care elsewhere. Furthermore, the offended party will be removed from the care of or the proximity of the patient as long as medically acceptable. Additionally, a patient's condition must be considered by the "offended" party as well as by those investigating claims under this provision.

2. Vendors or Contractors or any employees thereof

If any vendor or contractor or employee thereof violate this policy said accused party shall be advised of the violation by the Director of Human Resources as directly and as quickly as the circumstances allow. Sanctions ranging up to and including immediate cancellation of the contract or affiliation with that vendor shall be taken. OGH shall make reasonable efforts to advise all vendors and contractors of the existence of the policy and the need for vendors and contractors to comply therewith. In an attempt to disseminate the existence of this policy for the benefit of the vendors and contractors, OGH will include as a specific item in contract documents the existence of the policy and the requirement that vendor and contractors adhere to the policy and further will post this policy in several prominent locations within the hospital.

3. Visitors

Should a visitor be in violation of this policy they will be advised by the Vice – President of Support Services of the policy infringement and asked to cease and desist. Should the matter deemed to be a very serious violation then the visitor shall be asked to leave the premises immediately. If the visitor fails to leave, appropriate legal action will be instituted. If the visitor continues to violate the policy after having been removed from the action that is available to them, including the right to seek an injunction to prohibit the visitor from future entry. If the visitor is visiting a specific patient of OGH then the attending physician of the patient shall be notified of the action.

4. Physicians

The Board of Trustees of OGH has adopted this policy and the adoption of the policy has been made applicable to Medical Staff. Upon a Resolution of the Board this policy shall be disseminated to the Medical Staff through the next scheduled Medical Executive Committee meeting, the next scheduled full Medical Staff meeting and by written notification to all Medical Staff members. Applicants for initial credentialing of hospital privileges shall be advised of the policy against sexual harassment as adopted by OGH.

- F. This policy shall be specifically applicable to physicians practicing at OGH. Any physician, as a result of requesting staff privileges at OGH, agrees to cooperate in any confidential investigatory process and all other requirements of this policy.
- G. Should any physicians be found to be in violation of this policy the matter would be referred to the Executive Committee of the Medical Staff of OGH. The Executive Committee of the Medical Staff in accordance with its standing by-laws rules regulations and procedures that govern the Medical Staff.
- H. If a physician, who has violated the policy and is not in agreement with the decision and/or corrective action taken, he/she may file an appeal in accordance with Article IV – Part E: Appeal Procedure, of the Medical Staff by-laws.

THIS PROCEDURE HAS BEEN DRAFTED AS A GUIDELINE FOR EMPLOYEES. OPELOUSAS GENERAL HOSPITAL RESERVES THE RIGHT TO INTERPRET, SUSPEND, ALTER, REVOKE OR TERMINATE THIS PROCEDURE IN ITS ENTIRITY, OR ANY PORTION THEREOF, AT ANY TIME.

Section: SMOKING	EC.02.01.03	Effective Date: 1/1/09
Subject: Smoking Policy		Revised Date: 1/1/11
Approval: _____		Page 1 of 2

POLICY

It is the policy of the Opelousas General Health System to provide a healthy and smoke-free environment for all whom enters the facility. Therefore, smoking is not permitted in any hospital structure. This prohibition also extends to all private offices owned, leased and / or operated by Opelousas General Health System.

PROCEDURE

1. "NO SMOKING" signs shall be posted in all buildings and areas controlled by Opelousas General Health System where patients are seen or housed.
2. Upon admission, patients are to be informed of our smoking policy upon admission. Outpatients are informed by signage at registration, and postings.
3. All new employees shall be instructed on this policy at new employee orientation and reinforced at the departmental level.
4. Personnel and medical staff who are non-compliant are subject to progressive disciplinary action.
5. Patients who are non-compliant must be warned and their smoking materials removed until time of discharge.
6. Visitors who are non-compliant may be asked to leave the building.
7. If any difficulty arises with non-compliant person(s), notify your supervisor or call security for assistance.
8. Enforcement of this policy is the shared responsibility of ALL hospital personnel.
9. Incidents of smoking, including evidence of smoking, is documented on incident reports, aggregated and evaluated for trends and patterns.
10. Where a pattern is identified, an improvement project will be vested to identify and implement corrective activity.

Section: SMOKING	EC.02.01.03	Effective Date: 1/1/09
Subject: Smoking Policy		Revised Date: 1/1/11
Approval: _____		Page 2 of 2

RESPONSIBILITY

All employees share in the responsibility for adhering to and enforcing this policy. Enforcement of the policy will depend on the thoughtfulness, consideration and cooperation of all staff. Compliance is expected and will be enforced with compassion and by tact, diplomacy and the exercise of appropriate judgment. Conflicts should be brought to the attention of the Department Director/Supervisor. The Safety Department should be contacted for additional assistance if necessary and shall be responsible for monitoring areas where continuous violations are founded. *The hospital reserves the right to remove and prohibit possession / delivery of smoking materials from those individuals found in violation to this policy. Human Resources and/or hospital administration may take additional measures for those determined 'repeat offenders.'

Section: FIRE SAFETY	LS.02.01.40	Effective Date: 10/31/11
Subject: Penetrations in Fire/Smoke Barriers		Revised Date: 10/31/11
Approval: _____		Page 1 of 3

PURPOSE

- To protect patients, employees, and visitors from potential hazards of fire and smoke.
- To identify, document, and repair penetrations in smoke and fire barriers promptly.
- To provide a quality assurance process that as infrastructure is installed, penetrations in smoke and fire barriers are properly sealed.
- To describe the preventive maintenance and inspection procedures for identifying and repairing penetrations.
- To comply with NFPA , The Life Safety Code and Joint Commission standards.

POLICY

Maintaining the integrity of smoke and fire barriers is a major component of Opelousas General Health System's fire protection plan. If smoke and fire barriers are not maintained in accordance with their original fire rating, the level of protection provided to patients, staff and visitors is compromised.

All employees and contractors' employees who engage in work which involves penetrations in smoke or fire barriers , including floors, ceilings, and walls, MUST:

- Obtain a project-specific "Rated Wall/Slab Penetration Permit" before engaging in such work.
- Ensure ALL penetrations, created or observed, is properly sealed as soon as possible upon completion of work. Either seal each penetration with a material that returns the barrier to its original rating, or report the existing penetration to the Maintenance for repair(s).
- Any contractor failing to conform to this policy will be prohibited from working at Opelousas General Health System.

DEFINITIONS

Fire Barrier: Any wall, floor, ceiling, or roof which has a fire-resistance rating. A fire barrier also restricts the movement of smoke.

Fire Stopping: Any component or product installed to maintain or regain the fire resistance rating of a fire barrier that has a penetration.

Penetration: Any compromise of a required wall, floor or ceiling's integrity and/or continuity. This breach of integrity and/or continuity may be result of a hole made in the wall or slab to permit the installation of utilities or data serves or the disruption of an existing fire rated patch of a previous penetration due to work on the same wall or slab. Open junction boxes, pull boxes, conduit, and raceways are potential penetrations and area to be appropriately sealed or covered.

Smoke Barrier: A barrier, which divides a floor into smoke compartments. A smoke barrier may or may not have a fire rating. In newly constructed or renovated areas, smoke barriers have a fire resistance rating of at least one hour.

Smoke Partition: Any construction designed to prevent passage of smoke. A smoke partition is not required to be fire rated.

Section: FIRE SAFETY	LS.02.01.40	Effective Date: 10/31/11
Subject: Penetrations in Fire/Smoke Barriers		Revised Date: 10/31/11
Approval: _____		Page 2 of 3

FIRE STOPPING MATERIALS AND PROCEDURES

Employees and contractors working in Opelousas General Health System must seal penetrations in accordance with the following guidelines.

- Use any caulking-gun type or poured joint sealant suitable for the application. Use only fully curing types where accessible in the finished work.
- Contractors must supply their own fire stopping materials. Fire stopping material must be with contractor when performing installation.
- Use products, which allow normal expansion and contraction movement of adjacent materials without failure or the penetration seal.
- For high-traffic openings, use material specifically designed for retrofit, such as intumescent fire stop putty or pillows. Typical high-traffic openings include cable tray penetrations of walls and floor, openings for voice, data and communications cabling, and all sleeved cabling openings.
- When a penetration is made in error or is too large to be sealed using fire stopping, repair it using the original materials of construction.

PERMITS FOR RATED WALL/SLAB WORK (See Appendix A)

The process for obtaining, using, and closing out a permit is summarized:

Construction and renovation projects:

- A permit is issued as part of the Interim Life Safety Measures (ILSM) documentation and is good for the length of the project.
- Permit is good only for work within the project site.
- Periodic renewal of the permit is not required
- Any project related work that entails running cables, pipes, etc. outside the project site is subject to the rules listed under "Other Penetrations work" (below).
- Final inspection and sign-off is performed at the project's completion.

Other Penetrations Work

- Employees and contractors must obtain a Rated Wall/Slab Penetrations Permit from the Maintenance/Safety/Security Department prior to beginning work.
- A drawing articulating the locations of all work where penetration of fire/smoke barriers may occur must be appended to the request for a permit.
- Employees and contractors must follow the terms of the permit. Signature on the permit by the contractor or their appointed representative constitutes acceptance of these terms.

Close-out of Permits

- When installation is complete and rated wall/slab penetrations are sealed, the permit holder notifies the Maintenance/Safety/Security Department. The permit holder updates the permit to include any deviation from the original path and any other additions or alterations.
- If time and/or staffing of the Maintenance/Safety/Security Department permits; a staff member will inspect all rated wall/slab penetrations for completed fire stopping on the day of the completed work or not more than 3 working days.

Section: FIRE SAFETY	LS.02.01.40	Effective Date: 10/31/11
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- Staff member performing the inspection signs the penetrations permit after verifying that all penetrations have been properly sealed. If penetrations are found not sealed; staff member will contact permit holder to seal penetrations before final payment is rendered.
- Final payment to a contractor is authorized only after the Maintenance/Safety/Security Department validates all penetrations have been properly sealed.

EXISTING PENETRATIONS

- After using an existing penetration, an employee or contractor must:
 - Seal and fire stop the penetration
 - Report the penetration to the Maintenance/Safety/Security Department if it is of a size and scope beyond the needs of the current job.
- If a contractor or employee does not either create or use but observes a penetration in a fire wall or smoke barrier, the individual must either repair the penetration or to report it to the Maintenance/Safety/Security Department.

PROCEDURES FOR CONSTRUCTION AND RENOVATION PROJECTS

- Drawings must indicate rated smoke and fire barriers.
- For ever construction or renovation project; bidders must be informed of their responsibility to bring all rated fire walls and smoke barriers into code compliance.
- Specifications requires contractors to properly seal all penetrations, a failure to do so may result in withholding and/or reducing payment until such work is completed.
- Should the contractor fail to complete the work, the withheld monies may be used to cover the expense of hiring another contractor/vendor to rectify the work.

PROCEDURES FOR PREVENTIVE MAINTENANCE AND INSPECTION

The Maintenance/Safety/Security Department will coordinate and document inspection and repairs in accordance with the following guidelines:

- Maintenance/Safety/Security Department maintains documentation of the inspections.
- Staff inspects all walls at least annually.
- Contractors may be used to supplement in-house staff for repairs.

DIVISION 1 - GENERAL REQUIREMENTS

SECTION 01010 - SUMMARY OF THE WORK

WORK INCLUDED IN THE CONTRACT DOCUMENTS:

This project consists of Interior Renovations to a Single-Story 9,340 square foot Medical Office Building owned by Opelousas General Health System. Renovations consist of minor demolition work, including trenching of floor slab to install new sewer lines. New metal stud and drywall partitions; new metal door frames, and finish interior wood doors; new door hardware to meet ADA-AG standards; resilient floors and bases; modification to suspended ceiling system; new plumbing fixtures including extending sewer lines, and domestic water lines. New light fixtures; new 120V receptacles; relocation of fixtures, switches, and receptacles; adding circuit breakers where required; empty conduit and wall boxes for new Data Outlets. New PLAM clad countertops, and cabinets; painting; modifications to existing HVAC systems, including duct extensions, and new ceiling diffusers & return-air grilles, and relocation of existing supply and return; testing and balancing of the existing building HVAC system.

Owner will furnish new interior signs for contractor to install. Owner will be responsible for material and labor for work associated with the existing F/A (fire alarm) system. Nurse Call / Paging system; Data and Telephone Security Alarm System.

The facility will not be occupied when work is being performed.

Bids will be accepted from Louisiana-licensed contractors holding a "Building Construction" classification who comply with provisions of the Advertisement for Bids and Instructions to Bidders. Sub-contract phases of the work that do not fall under this classification to licensed, qualified individuals or companies. All such work shall be performed in accordance with applicable codes and ordinances and acceptable trade practices.

The Contractor shall be required to accept the site and other existing conditions as they are at the time of bidding.

The above is intended as a general description of the work and scope of the project, and is not intended to fully describe all materials, trades, or limitations of the Project. Bidders shall not rely upon any dimensions or quantities stated on the drawings or in the specifications, but shall determine these independently by inspection of existing conditions prior to bidding.

Bidders should refer to the General and Supplementary Conditions in the Project Manual for insurance and bond requirements.

The Owner is exempt from state and local sales and use taxes. Do not include the taxes in your Bid.

DIVISION 1 - GENERAL REQUIREMENTS

SECTION 01019 - CONTRACT CONSIDERATIONS

PART 1 GENERAL

SECTION INCLUDES

Schedule of values.

Application for payment.

RELATED SECTIONS

Section 01027 - Applications For Payment.

Section 01028 - Modification Procedures.

SCHEDULE OF VALUES

Submit a printed schedule on AIA Form G703 - Application and Certificate for Payment Continuation Sheet.

Submit Schedule of Values in duplicate within 14 days after commencement date established in Notice to Proceed.

Format: Identify each line item with number and title of the major specification Section. Identify bonds and insurance,

Include within each line item, a direct proportional amount of Contractor's overhead and profit.

Revise schedule to list approved Change Orders, with each Application For Payment.

APPLICATIONS FOR PAYMENT

Submit three copies of each application on AIA Form G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet.

Content and Format: Utilize Schedule of Values for listing items in Application for Payment.

Payment Period: One Month.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

SECTION 01027 - APPLICATIONS FOR PAYMENT

PART 1 GENERAL

SECTION INCLUDES

Procedures for preparation and submittal of applications for payment.

RELATED SECTIONS

Agreement: Contract Sum/Price and unit prices, amounts of progress payments and retainages, time schedule for submittals.

General and Supplementary Conditions: Progress payments and final payment.

Section 01019 - Contract Considerations: 01028 - Modification Procedures: Procedures for changes to the Work.

Section 01019 - Contract Considerations: Schedule of values.

Section 01300 - Submittals: Submittal procedures.

Section 01700 - Contract Closeout: Final payment.

FORMAT

AIA G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet including continuation sheets when required.

PREPARATION OF APPLICATIONS

Present required information in typewritten form.

Execute certification by notarized signature of authorized officer.

Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.

List each authorized Change Order as an extension on AIA G703 - Continuation Sheet, listing Change Order number and dollar amount as for an original item of Work.

Prepare Application for Final Payment as specified in Section 01700.

SUBMITTAL PROCEDURES

Submit three copies of each Application for Payment.

Payment Period: Submit at monthly intervals. Ending date of each pay period should be the 25th of the month.

Submit with transmittal letter as specified for Submittals in Section 01300.

SUBSTANTIATING DATA

When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question.

Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01028 - MODIFICATION PROCEDURES

PART 1 GENERAL

SECTION INCLUDES

Submittals.

Documentation of change in Contract Sum/Price and Contract Time.

Change procedures.

Construction Change Directive.

Stipulated Sum change order.

Time and material change order.

Execution of change orders.

Correlation of Contractor submittals.

RELATED SECTIONS

Agreement and General and Supplementary Conditions.

Section 01027 - Applications for Payment: Payment applications.

Section 01300 - Submittals: Progress Schedules

Section 01300 - Submittals: Schedule of values.

Section 01600 - Material and Equipment: Product options and substitutions.

Section 01700 - Contract Closeout: Project record documents.

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.

Change Order Forms: AIA G701 Change Order.

DOCUMENTATION OF CHANGE IN CONTRACT SUM/PRICE AND CONTRACT TIME

Maintain detailed records of work done on a time and material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work.

Document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.

On request, provide additional data to support computations:

- Quantities of products, labor, and equipment.
- Taxes, insurance, and bonds.
- Overhead and profit.

- Justification for any change in Contract Time.
- Credit for deletions from Contract, similarly documented.

Support each claim for additional costs, and for work done on a time and material basis, with additional information:

- Origin and date of claim.
- Dates and times work was performed, and by whom.
- Time records and wage rates paid.
- Invoices and receipts for products, equipment, and subcontracts, similarly documented.

CHANGE PROCEDURES

The Architect/Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum/Price or Contract Time as authorized by AIA A201, 1997 Edition, Paragraph 7.4 by issuing supplemental instructions.

The Architect/Engineer 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 ten days.

CONSTRUCTION CHANGE DIRECTIVE

Architect/Engineer may issue a document, signed by the Owner, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.

The document will describe changes in the Work, and will designate method of determining any change in Contract Sum/Price or Contract Time.

Promptly execute the change in Work.

STIPULATED SUM CHANGE ORDER

Based on Proposal Request and Contractor's estimated price quotation or Unit Price bid.

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/Engineer will determine the change allowable in Contract Sum/Price and Contract Time as provided in the Contract Documents.

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.

EXECUTION OF CHANGE ORDERS

Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

MODIFICATION PROCEDURES

CORRELATION OF CONTRACTOR SUBMITTALS

Promptly revise Schedule of Values and Application for Payment, Progress Schedules.

Promptly enter changes in Project Record Documents.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

MODIFICATION PROCEDURES

01028 - 3

SECTION 01039 - COORDINATION AND MEETINGS

PART 1 GENERAL

SECTION INCLUDES

Coordination.

Pre-construction meeting.

Progress meetings.

COORDINATION

Coordinate scheduling, submittals, and Work of the various sections of the Project Manual to assure efficient and orderly sequence of installation of interdependent construction elements.

Coordinate completion and clean up of Work of separate sections in preparation for Substantial Completion, and for portions of Work designated for Owner's occupancy.

PRE-ROOFING MEETING

Architect/Engineer will schedule a meeting after Notice of Award.

Attendance Required: Owner's Representative, Architect/Engineer, Contractor and major Sub-Contractors.

Agenda:

1. Designation of personnel representing the parties in Contract, and the Architect/Engineer.
2. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
3. Scheduling.
4. Staging, Parking, Security, Safety, Restrictions.

Contractor to record minutes and distribute copies within seven days after meeting to participants, with copies to the Architect/Engineer, Owner, participants, and those affected by decisions made.

PROGRESS MEETINGS

Schedule and administer meetings throughout progress of the Work at maximum of one-month intervals.

Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

Attendance Required: Job superintendent, Owner's Representative, Architect/Engineer, sub-contractors as appropriate to agenda topics for each meeting.

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 of submittals schedule and status of submittals.
6. Maintenance of progress schedule.
7. Coordination of projected progress.
8. Maintenance of quality and work standards.
9. Effect of proposed changes on progress schedule and coordination.
10. Other business relating to Work.
11. Review of Safety measures.

Record minutes and distribute copies within seven days after meeting to participants, with copies to Architect/Engineer, Owner, participants, and those affected by decisions made.

PART 2 PRODUCTS

Not Applicable

PART 3 EXECUTION

Not Applicable

END OF SECTION

SECTION 01045 - CUTTING AND PATCHING

PART 1 GENERAL

SECTION INCLUDES

Requirements and limitations for cutting and patching of Work.

RELATED SECTIONS

Section 01010 - Summary of Work: Work by Owner or by separate contractors.

Section 01300 - Submittals.

Section 01600 - Materials and Equipment: Product options and substitutions.

Individual Product Specification Sections:

- Cutting and patching incidental to work of the section.
- Advance notification to other sections of openings required in work of those sections.

SUBMITTALS

Submit written request in advance of cutting or alteration which affects:

- Structural integrity of any element of Project.
- Integrity of weather exposed or moisture resistant element.
- Efficiency, maintenance, or safety of any operational element.
- Visual qualities of sight exposed elements.
- Work of Owner or separate contractor.

Include in request:

- Identification of Project.
- Location and description of affected Work.
- Necessity for cutting or alteration.
- Description of proposed Work and Products to be used.
- Alternatives to cutting and patching.
- Effect on work of Owner or separate contractor.
- Written permission of affected separate contractor.
- Date and time work will be executed.

PART 2 PRODUCTS

MATERIALS

Primary Products: Those required for original installation.

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

PART 3 EXECUTION

EXAMINATION

Examine existing conditions prior to commencing Work, including elements subject to damage or movement during cutting and patching.

After uncovering existing Work, assess conditions affecting performance of work.

Beginning of cutting or patching means acceptance of existing conditions.

PREPARATION

Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.

Provide protection from elements for areas which may be exposed by uncovering work.

Maintain excavations free of water.

CUTTING

Execute cutting and fitting, including excavation and fill to complete the Work.

Uncover work to install improperly sequenced work.

Remove and replace defective or non-conforming work.

Remove samples of installed work for testing [when requested].

Provide openings in the Work for penetration of mechanical and electrical work.

Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight-exposed surfaces.

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

PATCHING

Execute patching to complement adjacent Work.

Fit Products together to integrate with other Work.

Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.

Employ original installer to perform patching for weather exposed and moisture resistant elements, and sight-exposed surfaces.

Restore work with new Products in accordance with requirements of Contract Documents.

Fit work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material to full thickness of the penetrated element.

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

CUTTING AND PATCHING

01045 - 2

SECTION 01090 - REFERENCE STANDARDS

PART 1 GENERAL

SECTION INCLUDES

Quality assurance.

QUALITY ASSURANCE

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.

Conform to reference standard by date of issue current on date for receiving bids, or date of Owner-Contractor Agreement when there are no Bids.

Obtain copies of standards when required by the Contract Documents.

Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.

Should specified reference standards conflict with Contract Documents, request clarification from the Architect/Engineer before proceeding.

Neither the contractual relationship, duties, and responsibilities of the parties in Contract nor those of the Architect/Engineer shall be altered from the Contract Documents by mention or inference otherwise in any referenced document.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

SECTION 01120 - ALTERATION PROJECT PROCEDURES

PART 1 - GENERAL

REQUIREMENTS INCLUDE:

Coordinate work of trades and schedule elements of alterations and renovation work by procedures and methods to expedite completion of the Work.

In addition to demolition specified and/or specifically shown, cut, move, or remove items as necessary to provide access or to allow alterations and new work to proceed. Include such items as:

- Repair or removal of hazardous or unsanitary conditions.
- Removal of abandoned items and items serving no useful purpose, such as abandoned piping, conduit and/or wiring.
- Removal of unsuitable or extraneous materials not marked for salvage, such as abandoned equipment, and debris such as rotted wood, rusted metals, and deteriorated concrete.
- Cleaning of surfaces and removal of surface finishes as needed to install new work and finishes.

Patch, repair, and refinish existing items to remain, to the specified condition of each material, with a workmanlike transition to adjacent new items of construction.

ALTERATIONS, CUTTING AND PROTECTION:

Assign the work of moving, removal, cutting and patching, to trades qualified to perform the work in a manner to cause least damage to each type of work, and provide means of returning surfaces to appearance of new work.

Perform cutting and removal work to remove minimum necessary, and in a manner to avoid damage to adjacent work. Cut finish surfaces such as masonry, tile, plaster, or metals, by methods to terminate surfaces in a straight line at a natural point of division.

Protect existing finishes, equipment, and adjacent work which is scheduled to remain, from damage. Protect existing and new work from weather and extremes of temperature. Provide heat, cooling, and humidity control as needed to prevent damage to remaining existing work and to new work.

SCHEDULING:

Coordinate work of a noisy nature or which will produce excessive vibrations, with the Owner's representative. Adjust schedule as necessary to prevent disruption of Owner's operations.

PART 2 - PRODUCTS

SALVAGED MATERIALS:

Salvage and Disposition of Material and Equipment: The Owner shall have priority for the selection of salvaged equipment and materials. Any equipment and material selected to remain the property of the Owner shall be removed and delivered to a location as designated by the Owner. Material not retained by the Owner shall become the property of the Contractor and shall be removed from the site by him.

Salvage sufficient quantities of cut or removed material to replace damaged work of existing construction, when material is not readily obtainable on current market.

- Use particular care in removal and salvage of items. Store salvaged items in a dry, secure place on site.

- Do not incorporate salvaged or used material in new construction except when noted, specified, or with permission of Architect.

PRODUCTS FOR PATCHING, EXTENDING, AND MATCHING:

Provide same products or types of construction as that in existing structure, as needed to patch, extend, or match existing work. Generally, Contract Documents will not define products or standards of workmanship present in existing construction; Contractor shall determine products by inspection and any necessary testing, and workmanship by use of the existing as a sample of comparison.

Presence of a product, finish, or type of construction, requires that patching, extending, or matching shall be performed as necessary to make Work complete and consistent to identical standards of quality.

PART 3 - EXECUTION

PERFORMANCE:

Patch and extend existing work using skilled mechanics who are capable of matching existing quality of workmanship. Quality of patched or extended work shall be not less than that specified for new work.

ADJUSTMENTS:

Where partitions or other existing items are removed, and where new partitions or other items are added, patch floors, walls, and ceilings, with finish materials to match existing or new as applicable.

Where removal of partitions results in adjacent spaces becoming one, rework floors and ceilings to provide smooth planes without breaks, steps, or bulkheads.

Where extreme change of plane of two inches or more occurs, request instructions from Architect as to method of making transition.

DAMAGED SURFACES:

Patch and replace any portion of an existing finished surface which is found to be damaged, lifted, discolored, or shows other imperfections, with matching material.

Provide adequate support of substrate prior to patching the finish.

Refinish patched portions of painted or coated surfaces in a manner to produce uniform color and texture over entire surface.

When existing surface finish cannot be matched, refinish entire surface to nearest intersections.

TRANSITION FROM EXISTING TO NEW WORK:

When new Work abuts or finishes flush with existing work, make a smooth and workmanlike transition. Patched work shall match existing adjacent work in texture and appearance so that the patch or transition is invisible at a distance of five feet.

When finished surfaces are cut in such a way that a smooth transition with new Work is not possible, terminate existing surface in a neat manner along a straight line at a natural line of division, and provide trim appropriate to finished surface.

CLEANING:

Perform periodic and final cleaning. At completion of work of each trade, clean area and make surfaces ready

for work of successive trades.

SECTION 01300 - SUBMITTALS

PART 1 - GENERAL

SUMMARY

This Section specifies administrative and procedural requirements for submittals required for performance of the Work, including:

- Contractor's construction schedule.
- Submittal schedule.
- Shop Drawings.
- Product Data.
- Samples.

Administrative Submittals: Such submittals include, but are not limited to :

- Permits.
- Applications for payment.
- Performance and payment bonds.
- Insurance certificates.
- List of Subcontractors.
- Contract recordation receipt.
- No-lien certificate.
- Schedule of Values

SUBMITTAL PROCEDURES

Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for resubmittals.

Submittal Transmittal: Transmit each submittal from Contractor to Architect using a transmittal form.

Contractor shall stamp each submittal showing "Approved" or "Approved as Noted", date, signature, or name of company before submitting to Architect.

CONTRACTOR'S CONSTRUCTION SCHEDULE

Progress Schedule: Prepare a fully developed, Contractor's construction schedule. As specified in The General Conditions.

Work Stages: Indicate important stages of construction for each major portion of the Work, including testing and installation.

Distribution: Distribute copies to the Architect, Owner, Subcontractors.

Schedule Updating: Revise the schedule after each meeting or activity. Issue the updated schedule concurrently with report of each meeting.

SUBMITTAL SCHEDULE

Prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for establishment of the Contractor's construction schedule.

SHOP DRAWINGS

Submit information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Provide stamp as described in "Submittals".

Include the following information:

- Dimensions.
- Identification of products and materials included.
- Compliance with specified standards.
- Notation of coordination requirements.
- Notation of dimensions established by field measurement.

Submittal: Submit five blue - or black - line print for the Architect's review; make prints as required for distribution.

PRODUCT DATA

Product data includes printed information such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves. Review and stamp as described in "Submittals".

Mark each copy to show applicable choices and options. Include the following:

- Manufacturer's printed recommendations.
- Compliance with recognized trade association standards.
- Compliance with recognized testing agency standards.
- Application of testing agency labels and seals.
- Notation of dimensions verified by field measurement.
- Notation of coordination requirements.

Distribute to appropriate parties.

SAMPLES

Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed.

Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for an actual component as delivered and installed.

Maintain a set of Samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.

ARCHITECT'S ACTION

Except for submittals for record, information, or similar purposes, where action and return is required or requested, the Architect will review each submittal, mark to indicate action taken, and return promptly.

Compliance with specified characteristics is the Contractor's responsibility.

PART 2 - PRODUCTS

(Not Applicable).

PART 3 - EXECUTION

(Not Applicable).

SECTION 01310 - PROGRESS SCHEDULES

PART 1 GENERAL

SECTION INCLUDES

Format.

Content.

Revisions to schedules.

Submittals.

RELATED SECTIONS

Section 01010 - Summary of Work:

Section 01019 - Contract Considerations: 01027 - Applications for Payment: Application for payment.

Section 01300 - Submittals: Shop drawings, product data, and samples and schedule of values.

FORMAT

Prepare schedules as a horizontal bar chart with separate bar for each major portion of Work or operation, identifying first work day of each week.

Sequence of Listings: The chronological order of the start of each item of Work.

Scale and Spacing: To provide space for notations and revisions.

Sheet Size: Minimum 11 x 17 inches.

CONTENT

Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.

Identify each item by specification section number.

Identify work of separate stages, separate floors and/or other logically grouped activities.

Provide sub-schedules for each stage of Work identified in Section 01010.

Provide sub-schedules to define critical portions of the entire schedule.

Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.

Provide separate schedule of submittal dates for shop drawings, product data, and samples, including Owner furnished products, and dates reviewed submittals will be required from

Architect/Engineer. Indicate decision dates for selection of finishes.

Indicate delivery dates for Owner furnished products.

Coordinate content with schedule of values specified in Section 01019.

REVISIONS TO SCHEDULES

Indicate progress of each activity to date of submittal, and projected completion date of each activity.

Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.

Provide narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect, including the effect of changes on schedules of separate contractors.

SUBMITTALS

Submit initial schedules within 10 days after commencement date established in Notice to Proceed. After review, resubmit required revised data within seven days.

Submit revised Progress Schedules with each Application for Payment.

Submit the number of opaque reproductions which Contractor requires, plus one copy which will be retained by Architect/Engineer.

DISTRIBUTION

Distribute copies of reviewed schedules to Project site file, Subcontractors, suppliers, and other concerned parties.

Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

PROGRESS SCHEDULES

01310 - 2

SECTION 01400 - QUALITY CONTROL

PART 1 GENERAL

SECTION INCLUDES

Quality assurance - control of installation.

Tolerances, References, Mockup.

Inspecting and testing laboratory services.

Manufacturers' field services and reports.

RELATED SECTIONS

Section 01300 - Submittals: Submission of manufacturers' instructions and certificates.

Section 01410 - Testing Laboratory Services.

Section 01600 - Material and Equipment: Requirements for material and product quality.

Section 01650 - Starting of Systems.

QUALITY ASSURANCE - CONTROL OF INSTALLATION

Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.

Comply with manufacturers' instructions, including each step in sequence.

Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.

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.

Perform work by persons qualified to produce workmanship of specified quality.

Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

TOLERANCES

Monitor tolerance control of installed Products to produce acceptable Work. Do not permit tolerances to accumulate.

Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.

Adjust Products to appropriate dimensions; position before securing Products in place.

REFERENCES

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.

Conform to reference standard by date of issue current on date for receiving bids, or date specified in the individual specification sections, except where a specific date is established by code.

Obtain copies of standards where required by product specification sections.

Should specified reference standards conflict with Contract Documents, request clarification from the Architect before proceeding. Neither the contractual relationship, duties, and responsibilities of the parties in Contract nor those of the Architect/Engineer shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01500 - CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

PART 1 GENERAL

SECTION INCLUDES

Temporary Utilities: Electricity, lighting, heat, ventilation, telephone service, water, and sanitary facilities.

Temporary Controls: Barriers, enclosures and fencing, protection of the Work, and water control.

Construction Facilities: Access roads, parking, progress cleaning, project signage, and temporary buildings.

RELATED SECTIONS

Section 01550 - Access Route and Parking Areas.

Section 01700 - Contract Closeout: Final cleaning.

TEMPORARY ELECTRICITY

Contractor may use existing on-site power for construction purposes if available and sufficient for power needs.

Provide power outlets for construction operations, with branch wiring and distribution boxes located as required. Provide GFI protection per OSHA and NEC. Wiring shall be heavily insulated to protect against accidental abrasion and cuts such as SO cable. Romex not permitted. Extension cords shall be heavy duty, waterproof, U.L. approved.

Provide main service disconnect and overcurrent protection at convenient location. Permanent convenience receptacles may be utilized during construction.

TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

Provide and maintain lighting for construction operations to achieve adequate levels for the tasks required to be performed.

Provide and maintain adequate lighting to exterior staging and storage areas after dark for security purposes.

Provide and maintain adequate lighting after dark for construction activities and security purposes. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required. Wiring shall comply with provisions of "Temporary Electricity" above.

Maintain lighting and provide routine repairs.

Permanent building lighting may be utilized during construction.

Maintain adequate ambient temperature in areas where construction is in progress.

TELEPHONE SERVICE

Provide, maintain, and pay for telephone service to project site at date of commencement. This may be a cellular phone available at all times on project site.

TEMPORARY WATER SERVICE

Contractor may utilize existing on-site source for construction purposes.

SANITARY FACILITIES

Existing facilities may be utilized; however, these must be maintained in a clean condition. Contractor is responsible for supplies and trash disposal.

BARRIERS

Provide barriers to prevent unauthorized entry to construction areas. The extent of required barriers will be discussed at the Pre-Bid Meeting and at the Pre-Construction Meeting.

Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

POLLUTION CONTROL

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.

PROTECTION OF INSTALLED WORK

Protect installed Work and provide special protection where specified in individual specification sections.

Provide temporary and removable protection for installed Products. Control activity in immediate work area to prevent damage.

PROGRESS CLEANING AND WASTE REMOVAL

Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

Collect and remove waste materials, debris, and rubbish from site periodically and dispose off-site.

REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion.

Clean and repair damage caused by installation or use of temporary work.

Restore existing and permanent facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

Replace filters on HVAC equipment operated during the project.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

SECTION 01550 - ACCESS ROUTE AND PARKING AREAS

PART 1 GENERAL

SECTION INCLUDES

Access route.
Parking.
Maintenance.
Removal, repair.

RELATED SECTIONS

Section 01010 - Summary of Work: Work sequence, Owner occupancy.
Section 01039 - Coordination and Meetings: Project coordination.
Section 01500 - Construction Facilities and Temporary Controls: Temporary Construction.

PART 2 PRODUCTS

MATERIALS

Temporary Construction: Contractor's option.

PART 3 EXECUTION

SITE ACCESS

Access Roads: Use public roads; comply with posted legal load limits.

PARKING

Parking on owner's property will be at the direction of the owner.

MAINTENANCE

Maintain traffic and parking areas in a sound condition free of construction material, and equipment, and debris.

Maintain areas used for construction; promptly repair damage to maintain paving and drainage in original, or specified, condition.

REMOVAL, REPAIR

Remove temporary materials and construction at Substantial Completion.

Repair permanent facilities damaged by use, to original or specified condition.

END OF SECTION

SECTION 01600 - MATERIAL AND EQUIPMENT

PART 1 GENERAL

SECTION INCLUDES

Products.

Transportation and handling.

Storage and protection.

Substitutions.

RELATED SECTIONS

Section 00100 - Instructions to Bidders: Product options and substitution procedures.

Section 01400 - Quality Control: Product quality monitoring.

TRANSPORTATION AND HANDLING

Transport and handle Products in accordance with manufacturer's instructions.

Promptly inspect shipments to ensure that Products comply with requirements, quantities are correct, and Products are undamaged.

Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

STORAGE AND PROTECTION

Store and protect Products in accordance with manufacturers' instructions, with seals and labels intact and legible.

Store sensitive Products in weather tight, climate-controlled enclosures.

For exterior storage of fabricated Products, place on sloped supports, above ground.

Provide bonded off-site storage and protection when site does not permit on-site storage or protection.

Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation or potential degradation of Product.

Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.

Arrange storage of Products to permit access for inspection. Periodically inspect to verify Products are undamaged and are maintained in acceptable condition.

SUBSTITUTIONS

Instructions to Bidders specify time restrictions for submitting requests for Substitutions during the

bidding period to requirements specified in this section.

Substitutions after award may be considered when a Product becomes unavailable through no fault of the Contractor.

Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.

A request constitutes a representation that the Contractor:

- Has investigated proposed Product and determined that it meets or exceeds the quality level of the specified Product.
- Will provide the same warranty for the Substitution as for the specified Product.
- 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.
- Waives claims for additional costs or time extension which may subsequently become apparent.
- Will reimburse Owner and Architect/Engineer for review or redesign services associated with re-approval by authorities.
- Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- Substitution Submittal Procedure:
 - Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
 - Submit shop drawings, product data, and certified test results attesting to the proposed Product equivalence. Burden of proof is on proposer.
 - The Architect/Engineer will notify Contractor in writing of decision to accept or reject request.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

SECTION 01700 - CONTRACT CLOSEOUT

PART 1 GENERAL

SECTION INCLUDES

Closeout procedures.
Final cleaning.
Project record documents.
Maintenance data.
Warranties.

RELATED SECTIONS

Section 01500 - Construction Facilities and Temporary Controls: Progress cleaning.
Section 01740 - Warranties and Bonds.

CLOSEOUT PROCEDURES

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/Engineer's review.

Provide submittals to Owner that are required by governing or other authorities.

Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

FINAL CLEANING

Execute final cleaning prior to final project assessment.

Clean interior areas were used or renovated during work on project . Remove dust and debris from both concealed and occupied spaces.

Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.

Replace filters of operating equipment used during construction or if required to perform HVAC test and balancing

Clean site of debris, dirt, mud, oil, or other materials resulting from construction operations.

Remove waste and surplus materials, rubbish, and construction facilities from the site.

PROJECT RECORD DOCUMENTS

Maintain on site, one set of the following record documents; record actual revisions to the Work:

- Drawings.
- Specifications.
- Addenda.
- Change Orders and other modifications to the Contract.
- Reviewed Shop Drawings, Product Data, and Samples.

- Manufacturer's instruction for maintaining roof.

Clearly describe changes by graphic line and notes as required. Date all entries and call attention to entries by a "cloud" drawn around the area or areas affected.

Ensure entries are complete and accurate, enabling future reference by Owner.

Store record documents separate from documents used for construction.

Record information concurrent with construction progress.

- Manufacturer's name and product model and number.
- Product substitutions or alternates utilized.
- Changes made by Addenda and modifications.

Submit documents to Architect/Engineer for review and approval.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

SECTION 01730 - OPERATION AND MAINTENANCE DATA

PART 1 GENERAL

SECTION INCLUDES

Format and content of manuals.
Instruction of Owner's personnel.
Schedule of submittals.

RELATED SECTIONS

Section 01300 - Submittals: Submittals procedures. Shop drawings, product data, and samples.
Section 01400 - Quality Control: Manufacturers' instructions.
Section 01400 - Quality Control: 01410 - Testing Laboratory Services: Test and balance reports.
Section 01600 - Material and Equipment: Systems demonstration.
Section 01700 - Contract Closeout: Contract closeout procedures, project record documents.
Section 01740 - Warranties and Bonds.
Individual Specifications Sections: Specific requirements for operation and maintenance data.

QUALITY ASSURANCE

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

FORMAT

Prepare data in the form of an instructional manual.

Binders: Commercial quality, 8-1/2 x 11-inch three ring binders with durable covers. When multiple binders are used, correlate data into related consistent groupings.

Identify each Manual on the Cover and Binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.

Provide tabbed indexed for each separate product and system, with typed description of product and major component parts of equipment.

Text: Manufacturer's printed data, or typewritten data.

Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

Contents: Prepare a Table of Contents for each volume, with each Product or system description identified, in three parts as follows:

- Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
- 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:
 - Significant design criteria.
 - List of equipment.
 - Parts list for each component.
 - Operating instructions.
 - Maintenance instructions for equipment and systems.
 - Maintenance instructions for finishes, including recommended cleaning methods and

- materials, and special precautions identifying detrimental agents.
- Part 3: Project documents and certificates, including the following:
 - Shop drawings and product data.
 - Air and water balance reports.
 - Certificates.
 - Photocopies of warranties and bonds.

CONTENTS, EACH VOLUME

Table of Contents: Provide title of Project; names, addresses, and telephone numbers of Architect/Engineer, Subconsultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.

For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.

Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.

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.

Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01400.

Warranties and Bonds: Bind in copy of each, as specified in Section 01740.

MANUAL FOR MATERIALS AND FINISHES

Building Products, Applied Materials, and Finishes: Include product data, with catalog number, size, composition, and color and texture designations. Provide information for re-ordering custom manufactured Products.

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.

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.

Additional Requirements: As specified in individual Product specification sections.

Provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

MANUAL FOR EQUIPMENT AND SYSTEMS

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 model number of replaceable parts.

Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.

Include color coded wiring diagrams as installed.

Operating Procedures: Include start-up, break-in, and routine normal operating instructions and

OPERATION AND MAINTENANCE DATA

sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.

Maintenance Requirements: Include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

Provide servicing and lubrication schedule, and list of lubricants required.

Include manufacturer's printed operation and maintenance instructions.

Include sequence of operation by controls manufacturer.

Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

Provide control diagrams by controls manufacturer as installed.

Provide Contractor's coordination drawings, with color coded piping diagrams as installed.

Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.

Include test and balancing reports as specified.

Additional Requirements: As specified in individual Product specification sections.

Provide a listing in Table of Contents for design data, with tabbed index.

SUBMITTALS

Submit 1 copy of completed volumes 15 days prior to final inspection. This copy will be reviewed and returned with Architect/Engineer comments. Revise content of all document sets as required prior to final submission.

Submit two sets of revised final volumes in bounded hard-copy format, and one in electronic format in PDF Files on a flash drive within 10 days after final inspection.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01740 - WARRANTIES AND BONDS

PART 1 GENERAL

SECTION INCLUDES

Preparation and submittal.

Time and schedule of submittals.

RELATED SECTIONS

Instruction to Bidders:

General Conditions: Warranty and correction of work.

Section 01700 - Contract Closeout: Contract closeout procedures.

Individual Specifications Sections: Warranties required for specific Products or Work.

PREPARATION OF SUBMITTALS

Obtain warranties executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within ten days after Substantial Completion of the work. Date of beginning of warranty shall not be earlier than the Date of Acceptance on the Certificate of Substantial Completion.

Verify that documents are in proper form and contain full information.

Co-execute submittals when required.

TIME OF SUBMITTALS

Make submittals within ten days after Date of Substantial Completion, prior to final Application for Payment.

For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within ten days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

SECTION 03200 - CONCRETE REINFORCEMENT

PART 1 - GENERAL

RELATED DOCUMENTS:

- Drawings
- Section 03300-

DESCRIPTION OF WORK:

Furnish and install reinforcing steel for concrete used to fill trenches for new sanitary sewer lines.

PART 2 - PRODUCTS

REINFORCING MATERIALS:

Reinforcing Bars: ANSI/ASTM A 615, Grade 60 #3, deformed, dowels length as required to extend a minimum by 6" into existing concrete and 6" into new concrete.

PART 3 - EXECUTION

Comply with Concrete Reinforcing Steel Institute's recommended practice for "Placing Reinforcing Bars".

Clean reinforcement of loose rust and mill scale, earth, ice, and other materials which reduce or destroy bond with concrete.

Drill holes for dowels into existing slab, and space dowels not to exceed 24" on each side of trench.

Place reinforcement to obtain at least minimum coverages for concrete protection.

SECTION 03300 - CONCRETE

PART 1 - GENERAL

CAST-IN-PLACE CONCRETE:

Work generally includes: patching of concrete slab where trenching has been done for new or abandoned sanitary sewer lines.

RELATED SECTIONS:

- Section 03200 – Concrete Reinforcing
- Plumbing Drawings

TESTING:

None required.

MIXING, DELIVERY:

Ready-mix concrete (ASTM C-94)

Proportion mix for normal weight concrete per ACI 301, Method 1. At contractor's option, concrete may be job-mixed using concrete mix by Quikrete meeting below requirements.

PART 2 - PRODUCTS

MATERIALS FOR READY MIX:

Cement: Portland Cement of American Manufacturer ASTM C-150, Type 1.

Coarse Aggregate: Washed gravel (Crystalline Rock) free from shale or other soft materials, ASTM C-33
Gradation:

- Slabs: Pea Gravel

Fine Aggregate: Clean sharp sand, ASTM C-33.

Water: Clean and free from oil, alkali, sugar and all deleterious substances.

<u>Ready-mix Design:</u>	<u>28-Day min. Strength</u>	<u>Min. Cement</u>	<u>Max. Slump</u>
	3,000 psi	5.0 sks	4" - 5"

Sack-Crete: "Quikrete" 3,000 psi, mixed as per manufacturer's instructions.

REINFORCING:

Where trenches are wider than 12 inches, install wire mesh in concrete (6x6 #6/6).

Dowel into existing slab at 24" o.c., both sides of concrete patch with #3 rebars, as described in Section 03200.

Bonding Agents: Polymer resin emulsion.

PART 3 - EXECUTION

PLACING CONCRETE:

Before Pouring:

- Check position of reinforcing.
- Sprinkle dry subgrade to eliminate suction.
- Remove all debris, etc. Also, make sure bottom of excavations are not mucky or unstable.
- Compact back fill by hand tamping or with mechanical packer.

FINISH:

Finishing Interior Concrete:

- Float slabs to desired grade and allow to stand until water sheen has disappeared.
- Trowel Finish level with existing floor slab.
- Cure as recommended by ACT and resilient flooring manufacturer.
- Protect from traffic for at least 7 days.

SECTION 06200 - FINISH CARPENTRY

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of contract, including General and Supplementary Conditions and Division 1, Specification sections, apply to work of this section.

DESCRIPTION OF WORK:

Include interior finished wood and plywood items not described elsewhere in the specifications.

Refer to Section 09200 – Gypsum Board and Metal Support System for light gauge metal studs and framing.

QUALITY ASSURANCE:

Factory-mark each piece of lumber and plywood with type, grade, mill, and grading agency identification.

CABINETRY:

Refer to Section 06400 – Casework for cabinetry specifications

Comply with requirements of the Architectural Woodwork Institute "Quality Standards and Specifications" except where details show differently on these contract Drawings.

Wood Treatment Data: Submit chemical treatment plant's certificate showing amount and type utilized.

Job Conditions: Do not install finished carpentry work until all framing and gypsum board work is completed.

PRODUCT DELIVERY, STORAGE AND HANDLING:

Protect finish carpentry material during transit, delivery, storage, and handling to prevent damage, soiling, and deterioration.

PART 2 - PRODUCTS

Interior Trim and Moldings for Painting: C & better appearance grade pine or poplar, stain grade.

Adhesive: H.B.Fuller, or approved equal, contact type waterproof construction adhesive, non-flammable.

MATERIALS:

Nominal sizes are indicated, except as shown by detailed dimensions. Provide dressed or worked and dressed lumber, as applicable, manufactured to the actual sizes as required by PS 20.

Moisture content of lumber to be 15% maximum. Acclimate lumber materials to interior conditions of building prior to installation to minimize shrink-swell potential.

PART 3 - EXECUTION

FINISHED CARPENTRY WORKMANSHIP:

Discard units of material which are unsound, warped, bowed, twisted, improperly treated, not adequately seasoned or too small to fabricate work with minimum of joints for optimum jointing arrangements or which are of defective manufacture with respect to surfaces, sizes or patterns.

Install the work plumb, level, true and straight with no distortions. Shim as required using concealed shims. Install to a tolerance of 1/8" in 8'-0" for plumb and level with 1/16" maximum offset in flush adjoining surfaces, 1/8" maximum offsets in revealed adjoining surfaces.

Scribe and cut work to fit adjoining work, and refinish cut surfaces or repair damage finish at cuts.

Standing and Running Trim: Install with minimum number of joints possible, using full-length pieces (from maximum length of lumber available) to the greatest extent possible. Stagger joints in adjacent and related members. Cope at returns, miter at corners, to produce tight fitting joints with full surface contact throughout length of joint. Use scarf joints for end-to-end joints.

Anchor finish carpentry work to anchorage devices or blocking built-in or directly attached to substrates. Secure to grounds stripping and blocking with countersunk, concealed fasteners and blind nailing as required for a complete installation. Except where prefinished matching fastener heads are required, use fine finishing nail for exposed nailing, countersunk and filled flush with finished surface, and matching final finish where transparent is indicated.

ADJUSTMENT, CLEANING, FINISHING AND PROTECTION:

Repair damaged and defective finish carpentry work wherever possible to eliminate defects functionally and visually; where not possible to repaint properly, replace woodwork. Adjust joinery for uniform appearance.

Clean finish carpentry work on exposed and semi-exposed surfaces.

Refer to Division 9 sections for final finishing of installed finish carpentry work.

SECTION 06400 - CASEWORK

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings

Section 06200 - Finished Carpentry

Section 06660 - Decorative Plastic Laminate

DESCRIPTION OF WORK:

Extent of plastic laminate casework is shown on Drawings. Work includes the fabrication and installation of custom components of base cabinets, wall cabinets, cabinet understructures, shelf units, and other units as indicated, installation of various countertops specified elsewhere.

Tops, cut-outs for accessories, and mechanical and electrical service fixtures common to casework are included as work of those sections. Provide framework and sub-surfaces for support of countertops. Provide anchorage. Coordinate with those trades for dimensions and anchoring.

QUALITY ASSURANCE:

Quality Standards:

Conform to requirements of the Architectural Woodwork Institute (AWI) for "Custom Grade" Casework except where more stringent requirements are specified herein.

Shop Drawings:

Submit casework shop drawings in accordance with Section 01300.

Product Handling:

Deliver casework only after wet operations in building are completed. Store completed casework in a ventilated place, protected from the weather. Protect finished surfaces from soiling and damage during handling and installation.

PART 2 - PRODUCTS

GENERAL REQUIREMENTS:

Defects: Any door that warps, twists, or shows other defects to a greater extent than allowed by the Standard Door Guarantee of the National Woodwork Manufacturers Association shall be replaced, including hanging, finishing, and installation of hardware.

Standards: Unless exceeded or modified by the requirements of this specification or shown otherwise, conform to requirements of the applicable sections of the Architectural Woodwork Institute Quality Standards and Guide Specifications, Premium Grade.

Fabrication: Pre-assemble casework at shop, as far as practicable. Deliver to the site after building is closed in and air conditioning system in operation. Form joints so as to avoid use of nails, as much as possible. Conceal nails and screws when necessary to use. Plain butt joints without an approved device for preventing separation at joints will not be accepted. Fabricate casework so as to permit it to be scribed to adjacent surfaces and installed without use of cover molds or planted-on trim, unless so shown on Drawings.

Plastic laminate covered surfaces are to be constructed of melamine clad MDF. Fasten hinges, catches, etc. only to faces of substrate or to solid wood strips glued in place.

Deliver casework with hardware specified under this section installed.

MATERIALS:

Laminated Plastics/Finishes: Refer to Section 06660.

Plastic Laminate Balancing Sheet: White heavy gauge plastic laminate backing sheet shall be textured surface and meet NEMA standards, and be of a type and thickness to properly balance face finish.

HARDWARE:

Hinges: Blum "European" hinges, self-closing 170 degrees concealed. One pair per door to 48" height, 1-1/2 pr. over 48" in height. Hinge to accommodate 13/16" thick laminated door. Finish to be LH-301 dull chrome.

Pulls: Wire type "D" pulls, brushed satin-nickel.

Drawer Slides: Equal to KV 8400 Full Extension; min. 100# capacity.

Drawer and Door Locks: National Hardware or equal 1-3/16" Disk Tumbler cylinder cam lock, with key, Nickel finish. Provide 4 keys per lock; key as directed. Provide 12 locks in Base Bid. Locate where shown on Casework shop drawings.

DETAILED REQUIREMENTS FOR CABINET CONSTRUCTION:

The standard for meeting the requirements of this specification will be AWI Custom Quality.

Cabinet Top and Bottom (Wall and Base): Base cabinet bottoms to be white colored laminate-clad (melamine) MDF interior side, 3/4" thick with phenolic neutral colored backer sheet on concealed side. Tops shall be 3/4" min. plywood or MDF with additional support as required. See Section 06660 for plastic laminate.

Cabinet Ends: White laminate-clad (melamine) MDF interior side, 3/4" thick with phenolic neutral colored backer sheet on concealed side. Holes drilled for adjustable shelves 1-1/4" o.c., or approved adjustable shelf support as shown on Drawings. Exposed edges of plastic laminate to match cabinet. Exposed exterior cabinet ends to be laminated with plastic laminate.

Adjustable Shelves: White polyester laminated (melamine) MDF two sides and front edge. Provide 3/4" standard shelving to 36" wide; 1" shelving 36" wide and over.

Cabinet Backs: Standard cabinet back to be 3/8" thick prefinished (melamine-clad MDF) white, for use on all cabinet with or without doors.

Doors and Drawer Fronts: Plastic laminated doors and drawer fronts to be 13/16" thick. Core material to be 3/4" thick melamine-clad MDF. Drawer fronts and hinged doors are to overlay the cabinet body. Maintain a maximum 3/16" reveal between pairs of doors, between door and drawer front, or between multiple drawer fronts within the cabinet. Exposed edges shall be matching plastic laminate.

Vertical and Horizontal Dividers: White laminate-clad (melamine) MDF, 3/4" thickness secured in cabinet with molded plastic clips or dowels. Front edge to be plastic laminate to match sides.

Door/Drawer Spreaders: Provide minimum 3/4" x 6" x full width white finished cabinet body spreaders

immediately behind all door/drawer and multiple drawer horizontal joints to maintain exact dimensions and close off reveal. Front edge to be plastic laminate.

Toe Space: 3/4" exterior plywood or pressure treated lumber. Resilient base is schedule in Division 9.

Plastic Laminate Clad Decorative Panels: To be constructed of 1/2" thick, MDF, either melamine clads or with a backer sheet, with high pressure plastic laminate face and exposed edges per Section 06660.

WORKMANSHIP:

Cabinet parts shall be accurately machined and bored for premium quality grade joinery construction.

End panels shall be doweled to receive bottom and top; back panel shall be fully housed into cabinet sides, top and bottom.

Drawer bottom shall be fully housed into sides, back and subfront; sides of drawer shall be fully dadoed to receive drawer back, fastened with glue and mechanical fasteners.

COORDINATION:

Coordinate work of this section with related work of other sections as necessary to obtain proper installation of all items. Verify site dimensions of cabinet locations in building prior to fabrication.

STORAGE AND PROTECTION:

Casework shall be protected in transit. Store under cover in a ventilated building not exposed to extreme temperature and humidity changes.

PART 3 - EXECUTION

CASEWORK INSTALLATION:

All work shall be plumb, level, true and straight with no distortions. Shim as required using concealed shims. Where casework abutts other finished work, scribe and apply filler strips for accurate fit with fasteners concealed, where practicable.

Set base cabinets straight, plumb, and level. Fasten each individual cabinet to floor at toe space with fasteners spaced 24" o.c. Bolt continuous cabinets together. Secure individual cabinets with not less than 2 fasteners into floor where they do not adjoin other cabinet. Where required, assemble units into one integral unit with joints flush, tight, and uniform. Align similar adjoining doors and drawers to a tolerance of 3/16".

Securely fasten wall cabinets to solid supporting material built into framing. Anchor, adjust, and align wall cabinets as specified for base cabinets. Reinforcement of stud walls to support wall-mounted cabinets will be done during wall erection by trade involved.

Adjust casework and hardware so that doors and drawers operate smoothly without warp or bind. Lubricate operating hardware as recommended by manufacturer.

INSTALLATION OF TOPS:

Where practicable, make in same manner as factory jointing using dowels, splines, adhesives, and fasteners recommended by manufacturer. Locate field joints as shown on accepted shop drawings, factory prepared so there is no job site processing of top and edge surfaces.

Use concealed clamping devices for field joints, located within 6" of front, at back edges, and at intervals not exceeding 24". Tighten in accordance with manufacturer's instructions. Abutt top and edge surfaces in one

true plane, with internal supports placed to prevent any deflection. Provide flush hairline joints in top units. Provide holes and cutouts as required for mechanical and electrical service fixtures. Provide scribe moldings for closures at junctures of top, curb, and splash with walls.

Refer to Section 06660 for plastic laminate tops.

CUT-OUTS:

Make all cut-outs using template furnished by supplier.

CLEANING AND PROTECTION:

Repair or remove and replace defective work as directed, upon completion of installation. Clean shop finished surfaces, touch-up as required, and remove or refinish damaged or soiled areas, as acceptable to Architect. Advise contractor of procedures and precautions for protection of materials and installed casework from damage by work of other trades.

END OF SECTION

SECTION 06660 - DECORATIVE PLASTIC LAMINATE

PART 1 – GENERAL

1.1 SUMMARY

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

B. Section Includes:

1. **Standard decorative laminates**; surfacing for finishing millwork and countertops, including accessories and trim needed for a complete installation.

1.2 RELATED WORK

A. Work of this section is related to work specified in the following sections:

1. Division 6 Sections: "Casework"
2. Division 15 Electrical

1.3 REFERENCES

A. Reference Standards: In addition to requirements, comply with applicable provisions of following for design, materials, fabrication, and installation of component parts:

1. NEMA LD3-2005.

1.4 SUBMITTALS

A. Product Data: Manufacturer's technical literature for decorative plastic laminate material, adhesive for bonding plastic laminate, miscellaneous accessories, and related components.

B. Samples:

1. Decorative plastic laminates, 5 by 7 inches for each type, color, pattern, and surface finish.

C. Product: For decorative plastic laminate materials. Use same designations indicated on Drawings.

D. Informational Submittals: Submit following packaged separately from other submittals:

1. Manufacturer's written handling, storage, and installation instructions.

1.5 QUALITY ASSURANCE

A. Fabricator/Installer Qualifications: Company specializing in fabricating and installing decorative plastic laminate finished work with a minimum 3 years experience.

B. Source Limitations: Obtain decorative plastic laminate materials through one source from a single manufacturer.

C. Fire-Test-Response Characteristics: Provide decorative plastic laminate with the following surface burning characteristics as determined by testing identical products per ASTM E 84 by UL or another testing and inspecting agency acceptable to authorities having jurisdiction:

1. Flame-Spread Index: 25 or less.
2. Smoke-Developed Index: 450 or less.

1.6 DELIVERY, STORAGE AND HANDLING

A. Deliver, store, handle, and protect materials in accordance with manufacturer's written instructions.

1. Provide protective coverings of suitable material. Take special precautions at corners.

1.7 SEQUENCING

A. Coordinate sizes and locations of plumbing, cut-outs and other related Work specified in other Sections to ensure that interior architectural woodwork can be supported and installed as indicated.

PART 2 – PRODUCTS

2.1 PRODUCTS AND MANUFACTURERS

A. Acceptable Manufacturer: Formica Corp., and Wilsonart as specified below.

2.2 MATERIALS AND COMPONENTS

A. Decorative Plastic Laminate: Manufacturers standard and custom decorative surface papers with melamine resins, bonded under heat and pressure to kraft paper backing sheet with phenolic resins.

B. Standard Decorative Laminate – General Purpose Type; Decorative Laminate: Wilson Art or Formica.

1. Vertical Surfaces: V32 Grade
2. Countertops: .040" Grade
3. Colors as selected to match laminates in project areas.

C. Countertop Edge, Plastic Laminate with 2" Radius at all exposed corners.

D. Grommets: Plastic cable management grommets, 2-1/2" Dia., Hillman or equal. Quantity and locations as indicated on Drawings. Color as selected by Architect.

2.3 ACCESSORY MATERIALS

- A. Adhesive for Bonding Plastic Laminate: Unpigmented contact cement.
- B. Adhesive for Bonding Edge Molding: Provide type as specified in manufacturer's written installation instructions.

PART 3 – EXECUTION

3.1 EXAMINATION AND PREPARATION

A. Examine surfaces for conditions that would adversely affect decorative plastic laminate surfacing or edge performance.

3.2 INSTALLATION

A. General: Install decorative plastic laminate in accordance with manufacturer's written installation instructions and approved Submittals.

1. Provide templates and rough-in measurements.

3.3 CLEANING AND PROTECTION

A. Cleaning:

1. Clean decorative plastic laminate surfaces and edge moldings in accordance with manufacturer's instructions.

B. Protection:

1. Do not permit construction near unprotected surfaces.

END OF SECTION

SECTION 07900 - CAULKING AND SEALANTS

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work in this section.

DESCRIPTION OF WORK:

Extent of caulking work is shown on drawings and shall be as herein specified. Provide caulking where shown and where necessary to construct tight joints, visually and functionally, associated with work in this project.

Install sealant around penetrations and other locations necessary to produce a tight joint to prevent water or air leaks, and when joining different materials.

Sealants associated with any roofing work shall be approved by the roofing manufacturer.

PART 2 - PRODUCTS

Caulking Compound: Gun-grade non-staining, resinous plastic compound. Tremco Acrylic Latex Caulk, Pecora AC-20, DAP Acrylic Latex Caulk with Silicone, or approved equal. Color to be selected by Architect. Around plumbing fixtures and other wet locations, use Bathtub Caulk containing additional mildew and moisture resistant features.

Sealants: Single component silicone sealant. Tremco Proglaze , G.E. Silpruf, or Pecora 863. Color to be selected by Architect.

Joint Backing: Closed cell synthetic material compatible with caulking or sealant used. Use where joint exceeds 1/4" width.

PART 3 - EXECUTION

Examine surfaces to receive caulking work prior to starting. Surface shall be cleaned of dust, loose particles and shall be dry.

Follow caulking and sealant manufacturer's printed instructions exactly regarding preparation, priming, environmental conditions and application.

Use sufficient pressure to fully fill joints without voids.

Tool joints as required to produce a neat, uniform appearance.

Clean surfaces adjacent to caulking and sealant work as job progresses, using cleaning agent recommended by manufacturer for compatibility with surface.

END OF SECTION

DIVISION 8 - DOORS AND WINDOWS

SECTION 08100 - STEEL FRAMES

PART 1 - GENERAL

RELATED DOCUMENTS:

- Drawings – Door Schedule & Floor Plans
- Section 08200 – Wood Doors
- Section 08700 – Finished Hardware

DESCRIPTION OF WORK:

Extent of standard frames is shown and scheduled on drawings. Builder's hardware is specified elsewhere in Division 8 and on Door Schedule in Drawings.

QUALITY ASSURANCE:

Provide frames complying with Steel Door Institute "Recommended Specifications: Standard Steel Doors and Frames" (SDI-100) as herein specified and by one of the following:

- Ceco Corporation
- Republic Builders Products Corporation
- Steel Craft Manufacturing Company
- Curries

SUBMITTALS:

Product Data: Submit manufacturer's specifications for fabrication and installation, including data substantiating that products comply with requirements.

DELIVERY, STORAGE AND HANDLING:

Deliver hollow metal work cartoned or crated to provide protection during transit and job storage. Provide additional sealed plastic wrapping for factory finished doors.

Inspect hollow metal work upon delivery for damage. Minor damages may be repaired provided finish items are equal in all respects to new work and acceptable to Architect; otherwise, remove and replace damaged items as directed.

PART 2 - PRODUCTS

MATERIALS:

Hot-Rolled Steel Sheets and Strip: Commercial quality carbon steel, pickled and oiled, complying with ASTM A569 and ASTM A568.

Cold-Rolled Steel Sheets: Commercial quality carbon steel, complying with ASTM A366 and ASTM A558.

Galvanized Steel Sheets: Zinc-coated carbon steel sheets of commercial quality, complying with ASTM A526, with ASTM A525, G60 zinc coating, mill phosphates.

Supports and Anchors: Fabricate of not less than 18 gauge galvanized sheet metal.

Inserts, Bolts and Fasteners: Manufacturer's standard units.

Shop Applied Paint:

Primer: Rust-inhibitive enamel or paint, either air-drying or baked, suitable as a base for specified finish paints.

FABRICATION (GENERAL):

Fabricate steel frame units to be rigid, neat in appearance and free from defects, warp, or buckle. Wherever practicable, fit and assemble units in manufacturer's plant. Clearly identify work that cannot be permanently factory-assembled before shipment, to assure proper assembly at project site.

Fabricate frames, concealed stiffeners, reinforcement, edge channels, and moldings from either cold-rolled or hot-rolled steel (at fabricator's option) 16-gauge minimum construction for frames.

Exposed Fasteners: Unless otherwise indicated, provide countersunk flat Phillips heads for exposed screws and bolts.

Finish Hardware Preparation: Prepare frames to receive mortised and concealed finish hardware in accordance with final Finish Hardware Schedule and templates provided by hardware supplier.

- Reinforce doors and frames to receive hardware. Drilling and tapping for surface-applied finish hardware may be done at project site.
- Locate finish hardware in accordance with "Recommended Locations for Builder's Hardware", and applicable Exit and Accessibility Codes particularly Life Safety Code and ADAAG.

STANDARD STEEL FRAMES:

Provide metal frames of types and styles as shown on drawings and schedules. Conceal fastenings, unless otherwise indicated. Frames to be installed in existing partitions may be knock-down construction matching profiles of welded frames.

Fabricate frames with mitered and welded corners ground smooth. Form exterior frames of hot dip galvanized steel.

Door Silencers: Drill stops to receive three (3) silencers on strike jambs of single-swing frames.

Plaster Guards: Provide 26-gauge steel plaster guards or mortar boxes, welded to frame, at back of finish hardware cutouts.

PART 3 - EXECUTION

INSPECTION:

Installer must examine substrate and conditions under which steel doors and frames are to be installed. Do not proceed with work until unsatisfactory conditions have been corrected in manner acceptable to Installer.

INSTALLATION:

General: Install standard steel frames and accessories in accordance with manufacturer's data and as herein specified.

Placing Frames: Comply with provisions of SDI-105 "Recommended Erection Instructions for Steel Frames", unless otherwise indicated. Set frames accurately in position, plumbed, aligned, and braced securely. After wall construction is completed, remove temporary braces and spreaders leaving surfaces smooth and undamaged.

ADJUST AND CLEAN:

Prime Coat Touch-up: Immediately after erection, sand smooth any rusted or damaged areas of prime coat and apply touch-up compatible air-drying primer. Clean and leave-in condition ready for Painting and Installation of new doors and finished hardware.

SECTION 08200 - WOOD DOORS

PART 1 - GENERAL

RELATED DOCUMENTS:

- Drawings – Door Schedule & Floor Plans
- Section 08100 – Steel Frames
- Section 08700 – Finished Hardware

DESCRIPTION OF WORK:

Extent and location of each type of wood door is shown on drawings and in schedules.

Types of doors required include the following:

- Solid core flush wood doors with veneer faces, interior type, non-fire-rated.

QUALITY ASSURANCE:

General: Comply with requirements of the following standards unless otherwise indicated:

- Non-Fire-Rated Wood Doors: NWWDA Industry Standard I.S.-1 "Wood Flush Doors" of the National Wood Window and Door Association.
- Factory mark each door with the NWWDA "Quality Certified" Seal of Approval for conformance with NWWDA I.S.-1.

SUBMITTALS:

Product Data: Submit door manufacturer's product data, specifications, and installation instructions for each type of wood doors. Include details of core and edge construction, trim for openings and similar components. Include certifications as may be required to show compliance with specifications.

Door Manufacturer's Warranty: Submit written agreement in door manufacturer's standard form signed by Manufacturer, Installer and Contractor, agreeing to repair or replace defective doors which have warped (bow, cup, or twist) or which show photographing of construction below in face veneers, or do not conform to tolerance limitations of NWWDA. Warranty shall include reinstallation, if damage was due to non-apparent defect prior to hanging. Contractor shall be responsible for replacement or refinishing of doors where Contractor's work contributed to rejection or to voiding of manufacturer's warranty.

Warranty shall be in effect during following period of time after date of substantial completion:

- Solid Core Flush Interior Doors: Life of installation.

PRODUCT DELIVERY, STORAGE AND HANDLING:

Protect wood doors during transit, storage, and handling to prevent damage, soiling, and deterioration. Comply with the "On-Site Care" recommendations of NWWDA pamphlet "Care and Finishing of Wood Doors" and with manufacturer's instructions.

PART 2 - PRODUCTS

MATERIALS AND COMPONENTS:

General: Provide wood doors complying with applicable requirements of NWWDA I.S.-1 for kinds and types of doors indicated and as specified.

Face Panels: 2- or 3-ply face panels (4 or 5 ply construction), custom grade (Grade A face panels) rotary cut natural birch for transparent finish; WDMA I.SIA, Section 01300. Provide edges of solid lumber matching face veneer.

Selecting and Matching of Doors: Doors shall be hand-selected and scheduled to assure a reasonable match of veneer grain and face panel color throughout the job and particularly for adjacent doors and all doors within any room. The intent is to achieve a degree of uniformity in appearance throughout the project. The Architect will be the judge of performance under this paragraph.

GENERAL FABRICATION REQUIREMENTS:

Interior Flush Wood Doors:

- Solid Core Wood Doors: Type II water-resistant bond, solid core doors, PC-5, or SLC-5 construction, with wood lock blocks, as required by door manufacturer to comply with specified warranty period.

PART 3 - EXECUTION

INSPECTION:

Installer must examine door frames and verify that frames are correct type and have been installed as required for proper hanging of corresponding doors and notify Contractor in writing of conditions detrimental to proper and timely installation of wood doors. Do not proceed with installation until unsatisfactory conditions have been corrected in a manner acceptable to Installer.

INSTALLATION:

Condition doors to average prevailing humidity in installation area prior to hanging.

Hardware: For installation see Division 8 "Finished Hardware" section of this specification. Also coordinate with Hollow Metal Section. Match installation heights of existing hardware.

Manufacturer's Instructions: Install wood doors in accordance with manufacturer's instructions and as shown.

Job Fit Doors: Align doors to frame for proper fit and uniform clearance at each edge and machine for hardware. Seal cut surfaces after fitting and machining.

- Bevel non-fire-rated doors 1/8" in 2" at lock and hinge edges.

Clearance:

- For non-fire doors, provide clearance of 1/8" at jambs and heads; 1/8" at meeting stiles for pairs of doors; and 1/2" from bottom of door to top of decorative floor finish or covering.

Job Site Finished Doors: See painting sections in Division 9 of these Specifications for requirements for finishing wood doors.

ADJUST, CLEAN, REPAIR:

Re-hang or replace doors which do not swing or operate freely. Replace doors which fail to meet warranty requirements or which are improperly cut, improperly prepared for hardware or are otherwise damaged prior to Substantial Completion.

SECTION 08700 - FINISHED HARDWARE

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specifications sections, apply to work specified in this section.

- Door Schedule on Drawings
- Section 08100 - Steel Door Frames
- Section 08200 - Wood Doors

DESCRIPTION OF WORK:

Supply and deliver all Finished Hardware required for the complete construction of the Project with the exception of certain items of Hardware which are specifically noted herein as being furnished by others.

QUALITY ASSURANCE:

Furnish material by a firm regularly engaged in supplying Finished Hardware for such a Project and who has in its employ a qualified Hardware Consultant who is a regular member in good standing of the American Society of Architectural Hardware Consultant. Firm shall have a service representative with offices within 90 miles of the Project capable of later servicing the job.

The Electric Strike, where scheduled, shall be supplied and installed by a company licensed by the State Fire Marshall. Make submittals required by the Fire Marshall and obtain approval before ordering and installing the electric strike and operating system.

The Hardware Consultant shall be available to the Architect or General Contractor for consultation when needed, including on-job consultation.

STANDARDS:

Finished Hardware items furnished for this Project shall comply with ADAAG (ADA Guidelines) of the "Americans With Disabilities Act".

SUBMITTALS:

Prepare and submit a hardware schedule showing quantities, types, catalog numbers, and locations of each item required. Submit cut sheets for each item with schedule.

Prepare and submit a key layout after consultation with the Owner.

Furnish templates for application of hardware. Coordinate with and furnish templates to millwork and hollow metal door suppliers after approval of Hardware Schedule.

PART 2 - PRODUCTS

HARDWARE ITEMS: See Door Schedule on Drawings for functions and description of hardware.

- Match manufacturer, quality, trim, and finish of existing hardware in project vicinity.
- Electric Strike, where scheduled, shall meet requirements of NFPA 101 – Life Safety Code and State Fire Marshall.

PART 3 - EXECUTION

Hardware Supplier to accumulate and hold to ship in one shipment when requested by the Contractor. Direct shipment from factories to job site will not be permitted.

Installation: Installation shall be performed by competent experienced personnel in accordance with these Specifications, referenced standards, the Hardware manufacturer's instructions, and standards of good workmanship.

Mount hardware units at heights indicated in "Recommended Locations for Builders Hardware for Standard Steel Doors and Frames" by the Door and Hardware Institute, except as specifically indicated or required to comply with governing authorities and laws or in instances where heights or locations are shown on Drawings. Locksets, latches, push and pull devices, etc., should be mounted per requirements of the Americans With Disabilities Act.

Apply with fasteners of proper size, quantity, and finish according to manufacturer's instructions and templates.

Adjust for proper operation. Clean and polish all exposed surfaces. Deliver all keys and instructions to Owner. Hardware Consultant advise Owner's representative of proper operation, maintenance, adjusting procedure.

SECTION 09200 - GYPSUM BOARD AND METAL SUPPORT SYSTEM

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings

- Section 09900 - Painting

DESCRIPTION OF WORK:

Types of work include:

- Gypsum board wall panels
- Metal stud and support system
- Gypsum board finishing

QUALITY ASSURANCE:

Metal Support Standard: ASTM C754.

Gypsum Wallboard: ASTM C1396

Gypsum Board Finishing: GA-214-07

Maintain building temperature between 55 degrees F. and 70 degrees F. and provide adequate ventilation during installation of drywall and joint finishing.

Allowable Tolerances: 1/8" offsets between planes of board faces, and 1/4" in 8'-0" for plumb, level, warp, and bow.

SUBMITTALS:

Product Data: Submit manufacturer's product specifications and installation instructions for each gypsum drywall component, including other data as may be required to show compliance with these specifications.

PRODUCT HANDLING:

Deliver, identify, store, and protect gypsum drywall materials to comply with referenced standards.

JOB CONDITIONS:

Environmental Conditions: Comply with referenced standards.

PART 2 - PRODUCTS

METAL SUPPORT MATERIALS:

Wall/Partition Support Materials:

- Studs: ASTM C645; 25 gauge; 20 gauge at door jambs.
 - **Depth of Section:** 3-5/8" at interior; except as otherwise indicated or required by existing condition.
 - **Runners:** Match studs; type recommended by stud manufacturer for floor and ceiling support of studs, and for vertical abutment of drywall work at other work.

- **Stud System Accessories:** Provide stud manufacturer's standard clips, shoes, ties, reinforcement, fasteners, and other accessories as needed for a complete stud system. Also supply blocking and any special items and optional accessories required by specs and drawings.

- **Manufacturer:** Provide one of the following:

Allied Structural Industries
Dale Industries, Inc.
Gold Bond
United States Gypsum Company

GYPSUM BOARD PRODUCTS:

Gypsum Wallboard: ASTM C1396, USG "Mold Tough" or equal, non-paper faces, mold and mildew resistance of 10 per ASTM 03273; tapered edges, 5/8" thick Type "X"; water-resistant type at new restroom walls, and behind sink counters at "Lab" and "Medication Room."

TRIM ACCESSORIES:

General: Provide manufacturer' standard trim accessories of types indicated or required for drywall work, formed of galvanized steel. Provide corner beads, L-type edge trim-beads, U-type edge trim-beads, special L-kerf-type edge trim-beads, and one-piece control joint beads.

JOINT TREATMENT MATERIAL:

ASTM C475, type recommended by manufacturer for particular application.

- Joint Tape: perforated tape.
- Joint Compound: ready-mixed vinyl type.
- Grade: 2 grades-one for bedding, one for topping and sanding.

MISCELLANEOUS MATERIAL:

General: Provide auxiliary material for gypsum drywall work of the type and grade recommended by the manufacturer of gypsum board.

Gypsum Board Screws: Comply with ASTM C646.

Sound Insulation: 2" tk. "Rockwool" Mineral Wool. 60 Acoustic Insulation; 48" X 24" batts.

PART 3 - EXECUTION

METAL STUD SYSTEMS:

Install supplementary framing, blocking, and bracing to support equipment and fixtures, equipment, services, heavy trim, furnishings, and similar work which cannot be adequately supported on gypsum board alone. See Drawings for locations of such items.

Isolate stud system from transfer of structural loading to system, both horizontally and vertically. Provide slip or cushioned type joints to attain lateral support and avoid axial loading.

Install runner tracks at floors, ceilings and structural walls and columns where stud system abuts other work, except as otherwise indicated. Secure bottom track with power driven fasteners 24" o.c. maximum.

Extend stud system to bottom of roof deck at fire rated walls and smoke partitions. Otherwise terminate system at ceilings. Anchor top track securely as detailed, or in absence of detail, as recommended by stud manufacturer.

Space studs 16" o.c., except as otherwise indicated.

Frame door openings with double 20-gauge vertical studs securely attached by screws to jamb anchor clips on door frame, extend and attach to structure overhead.

- Provide runner tracks of same gauge as jamb studs. Space jack studs same as partition studs.

Frame openings other than door openings in same manner as required for door openings; and install framing below sills of openings to match framing required above door heads.

Secure studs located adjacent to door and window frames, partition intersections, and corners by 3/8" pan head Type "A" screws through both flanges of studs and tracks.

Tie or otherwise secure any items to be concealed in partitions to prevent rattling during operation of item, door closing, etc. Do this in addition to support and anchorage provided by other trades.

See Drawings and refer to manufacturer's specifications for ceiling framing.

INSTALLING GYPSUM BOARD:

Inspection: Before proceeding with installation, check all framing and surfaces to receive gypsum board work. Correct any defects before starting application.

General: Follow manufacturer's printed instructions except where more stringent requirements are contained herein.

- Stagger end joints of board.
- Support ends and edges of boards directly on framing or provide blocking for this purpose.
- Verify that blocking has been installed for supporting items which are to be supported on gypsum board surfaces.

Single Layer Application: Apply boards at walls vertically except where ceiling height exceeds 8 feet. Stagger end joints on opposite sides of partitions.

- Attach gypsum board to wall and ceiling framing with screws, spacing as recommended by gypsum board manufacturer.
- Comply with U.L. and F.M. for fire rating.

Gypsum Board Finishing:

All to be per Gypsum Association "Recommended Levels of Gypsum Board Finish" GA-214-07:

Level 1: for plenums, concealed areas, and fire-rated assemblies above ceilings.

Level 4: for painted gypsum board surfaces and behind wall covering materials.

Sound Insulation Installation: where scheduled or noted on Drawings for all new dry wall partitions, install sound batt insulation to fully fill the wall cavity between framing members for the full height of the partitions.

Repair: Repair defects such as fastener popping, ridging, and cracking as recommended by gypsum board manufacturer. Re-finish to extent necessary so that repair is not visible after final finish is applied.

GYPSUM BOARD AND METAL SUPPORT SYSTEM

SECTION 09500 - SUSPENDED ACOUSTICAL CEILING

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of Contract, including Division 1 Specification sections, apply to work of this section.

- Section 01120 – Alteration Project Procedures

DESCRIPTION OF WORK:

Provide materials which have been tested and shown to comply with U.L.; Fire Hazard Classification: ASTM E84 Class A; Flame spread 25 maximum, smoke developed of 50 maximum.

Modify existing and Install new suspended ceilings and grid system within the renovated area as necessary to accommodate new partitions and lighting, and HVAC diffusers. Match existing tile and grid.

SUBMITTALS:

Submit manufacturer's product specifications and installation instructions and copy of laboratory test.

JOB CONDITIONS:

Maintain tile manufacturer's recommended environmental conditions during this work. Coordinate with electrical and mechanical trades for locations of their items.

PART 2 - PRODUCTS

Acoustical Tile and Grid: Match existing in room or space where new tile or grid is being installed or modified. Comply with fire and smoke ratings called for in first paragraph.

PART 3 - EXECUTION

INSTALLATION:

Coordinate with electrical and mechanical trades for proper and timely placement of items to be installed in suspended ceiling system. See Electrical and Mechanical Plans.

Follow written specifications and installation instructions of tile manufacturer, except when more stringent requirements are contained herein.

Securely tie #12 galvanized steel wires to structural members and system beams, with no splice permitted. Do not cantilever ends of beams more than 6" beyond tie wire. Do not exceed 4' – 0" o.c. spacing.

Accurately lay-out and level system so that it is true, square, and results in symmetrical arrangement as shown on drawings.

Use longest standard lengths of suspension system available to keep splices to minimum. Accurately cut and miter corners, make splices without laps, use no double-layer arrangement of suspension members.

Replace any damaged tile or grid system prior to request for final inspection. Touch-up of scuffs will be allowed only if it produces a like-new finish and is not visible.

If insulation is laying on ceiling tile in areas where ACT work is being performed, replace/adjust insulation to provide full coverage on tile in these rooms.

Remove debris and excess material from project site.

SECTION 09600 - RESILIENT FLOORING

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 General Requirements sections, apply to work of this section.

- Section 01120 – Alteration Project Procedures

DESCRIPTION OF WORK:

Provide all necessary materials, equipment, appliances, and labor to complete the resilient floor covering work as called for on Drawings in Notes and Schedules.

QUALITY ASSURANCE:

Environmental Requirements: Condition space to receive tile to a temperature of between 70 degrees and 90 degrees F. at least twenty-four (24) hours before installation and at least forty-eight (48) hours after installation. Thereafter, maintain temperature at 55 degrees F. minimum.

EXISTING SLAB AND NEW CONCRETE PATCHING PREPARATION:

Unless to be accomplished by the General Contractor, flooring installer is to be responsible for all preparations work necessary for an acceptable substrate to install VCT and bases. This includes cleaning of slab, floor patch, treating of joints in slab, etc. as required or recommended by tile manufacturer.

SUBMITTALS: Submit samples of tile and base for matching existing and new tile and bases, and manufacturer's technical literature and installation instructions. Submit technical data for tile and base adhesives and concrete slab patching as needed.

PART 2 - PRODUCTS

General: Floor material to have flame spread rating of 75 or less when tested per ASTM E84; meet ASTM E 648, Critical Radiant Flux = 0.45 watts/cm² or more; ASTM E 662, NBS Smoke = 450 or less.

Resilient Tile (VCT): 1/8" x 12" x 12" Armstrong Standard Excelon Imperial Texture or equal products by Azrock or Tarkett, , standard commercial resilient floor tile. (As selected to match existing)

Resilient Base: 1/8" thick x 4" high vinyl cove by Armstrong, Roppe, Johnsonite or approved equal. Use materials in longest lengths available to minimize joints. Exterior corners shall be pre-formed; interior corners may be kerfed. (As selected to match existing)

Feature Strips and Accessories: Provide feature strips and accessories necessary for a complete, neat job.

PART 3 - EXECUTION

INSTALLATION:

General: Install flooring using method indicated in strict compliance with manufacturer's recommendations. Extend flooring into toe spaces, door reveals, and into closets and similar openings.

- Tightly cement flooring to sub-base without open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, or other surface imperfections. Hand roll flooring at perimeter of each covered area to assure adhesion.

Tile Floors: Pattern to match existing. Cut tile neatly around all fixtures. Broken, cracked, chipped, or deformed tiles are not acceptable. Lay tile with grain running in one direction with corners adjoining unless directed differently by Architect.

- Adhere tile flooring to substrates using full spread of adhesive applied in compliance with flooring manufacturer's directions.

Vinyl Base: Comply with manufacturer's guidelines for adhesives and application of base. Install level and tight to walls and floor without gaps, wrinkles or bulges or other visual imperfections.

Accessories: Install feature strip where transitioning to different flooring.

CLEANING AND PROTECTION:

Remove any excess adhesive or other surface blemishes, using neutral type cleaners as recommended by flooring manufacturer. Protect installed flooring with heavy Kraft paper or other covering.

Finishing: After completion of project and just prior to final inspection of work, thoroughly clean floors, and accessories.

SECTION 09900 - PAINTING

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of Contract, including General and Supplementary Conditions and Divisions 1 General Requirements sections, apply to work of this section.

- Section 01120 – Alteration Project Procedures

DESCRIPTION OF WORK:

This portion of the work shall include the furnishing of all labor, materials, equipment, and appliances necessary for, or incidental to, the proper and complete painting as hereinafter specified and scheduled on Drawings.

Generally, this includes: all new wood doors, new hollow metal frames and new gypsum board, and new finished carpentry. Also include existing Gypsum board walls where so noted, or described in Section 01120.

This section also includes furnishing, and installing the tackboard wall covering material on one side of the “New Screen Wall” in the Waiting Area. See description in Part 2 – Products.

QUALITY ASSURANCES:

Inspection: All surfaces to be painted will be inspected before painting by the paint subcontractor and general contractor. Paint shall not be applied to any surfaces under any condition before approval by the above representatives and concurrence by the Architect. This job will be inspected during painting and upon completion of painting. In the event this specification is not met, the painting contractor will be required to repaint or take whatever steps deemed necessary by factory representative or the Architect to meet these specifications. Commencement of work indicates Painter's acceptance of surface conditions.

SUBMITTALS:

Colors and Samples: Submit color chips for verification of color selection to the Architect. The Contractor shall prepare samples at the job as required until the colors and textures are satisfactory. Generally, this will require matching existing colors and textures.

Submit manufacturer's specifications, DATA Sheet and MSDS for each type of paint used on project.

DELIVERY AND STORAGE:

Deliver all paint in manufacturer's unopened containers, properly labeled. All paint shall be stored in one location in the building. The area must be kept clean and neat, and adequate precautions must be exercised to prevent danger of fire.

EXTRA STOCK:

At completion of the project, turn over to Owner one gallon of each type and color of paint used on project.

INSPECTION:

Request review of first finished room or space for color, texture, and workmanship. If acceptable, use as project standard for remainder of work.

The Contractor shall notify Architect at the completion of each coat of paint. He shall not proceed with the next coat without approval of the Architect.

PART 2 - PRODUCTS

MANUFACTURER:

Paints used will be the product of Sherwin-Williams. Do not deviate from specifications and written instructions of the paint manufacturer.

PAINT SCHEDULE:

The Paint Schedule will be found at the end of this Specification Section.

WALL COVERING: "Forbo" Forbo Skin 48"w X length required X 1/4" thick tackboard wall covering material color to be selected by the Architect.

PART 3 - EXECUTION

GENERAL:

Preparation and application shall be in strict accordance with paint manufacturer's printed instructions.

Comply with environmental conditions recommended by paint manufacturer.

All rough surfaces of woodwork shall be thoroughly sandpapered or scraped prior to painting. All work shall be properly sanded between coats. All raised grain shall be sandpapered flat and even, knots and sappy streaks shall be shellacked, and additional necessary coats of paint applied to secure an acceptable finish.

PREPARATION OF GYPSUM BOARD:

Verify that surfaces are clean and dry, that all fasteners are secure and spackled, that joints are taped and floated, that surfaces are sanded smooth so that no defects show through paint.

WORKMANSHIP:

Follow manufacturer's recommendations for time requirements between coats.

Sand lightly between coats and dust before succeeding coat is applied.

All nail holes and minor defects in woodwork shall be filled with putty tinted to match finish.

Before painting any surface, remove all dust, dirt, grease, rust, or other matter which would affect the proper application of the paint or the permanency of this work and be sure all surfaces are dry. All painting shall be done by skilled painters.

Before painting, remove hardware, accessories, plates, lighting fixtures, and similar items or provide ample protection of such items. Upon completion of each space, replace above items. When necessary disconnect apparatus to permit painting of walls behind them; replace and reconnect upon completion. Use only skilled mechanics for removing and connecting these items.

Paint shall be evenly spread and well-brushed (or sprayed or rolled where specified). Holidays will not be permitted. Painting shall be done so that there will be no runs, drops or sagging of materials. Cloths must be used to prevent spattering or dropping of paint on unpainted surfaces. Sandpaper before and between each coat to properly condition surfaces to receive the next coat.

Wall Covering Material to be installed per manufacturer's instructions.

PROTECTION:

After painting has been completed, all surfaces shall be well protected against damage by building traffic, weather, etc., and guarded against scratching and soiling until occupancy of the building or acceptance by the Owner, whichever is earlier. The Painter shall touch-up all scuffed and otherwise damaged surfaces occasioned until this time.

PAINTING SCHEDULE:

The number of coats specified below is considered a minimum requirement. Complete hiding and coverage is required. Painter shall adjust rate of application and provide additional coats if necessary to obtain complete coverage and hiding.

EXISTING SURFACES:

Spot prime all bare surfaces. Repair all surface defects. Sand to roughen existing finish. Paint top-coat(s) scheduled below as required for complete coverage and hiding.

INTERIOR:

Ferrous Metals (Hollow Metal Frames): 1 coat SW Pro-Cryl Universal Primer 2.5 mils dft. 2 coats Pro Classic Waterborne Interior Acrylic Coating, Semi-Gloss (B31-1100 Series) 1.3 mils dft/coat.

New Gypsum Board: 1 coat SW PVA Interior Latex Primer (28W08000) 1.1 mil dft./coat; 2 coats SW Super Paint Interior Latex Satin (A87W0000 Series) 1.5 mils dft./coat.

Existing Painted Gypsum Board: After preparing surface, apply 1 or 2 coats of same top coat as for new gypsum board as required for complete coverage and hiding.

Painted Wood Trim: 1 coat SW Easy Sand Interior Oil-Based Primer (B49W8040) 2.2 mils dft and 2 coats SW Pro Classic Waterborne Interior Acrylic Coating (B31-1100Series) Semi-Gloss, 1.3 mils dft/coat.

Wood Doors: 1 coat SW Oil Stain to match existing doors in project vicinity; 3 coats Satin Polyurethane Varnish (1.7 mils dft/coat).

SECTION 10260 - CORNER GUARDS AND WALL PROTECTION

PART 1 GENERAL

SECTION INCLUDES

Corner Guards and Wall Protection

- Description of Work: Provide and install new corner guards, where called for Drawings.
- Where existing wall protection is affected by renovation work, cut, extend, and provide new to match existing, including accessories, such as endcaps.

RELATED SECTIONS

Section 09200 - Gypsum Board and Metal Support System

SUBMITTALS

Submit under provisions of Section 01300. Submit color samples for selection to match existing.

Product Data: Indicate physical dimensions, features, wall mounting brackets with mounted measurements, anchorage details, and rough-in measurements.

Manufacturer's Installation Instructions: Indicate special procedures, and perimeter conditions requiring special attention.

FIELD MEASUREMENTS

Verify that field measurements are as indicated on Drawings.

Verify existing conditions.

COORDINATION

Coordinate work under provisions of Section 01039.

Coordinate the work with wall or partition sections for installation of concealed blocking or anchor devices.

See Drawings for locations.

PART 2 PRODUCTS

MANUFACTURERS

InPro Corp. or approved equal to match existing

COMPONENTS

Corner Guard - InPro Corp. Textured PVC, Tape-On, bullnose, 3" x 3" x 42" high, color as selected from Manufacturer's standard colors.

Attachment: factory-applied adhesive tape.

PART 3 EXECUTION

EXAMINATION / PREPARATION

Verify conditions under provisions of Section 01039.

Verify that components are correctly sized and located.

INSTALLATION

Install components in accordance with manufacturer's instructions, level and plumb, secured rigidly in position to wall.

ERECTION TOLERANCES

Maximum Variation From Required Height: 1/4 inch.

END OF SECTION

SECTION 10400 - SPECIALTY SIGNS

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work specified in this section.

DESCRIPTION OF WORK:

Specialty Signs include:

- Interior Plastic Signage to be furnished by Owner except for the 4 low-level EXIT signs shown on Drawings near existing exit doors to exterior.
- Installation shall be by the Contractor
- Removal of existing no longer applicable room signs shall be the responsibility of the Contractor.

SUBMITTALS:

Product Data: Submit manufacturer's data and installation instructions for each Specialty Sign required to be furnished by the Contractor.

Samples: Submit samples of materials and finishes available including color charts for approval and selection by Architect.

QUALITY ASSURANCE:

Inserts and Anchorages: Furnish inserts and anchoring devices which are necessary for attachment of items.

Coordination: Coordinate mounting location with other work to avoid interference.

Compliance with ADA: Furnish and install sign in compliance with ADA Accessibility Guidelines.

PART 2 - PRODUCTS

INTERIOR PLASTIC SIGNS:

Low-Level exit signs shall comply with ADA required raised characters and braille designations.

PART 3 - EXECUTION

INSTALLATION:

Install signage in accordance with manufacturer's instructions using fasteners which are appropriate to substrate and recommended by manufacturer of unit. Install units' plumb and level, firmly anchored in locations indicated. Mounting heights shall be 60" above floor to center of sign.

CLEAN:

Clean all exposed surfaces after removing protective coatings.

END OF SECTION

SECTION 10520 - FIREFIGHTING DEVICES

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1, General Contract Requirements sections, apply to work of this section.

DESCRIPTION OF WORK:

Furnish and install, completely charged, and tagged, the new portable fire extinguishers, and cabinets as shown on the Drawings and herein specified. All extinguishers shall be equipped with hoses, nozzles, and gauges.

Furnish and install Labels and Signage required by State Fire Marshal to identify locations of extinguishers.

SUBMITTALS:

Submit manufacturer's catalogs, specifications and technical data and installation instructions for Architect's review.

Submit schedule of extinguishers and cabinets showing type, locations, mounting, etc.

PART 2 - PRODUCTS

Furnish products of J.L.Industries, Ansul, Kidde, Larsen's Manufacturing Company, Pyrene, or approved equal.

General Distribution, Interior Extinguishers: U.L. rated 2A-10BC, 5.0 lbs.± dry chemical agent; red powder coat finish. Number as required on Drawings.

Cabinets: Larsen, or approved equal, Architectural Series, semi-recessed, stainless-steel trim, vertical duo with clear acrylic and black lettering door design, rolled edge return trim with reveal as required for wall depth; size as required for extinguisher.

PART 3 - EXECUTION

Install cabinets to comply with ADA-ANSI A117.1 mounting heights. Follow manufacturer's installation instructions.

Securely anchor to solid blocking in hollow walls and with screws.

Tag and date all extinguishers within 30 days prior to completion of the project. This must be done by a firm qualified by local authorities and the State Fire Marshal.

END OF SECTION

**FIREFIGHTING DEVICES
10520 - 1**

SECTION 10900 - MISCELLANEOUS SPECIALTIES

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of the Contract, including Division 1 Specification sections, apply to work specified in this section.

DESCRIPTION OF WORK:

Miscellaneous Specialty items include the following:

- Restroom Accessories

All Miscellaneous Specialty Items will be installed by Contractor. Contractor is to purchase grab bars, Framed Mirror, and Specimen Pass. Other miscellaneous specialty items will be supplied by Owner.

SUBMITTALS:

Product Data: Obtain manufacturer's technical data and installation instruction for each type of Miscellaneous Specialty required.

QUALITY ASSURANCE:

Inserts and Anchorages: Furnish inserts and anchoring devices which are necessary for attachment of items; coordinate delivery with other work to avoid delay. Provide templates for other trades.

Coordinates: Coordinate mounting location with other work to avoid interference and to assure proper operation. Provide products that are of proper size and type for openings, intended use, etc.

Compliance with ADA: Provide products complying with the 2010 American Disabilities Act Accessibility Standards. Installation shall comply with these standards.

PART 2 - PRODUCTS

As shown on Drawings; provided and installed by Contractor.

Grab Bars: Bobrick series B-6206, stainless steel, or Bradley #812-001 (36" & 42").

Framed RR Mirror: Bradley SS Framed Mirror #781 (18" x 36") or equal.

Specimen Pass-Thru Cabinets: Viva #960-01 Stainless Steel self-closing doors with spring hinges; corrosion resistant body; 12.7" h. X 13.2" w. X 6" d.

PART 3 - EXECUTION

INSPECTION:

Installer must examine substrates, previously installed inserts, and anchorages necessary for mounting of specialties and other conditions under which installation is to occur, and must notify Contractor in writing of conditions detrimental to proper and timely completion of work. Do not proceed with work until unsatisfactory

conditions have been corrected in manner acceptable to Installer.

INSTALLATION:

Install specialty units in accordance with manufacturer's instructions using fasteners which are appropriate to substrate and recommended by manufacturer of unit. Install units plumb and level, firmly anchored in locations indicated. Comply with the Americans With Disabilities Act Accessibility Guidelines (ADAAG). Verify other mounting heights and locations with Architect before proceeding.

ADJUST AND CLEAN:

Adjust specialty items for proper operation and verify that mechanisms function smoothly.

Clean and polish all exposed surfaces after removing protective coatings.

SECTION 11500 - OWNER FURNISHED EQUIPMENT

PART 1 - GENERAL

RELATED DOCUMENTS:

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to work of this section.

- Section 10900 – Miscellaneous Specialties

DESCRIPTION OF WORK:

The extent of equipment to be furnished by the Owner or by GE designated as "NIC" or "FBO" is shown on Drawing and includes but is not necessarily limited to the following:

- Office Equipment such as: Printers, Shredders, Computers, Keyboards, Monitors
- Furniture, except built-in items
- Telephones, Paging System
- Fire Alarm System
- Medical Equipment
- Refrigerators and Freezers
- Televisions
- Security Alarm System
- IT Wiring and Terminations, Backboards, Racks; Equipment

The abbreviation "IBC" on the Drawings or above schedule means "Installed by Contractor".

Some of these Owner-Furnished Items may require preparation by the General Contractor and connections by Mechanical and Electrical trades under this Contract. Such work, if required, shall be indicated on Drawings or individual specifications Sections. Blocking for items requiring mounting shall be provided by Contractor.

General Contractor shall coordinate and cooperate with Owner representative and separate contractors to assist in preparation for timely installation and proper fit/placement of Owner-furnished equipment. Where blocking, access, adjustments, minor revisions, and similar provisions are required in the Work, General Contractor shall do so at no additional cost.

END OF SECTION