

**PROJECT MANUAL**  
**FOR**  
**Demolition of Three Residences and Adjacent Structures**  
**440 and 442 East Main Street**  
**Mt. Sterling, Illinois**

Prepared for

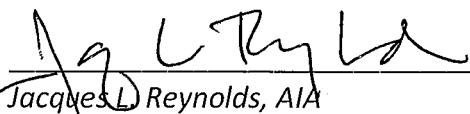
**Brown County CUSD #1**  
**503 NW Cross Street**  
**Mt. Sterling, IL 62353**

By

**ARCHITECHNICS**  
Architects / Engineers / Interior Designers  
510 Maine Street  
Quincy, Illinois 62301

February 8, 2019

State of Illinois Design Firm License Number 184.00461.0007  
Architect / Engineer's Project No. 5730



Jacques L. Reynolds, AIA

Illinois Registered Licensed Architect 001020813  
License expires: 11/30/20

02/08/19

Date

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**SECTION 00 0101  
PROJECT TITLE PAGE**

**1.1 PROJECT MANUAL VOLUME 1**

- A. Demolition of Three Residences and Adjacent Structures.
- B. Brown County CUSD #1.
- C. Mt. Sterling, Illinois.
- D. Architect Project No. 5788.
- E. Architechnics Inc.
- F. 510 Maine St. FL 10.
- G. Quincy, Illinois, 62301.
- H. Phone: 217-222-0554.
- I. Fax: 217-223-3361.
- J. Website: [www.architechnicsinc.com](http://www.architechnicsinc.com).
- K. Issued: February 8, 2019

**END OF DOCUMENT 00 0101**

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**SECTION 00 1113  
ADVERTISEMENT FOR BIDS**

**1.1 PROJECT INFORMATION**

- A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
- B. Project Identification: Demolition of Three Residences and Adjacent Structures.
  - 1. Project Location: 440 and 442 East Maine Street, Mt. Sterling, Illinois.
- C. Owner: Brown County CUSD #1.
- D. Architect: Architechnics, Inc.
- E. Project Description: Project consists of structure demolition.
- F. Construction Contract: Bids will be received for the following Work:
  - 1. General Contract (all trades).

**1.2 BID SUBMITTAL AND OPENING**

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
  - 1. Bid Date: February 20, 2019
  - 2. Bid Time: 2:00 p.m. local time.
  - 3. Location: Brown County Community School District #1, Board Office, 501 NW Cross St., Mt. Sterling, IL 62353
- B. Bids will be thereafter publicly opened and read aloud.

**1.3 BID SECURITY**

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

**1.4 DOCUMENTS**

- A. Online Procurement and Contracting Documents: Obtain access after February 8, 2019 by contacting the Architect. Online access will be provided to all registered bidders and suppliers.

**1.5 TIME OF COMPLETION**

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

**1.6 BIDDER'S QUALIFICATIONS**

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

**1.7 NOTIFICATION**

- A. This Advertisement for Bids document is issued by Brown County CUSD #1.

**END OF DOCUMENT 00 1113**



**SECTION 00 2113  
INSTRUCTIONS TO BIDDERS**

**1.1 INSTRUCTIONS TO BIDDERS**

- A. AIA Document A701, "Instructions to Bidders," is hereby incorporated into the Procurement and Contracting Requirements by reference.
  - 1. A copy of AIA Document A701, "Instructions to Bidders," is bound in this Project Manual.

**END OF DOCUMENT 00 2113**

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# **AIA**® Document A701™ – 2018

## **Instructions to Bidders**

for the following Project:

*(Name, location, and detailed description)*

Demolition of Three Residences for Brown Co. CUSD #1  
440 and 442 East Main Street  
Mt. Sterling, Illinois 62353

### **THE OWNER:**

*(Name, legal status, address, and other information)*

Brown County CUSD #1  
503 NW Cross Street  
Mt. Sterling, IL 62353

### **THE ARCHITECT:**

*(Name, legal status, address, and other information)*

Architechnics, Inc  
510 Maine  
10th Floor  
Quincy, IL 62301  
Telephone Number: 217-222-0554

## **TABLE OF ARTICLES**

- 1 DEFINITIONS**
- 2 BIDDER'S REPRESENTATIONS**
- 3 BIDDING DOCUMENTS**
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- 5 CONSIDERATION OF BIDS**
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- 7 PERFORMANCE BOND AND PAYMENT BOND**
- 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS**

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612™–2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.



## ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

## ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 By submitting a Bid, the Bidder represents that:

- .1 the Bidder has read and understands the Bidding Documents;
- .2 the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
- .3 the Bid complies with the Bidding Documents;
- .4 the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
- .5 the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
- .6 the Bidder has read and understands the provisions for liquidated damages, if any, set forth in the form of Agreement between the Owner and Contractor.

## ARTICLE 3 BIDDING DOCUMENTS

### § 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding Documents, as indicated below, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein.

*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall obtain Bidding Documents.)*

Hard Copy or Electronic from the Architect



**§ 3.1.2** Any required deposit shall be refunded to Bidders who submit a bona fide Bid and return the paper Bidding Documents in good condition within ten days after receipt of Bids. The cost to replace missing or damaged paper documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the paper Bidding Documents, and the Bidder's deposit will be refunded.

**§ 3.1.3** Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.

**§ 3.1.4** Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.

**§ 3.1.5** The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

### **§ 3.2 Modification or Interpretation of Bidding Documents**

**§ 3.2.1** The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.

**§ 3.2.2** Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids.  
*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Bidders shall submit requests for clarification and interpretation.)*

In writing, hard copy or electronic by email.

**§ 3.2.3** Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

### **§ 3.3 Substitutions**

**§ 3.3.1** The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

#### **§ 3.3.2 Substitution Process**

**§ 3.3.2.1** Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.

**§ 3.3.2.2** Bidders shall submit substitution requests on a Substitution Request Form if one is provided in the Bidding Documents.

**§ 3.3.2.3** If a Substitution Request Form is not provided, requests shall include (1) the name of the material or equipment specified in the Bidding Documents; (2) the reason for the requested substitution; (3) a complete description of the proposed substitution including the name of the material or equipment proposed as the substitute, performance and test data, and relevant drawings; and (4) any other information necessary for an evaluation. The request shall include a statement setting forth changes in other materials, equipment, or other portions of the Work, including changes in the work of other contracts or the impact on any Project Certifications (such as LEED), that will result from incorporation of the proposed substitution.

**§ 3.3.3** The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

**§ 3.3.4** If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.



§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

#### § 3.4 Addenda

§ 3.4.1 Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.

*(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)*

Electronic by email.

§ 3.4.2 Addenda will be available where Bidding Documents are on file.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

### ARTICLE 4 BIDDING PROCEDURES

#### § 4.1 Preparation of Bids

§ 4.1.1 Bids shall be submitted on the forms included with or identified in the Bidding Documents.

§ 4.1.2 All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.

§ 4.1.4 Edits to entries made on paper bid forms must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.

§ 4.1.6 Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall neither make additional stipulations on the bid form nor qualify the Bid in any other manner.

§ 4.1.7 Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.

§ 4.1.8 A Bidder shall incur all costs associated with the preparation of its Bid.

#### § 4.2 Bid Security

§ 4.2.1 Each Bid shall be accompanied by the following bid security:

*(Insert the form and amount of bid security.)*

refer to Advertisement for Bids

§ 4.2.2 The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount



of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

**§ 4.2.3** If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

**§ 4.2.4** The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, refer to Advertisement for Bids regarding date that bidder may withdraw its Bid and request the return of its bid security.

### **§ 4.3 Submission of Bids**

**§ 4.3.1** A Bidder shall submit its Bid as indicated below:

*(Indicate how, such as by website, host site/platform, paper copy, or other method Bidders shall submit their Bid.)*

refer to Advertisement for Bids

**§ 4.3.2** Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

**§ 4.3.3** Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

**§ 4.3.4** The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

**§ 4.3.5** A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

### **§ 4.4 Modification or Withdrawal of Bid**

**§ 4.4.1** Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

**§ 4.4.2** Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

**§ 4.4.3** After the date and time designated for receipt of Bids, a Bidder who discovers that it made a clerical error in its Bid shall notify the Architect of such error within two days, or pursuant to a timeframe specified by the law of the jurisdiction where the Project is located, requesting withdrawal of its Bid. Upon providing evidence of such error to the reasonable satisfaction of the Architect, the Bid shall be withdrawn and not resubmitted. If a Bid is withdrawn pursuant to this Section 4.4.3, the bid security will be attended to as follows:

*(State the terms and conditions, such as Bid rank, for returning or retaining the bid security.)*

returned



## **ARTICLE 5 CONSIDERATION OF BIDS**

### **§ 5.1 Opening of Bids**

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Bids may be made available to Bidders.

### **§ 5.2 Rejection of Bids**

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

### **§ 5.3 Acceptance of Bid (Award)**

**§ 5.3.1** It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

**§ 5.3.2** Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

## **ARTICLE 6 POST-BID INFORMATION**

### **§ 6.1 Contractor's Qualification Statement**

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect, a properly executed AIA Document A305™, Contractor's Qualification Statement, unless such a Statement has been previously required and submitted for this Bid.

### **§ 6.2 Owner's Financial Capability**

A Bidder to whom award of a Contract is under consideration may request in writing, fourteen days prior to the expiration of the time for withdrawal of Bids, that the Owner furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. The Owner shall then furnish such reasonable evidence to the Bidder no later than seven days prior to the expiration of the time for withdrawal of Bids. Unless such reasonable evidence is furnished within the allotted time, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

### **§ 6.3 Submittals**

**§ 6.3.1** After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

- .1 a designation of the Work to be performed with the Bidder's own forces;
- .2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

**§ 6.3.2** The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

**§ 6.3.3** Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

**§ 6.3.4** Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.



## ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

### § 7.1 Bond Requirements

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.

*(If Payment or Performance Bonds are to be in an amount other than 100% of the Contract Sum, indicate the dollar amount or percentage of the Contract Sum.)*

100% of the contract sum

### § 7.2 Time of Delivery and Form of Bonds

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.

§ 7.2.3 The bonds shall be dated on or after the date of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

*(Paragraphs Deleted)*

*(Table Deleted)*

*(Paragraph Deleted)*

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## **Additions and Deletions Report for AIA® Document A701™ – 2018**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 10:42:40 ET on 01/22/2019.

### **PAGE 1**

Demolition of Three Residences for Brown Co. CUSD #1  
440 and 442 East Main Street  
Mt. Sterling, Illinois 62353

...

Brown County CUSD #1  
503 NW Cross Street  
Mt. Sterling, IL 62353

...

Architechnics, Inc  
510 Maine  
10th Floor  
Quincy, IL 62301  
Telephone Number: 217-222-0554

### **PAGE 2**

Hard Copy or Electronic from the Architect

### **PAGE 3**

In writing, hard copy or electronic by email.

### **PAGE 4**

Electronic by email.

...

refer to Advertisement for Bids

### **PAGE 5**

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User Notes:

(3B9ADA3D)



§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, ~~a Bidder may, beginning days after the opening of Bids, refer to Advertisement for Bids regarding date that bidder may~~ withdraw its Bid and request the return of its bid security.

...

refer to Advertisement for Bids

...

returned

PAGE 7

100% of the contract sum

...

#### ARTICLE 8 – ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

...

~~§ 8.1 Copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:~~

...

~~1 AIA Document A101™ 2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below.~~

...

~~(Insert the complete AIA Document number, including year, and Document title.)~~

...

~~2 AIA Document A101™ 2017, Exhibit A, Insurance and Bonds, unless otherwise stated below.~~

...

~~(Insert the complete AIA Document number, including year, and Document title.)~~

...

~~3 AIA Document A201™ 2017, General Conditions of the Contract for Construction, unless otherwise stated below.~~

...

~~(Insert the complete AIA Document number, including year, and Document title.)~~

...

~~4 AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:~~

...

*(Insert the date of the E203-2013.)*

...

~~5 Drawings~~

...

Number	Title	Date
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...

~~6 Specifications~~

...

Section	Title	Date	Pages
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...

~~7 Addenda:~~

...

Number	Date	Pages
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...

~~8 Other Exhibits:~~

...

*(Check all boxes that apply and include appropriate information identifying the exhibit where required.)*

...

~~[ ] AIA Document E204™ 2017, Sustainable Projects Exhibit, dated as indicated below:~~

...

*(Insert the date of the E204 2017.)*

...

~~[ ] The Sustainability Plan:~~

...

Title	Date	Pages
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...

~~[ ] Supplementary and other Conditions of the Contract:~~

...

Document	Title	Date	Pages
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~~9 Other documents listed below:~~

...

*(List here any additional documents that are intended to form part of the Proposed Contract Documents.)*

**SECTION 00 2213  
SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

**1.1 INSTRUCTIONS TO BIDDERS**

- A. Instructions to Bidders for Project consist of the following:
  - 1. AIA Document A701, "Instructions to Bidders," a copy of which is bound in this Project Manual.
  - 2. The following Supplementary Instructions to Bidders that modify and add to the requirements of the Instructions to Bidders.

**1.2 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, GENERAL**

- A. The following supplements modify AIA Document A701, "Instructions to Bidders." Where a portion of the Instructions to Bidders is modified or deleted by these Supplementary Instructions to Bidders, unaltered portions of the Instructions to Bidders shall remain in effect.

**1.3 ARTICLE 2 - BIDDER'S REPRESENTATIONS**

- A. Add Section 2.1.7:
  - 1. 2.1.3.1 - The Bidder has investigated all required fees, permits, and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the cost of such fees, permits, and requirements not otherwise indicated as provided by Owner.
- B. Add Section 2.1.8:
  - 1. 2.1.5 - The Bidder is a properly licensed Contractor according to the laws and regulations of the State of Illinois and meets qualifications indicated in the Procurement and Contracting Documents.
- C. Add Section 2.1.9:
  - 1. 2.1.6 - The Bidder has incorporated into the Bid adequate sums for work performed by installers whose qualifications meet those indicated in the Procurement and Contracting Documents.

**1.4 ARTICLE 3 - BIDDING DOCUMENTS**

- A. 3.2 - Interpretation or Correction of Procurement and Contracting Documents:
  - 1. Add Section 3.2.2.1:
    - a. 3.2.2.1 - Submit Bidder's Requests for Interpretation using industry standard form .
- B. 3.4 - Addenda:
  - 1. Delete Section 3.4.3 and replace with the following:

- a. 3.4.3 - Addenda may be issued at any time prior to the receipt of bids.
- 2. Add Section 3.4.4.1:
  - a. 3.4.4.1 - Owner may elect to waive the requirement for acknowledging receipt of 3.4.4 Addenda as follows:
    - 1) 3.4.4.1.1 - Information received as part of the Bid indicates that the Bid, as submitted, reflects modifications to the Procurement and Contracting Documents included in an unacknowledged Addendum.
    - 2) 3.4.4.1.2 - Modifications to the Procurement and Contracting Documents in an unacknowledged Addendum do not, in the opinion of Owner, affect the Contract Sum or Contract Time.

## **1.5 ARTICLE 4 - BIDDING PROCEDURES**

- A. 4.1 - Preparation of Bids:
  - 1. Add Section 4.1.1.1:
    - a. 4.1.1.1 - Printable electronic Bid Forms and related documents are available from Architect.
  - 2. Add Section 4.1.9:
    - a. 4.1.9 - Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates or unit prices, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations or provisions not called for.
- B. 4.4 - Modification or Withdrawal of Bids:
  - 1. Add the following sections to 4.4.2:
    - a. 4.4.2.1 - Such modifications to or withdrawal of a bid may only be made by persons authorized to act on behalf of the Bidder. Authorized persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to Owner, or by a power of attorney, signed and dated, describing the scope and limitations of the power of attorney. Make such documentation available to Owner at the time of seeking modifications or withdrawal of the Bid.
    - b. 4.4.2.2 - Owner will consider modifications to a bid written on the sealed bid envelope by authorized persons when such modifications comply with the following: the modification is indicated by a percent or stated amount to be added to or deducted from the Bid; the amount of the Bid itself is not made known by the modification; a signature of the authorized person, along with the time and date of the modification, accompanies the modification. Completion of an unsealed bid form, awaiting final figures from the Bidder, does not require power of attorney due to the evidenced authorization of the Bidder implied by the circumstance of the completion and delivery of the Bid.



**1.6 ARTICLE 5 - CONSIDERATION OF BIDS**

A. 5.2 - Rejection of Bids:

1. Add Section 5.2.1:

- a. 5.2.1 - Owner reserves the right to reject a bid based on Owner's and Architect's evaluation of qualification information submitted following opening of bids. Owner's evaluation of the Bidder's qualifications will include: status of licensure and record of compliance with licensing requirements, record of quality of completed work, record of Project completion and ability to complete, record of financial management including financial resources available to complete Project and record of timely payment of obligations, record of Project site management including compliance with requirements of authorities having jurisdiction, record of and number of current claims and disputes and the status of their resolution, and qualifications of the Bidder's proposed Project staff and proposed subcontractors.

**1.7 ARTICLE 7 - PERFORMANCE BOND AND PAYMENT BOND**

A. 7.1 - Bond Requirements:

1. Add Section 7.1.1.1:

- a. 7.1.1.1 - Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.

B. 7.2 - Time of Delivery and Form of Bonds:

1. Delete the first sentence of Section 7.2.1 and insert the following:

- a. The Bidder shall deliver the required bonds to Owner no later than 10 days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default.

2. Delete Section 7.2.3 and insert the following:

- a. 7.2.3 - Bonds shall be executed and be in force on the date of the execution of the Contract.

**END OF DOCUMENT 00 2213**

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**SECTION 00 3126**  
**EXISTING HAZARDOUS MATERIAL INFORMATION**

**1.1 EXISTING HAZARDOUS MATERIAL INFORMATION**

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of Bidders' own investigations. They are made available for Bidders' convenience and information, but are not a warranty of existing conditions. This Document and its attachments are not part of the Contract Documents.
- B. An existing asbestos report for Project, prepared by Reliable Environmental Solutions, Inc. is available for viewing as appended to this Document.
- C. An existing lead report for Project, prepared by Reliable Environmental Solutions, Inc. is available for viewing as appended to this Document.
- D. Related Requirements:
  - 1. Document 00 2113 "Instructions to Bidders" for the Bidder's responsibilities for examination of Project site and existing conditions.
  - 2. Section 02 4116 "Structure Demolition" for notification requirements if materials suspected of containing hazardous materials are encountered.

**END OF DOCUMENT 00 3126**

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**SECTION 00 4113**  
**BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)**

**1.1 BID INFORMATION**

- A. Bidder: \_\_\_\_\_.
- B. Project Name: Demolition of Three Residences and Adjacent Structures.
- C. Project Location: Mt. Sterling, Illinois.
- D. Owner: Brown County CUSD #1.
- E. Architect: Architechnics Inc.
- F. Architect Project Number: 5788.

**1.2 CERTIFICATIONS AND BASE BID**

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Architechnics, Inc and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. \_\_\_\_\_ Dollars  
(\$\_\_\_\_\_).

**1.3 BID GUARANTEE**

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

1. \_\_\_\_\_ Dollars  
(\$\_\_\_\_\_).

- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

**1.4 TIME OF COMPLETION**

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within 60 calendar days.

**1.5 ACKNOWLEDGEMENT OF ADDENDA**

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated \_\_\_\_\_.
2. Addendum No. 2, dated \_\_\_\_\_.
3. Addendum No. 3, dated \_\_\_\_\_.
4. Addendum No. 4, dated \_\_\_\_\_.

**1.6 CONTRACTOR'S LICENSE**

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the State of Illinois, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

**1.7 SUBMISSION OF BID**

- A. Respectfully submitted this \_\_\_\_ day of \_\_\_\_\_, 2019.
- B. Submitted By: \_\_\_\_\_ (Name of bidding firm or corporation).
- C. Authorized Signature: \_\_\_\_\_ (Handwritten signature).
- D. Signed By: \_\_\_\_\_ (Type or print name).
- E. Title: \_\_\_\_\_ (Owner/Partner/President/Vice President).
- F. Street Address: \_\_\_\_\_.
- G. City, State, Zip: \_\_\_\_\_.
- H. Phone: \_\_\_\_\_.

**END OF DOCUMENT 00 4113**

**SECTION 00 4550  
ILLINOIS EMPLOYMENT PRACTICES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. In addition to all other labor requirements set forth in this proposal and in the Standard Specifications, during the performance of this contract, the Contractor for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

**1.2 SELECTION OF LABOR**

- A. The Contractor shall comply with all Illinois statutes pertaining to the selection of labor. If, at the time this contract is executed, or if during the term of this contract, there is excessive unemployment in Illinois as defined in the employment of Illinois Workers on Public Works Acts, 30 ILCS 570-0.01et seq., as two consecutive months of unemployment exceeding 5%, the Contractor is required to employ Illinois laborers. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident. *(This section placed on hold March 19, 2003, contractor to verify status for compliance)*

**1.3 EQUAL EMPLOYMENT OPPORTUNITY**

- A. In the event of the Contractor's non-compliance with the provisions of the Equal Employment Opportunity Clause, the Illinois Human Right's Act, or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Contractor agrees as follows:
1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability, or unfavorable discharge from military service, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under utilization.
  2. That, if it hires additional employees in order to perform this contract or any portion hereof, it will determine the availability of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
  3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or unfavorable discharge from military service.
  4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice

advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules and Regulations, the Contractor will promptly so notify the Illinois Department of Human Rights and the Local Contracting Agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder. That it will submit reports as required by the Department of Human Rights Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the Local Contracting Agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

5. That it will permit access to all relevant books, records, accounts and work sites by personnel of the Local Contracting Agency and the Illinois Department of Human Rights for purposes of Investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
6. That it will include verbatim or by reference the provision of this clause in every subcontract so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the Local Contracting Agency and the Illinois Department of Human Rights in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

**END OF SECTION 00 4550**



**SECTION 00 4850**  
**CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT**

**1.1 CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT INFORMATION**

- A. \_\_\_\_\_,  
Contractor, having 25 employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat. ch. 127 par. 132.313) that he, she, it shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certified, that he, she, it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.
- B. Firm Name: \_\_\_\_\_
- C. By: \_\_\_\_\_ (Authorized Agent of Contractor)

**END OF SECTION 00 4850**

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**SECTION 00 4870**  
**CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT**

**1.1 CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT INFORMATION**

- A. \_\_\_\_\_,  
Contractor, does hereby certify pursuant to P.A. 87-1257, the Illinois Human Rights Act, that he, she, it has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) an employer's internal complaint process, including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by section 6-101 or the Illinois Human Rights Act.
- B. Firm Name: \_\_\_\_\_
- C. By: \_\_\_\_\_ (Authorized Agent of Contractor)

**END OF SECTION 00 4870**

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**SECTION 00 4880**  
**CERTIFICATE REGARDING CRIMINAL BACKGROUND INVESTIGATIONS**

**1.1 DESCRIPTION**

- A. All employees performing work inside the building or in other ways in direct contact with students shall be required to have and pass a background check performed by the local ROE (Regional Office of Education). The cost of these background investigations shall be the responsibility of the contractor (\$50 per background check). The ROE does not accept credit or debit cards. Employees are to fill out and bring the attached forms with them to receive their background check. A list of employee's names to have their background checked shall be provided by each contractor prior to having the background checks performed for tracking purposes. Contractors to schedule appointments for background checks directly with the ROE's office.

**1.2 CERTIFICATION REGARDING CRIMINAL BACKGROUND INVESTIGATION INFORMATION**

- A. Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee has been convicted of committing or attempting to commit "Criminal Code of 1961," 720ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/77-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/13-14 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/ et. seq. (except the "Illinois Controlled Substance Act," 720 ILCS 570/100 et. seq. and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils or any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for a Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further represents, warrants, and verifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district. This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

B. By: \_\_\_\_\_

C. Its: \_\_\_\_\_

D. Dated: \_\_\_\_\_.

**END OF SECTION 00 4880**

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**SECTION 00 7334**  
**REQUIREMENTS FOR SUBSTANCE ABUSE PREVENTION PROGRAM**

Before any contractor commences work on a public works program, the contractor shall have in place a written program that meets or exceeds the requirement in "820 ILCS 265, Public Act 95-635, Substance Abuse Prevention on Public Works Projects Act", or shall have a collective bargaining agreement in effect dealing with the subject matter in the above Act.

The prime contractor and all subcontractors shall file with the Owner, a copy of the "Substance Abuse Prevention Program" along with a cover letter certifying their program meets or exceeds the requirements of the Act, or a letter certifying that the prime contractor and subcontractors have a collective bargaining agreement in effect dealing with the subject matter of the above Act.

**END OF SECTION 00 7334**

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**SECTION 00 7343  
WAGE RATE REQUIREMENTS**

The successful bidder and his subcontractors will be required to pay not less than the Prevailing Wage Rate for workmen engaged in work under this contract, with the provisions of an act of the General Assembly of the State of Illinois entitled "An Act Regulating the Wage of Laborers, Mechanics, and other workmen employed in any public works by the State, County, City or any Public Body, or any Political Subdivision or by any one under contract for public works," by act approved July 11, 1957, as amended. Attached to and made part of these Contract Documents is the current prevailing wage rate decision that will govern during the proposed work, and includes hourly rates, overtime rates, and all required fringe benefit rates.

The successful bidder and his subcontractors will be required to conform to provisions of Chapter 48, Illinois Revised Statutes, Paragraphs 2201 through 2207 "Employment of Illinois Workers on Public Works Projects" for workmen engaged in work under this contract.

It shall be the responsibility of the Contractor and any subcontractors to allow the City of Quincy, the Illinois Department of Labor, and any authorized representative of any government agency involved in the funding of this project, access to and the right to examine all records, books, papers, payrolls, or documents related to this construction project. This right shall extend from the time of execution of the contract through the entire time period of the work, and ending three (3) years after the final pay estimate is disbursed.

Certified payroll records shall be submitted on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the contractor is aware that filing records he or she knows to be false is a Class B misdemeanor.

If the Illinois Department of Labor revises during the term of this contract the prevailing rate of hourly wages to be paid to the Contractor shall apply to this contract.

For the current Wage Rate Requirements, go to website: <https://www.illinois.gov/idol/Laws-Rules/CONMED/rates.htm>

**END OF SECTION 00 7343**

**SECTION 00 7343  
WAGE RATE REQUIREMENTS**

The successful bidder and his subcontractors will be required to pay not less than the Prevailing Wage Rate for workmen engaged in work under this contract, with the provisions of an act of the General Assembly of the State of Illinois entitled "An Act Regulating the Wage of Laborers, Mechanics, and other workmen employed in any public works by the State, County, City or any Public Body, or any Political Subdivision or by any one under contract for public works," by act approved July 11, 1957, as amended. Attached to and made part of these Contract Documents is the current prevailing wage rate decision that will govern during the proposed work, and includes hourly rates, overtime rates, and all required fringe benefit rates.

The successful bidder and his subcontractors will be required to conform to provisions of Chapter 48, Illinois Revised Statutes, Paragraphs 2201 through 2207 "Employment of Illinois Workers on Public Works Projects" for workmen engaged in work under this contract.

It shall be the responsibility of the Contractor and any subcontractors to allow the City of Quincy, the Illinois Department of Labor, and any authorized representative of any government agency involved in the funding of this project, access to and the right to examine all records, books, papers, payrolls, or documents related to this construction project. This right shall extend from the time of execution of the contract through the entire time period of the work, and ending three (3) years after the final pay estimate is disbursed.

Certified payroll records shall be submitted on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the contractor is aware that filing records he or she knows to be false is a Class B misdemeanor.

If the Illinois Department of Labor revises during the term of this contract the prevailing rate of hourly wages to be paid to the Contractor shall apply to this contract.

For the current Wage Rate Requirements, go to website:

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>

**END OF SECTION 00 7343**

## **SECTION 01 5000**

### **TEMPORARY FACILITIES AND CONTROLS**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Section includes requirements for security and protection facilities.

#### **PART 2 - PRODUCTS**

##### **2.1 MATERIALS**

- A. Portable Chain-Link Fencing: Minimum 2-inch, 0.148-inch- thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top and bottom rails. Provide galvanized-steel bases for supporting posts.

#### **PART 3 - EXECUTION**

##### **3.1 SECURITY AND PROTECTION FACILITIES INSTALLATION**

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
  - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- B. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
  - 1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant-protection zones.
  - 2. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
  - 3. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
  - 4. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.
- C. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.

- D. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people from easily entering site except by entrance gates.
  - 1. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.

### **3.2 OPERATION, TERMINATION, AND REMOVAL**

- A. Maintenance: Maintain facilities in good operating condition until removal.
- B. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
  - 1. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.

**END OF SECTION 01 5000**

**SECTION 02 0800**  
**ABATEMENT OF HAZARDOUS MATERIAL - ASBESTOS**

**PART 1 - GENERAL**

**1.1 SECTION INCLUDES**

- A. The following items are listed as a guide in determining the project requirements.
  - 1. The abatement of asbestos containing material as identified herein.
  - 2. The proper disposal of asbestos containing material.
  - 3. The proper notification and documentation of an asbestos abatement project.

**1.2 SPECIAL INSTRUCTIONS NOT CONTAINED HEREIN**

- A. Categories of asbestos containing material: (The Illinois Environmental Protection Agency (I.E.P.A.) and the Illinois Department of Public Health (I.D.P.H.) is henceforth referred to as "The Department")
  - 1. Friable asbestos containing material which is any material containing more than one percent asbestos that, when dry, can be crumbled, pulverized or reduced to powder by hand pressure. Examples of friable materials include sprayed or troweled materials such as acoustical ceiling spray or boiler insulation, paper pipe insulation and drop-in ceiling tile.
  - 2. Category 1 nonfriable asbestos containing material which is asbestos containing packings, gaskets, \*resilient floor covering and asphalt roofing products containing more than one percent asbestos. \*(Any vapor barrier on resilient floor coverings such as sheet vinyl or tile is considered friable asbestos.)
  - 3. Category II nonfriable asbestos containing material which is any nonfriable material, other than category 1 materials, that contain more than one percent asbestos. Examples of category II materials include asbestos cement wall or roof shingles and cement pipe.
- B. Depending on the type or category of the asbestos containing materials identified at a project and the forces that will eventually act upon them during demolition and renovation, the materials may or may not be regulated by the department's asbestos requirements. To determine the applicability of the department's asbestos requirements, one must determine if the asbestos from your project will meet the definition of Regulates Asbestos Containing Material (RACM).
- C. Regulated Asbestos Containing Material (RACM) includes friable asbestos containing materials; category 1 nonfriable materials that have become or will become friable or have been subject to sanding, grinding, cutting, burning, or abrading; or category II nonfriable materials that have a high probability of becoming or that have become crumbled, pulverized or reduced to powder by the work practices utilized during the course of demolition or renovation.

**1.3 REGULATORY REQUIREMENTS**

- A. Federal Requirements
  - 1. NESHAP – National Emissions Standards for Hazardous Air Pollutants

- a. Notification
  - b. Disposal
- 2. OSHA – Occupational Safety and Health Administration, 200 Constitution Avenue, Washington, DC 20210
- 3. EPA Rules and Regulations
- 4. State Requirements
  - a. IDPH Rules and Regulations
  - b. IEPA Rules and Regulations
- B. State Requirements
  - 1. IDPH Rules and Regulations
  - 2. IEPA Rules and Regulations

#### **1.4 SUBMITTALS**

- A. All required forms to be submitted to the I.E.P.A. are included herein.
  - 1. Prepare letter to I.E.P.A. stating dates when removed; if non-friable, asbestos will occur.
  - 2. Submit a copy of the notification letter to the I.E.P.A. to the Architect.

#### **1.5 THRESHOLD FOR ABATEMENT**

- A. If the asbestos inspection conducted for your renovation or demolition project indicates 160 square feet, 260 linear feet, 35 cubic feet, or more of RACM (threshold quantities) will be impacted by demolition or renovation activities, then all of the RACM must be removed. This removal must be performed by an Illinois registered asbestos abatement contractor.
- B. In the event that a building is structurally unsound and it is unsafe to either inspect the building to confirm that no asbestos is present or to remove any RACM identified, the building can be demolished without being inspected or having the RACM removed. However, the demolition must be performed using wet methods and must be performed by an Illinois registered asbestos abatement contractor. Upon completion of the demolition, the debris must be inspected by an Illinois-certified asbestos inspector or assumed to contain RACM. If the asbestos inspection reveals that no RACM is present in the debris, then the debris can be handled as normal demolition waste and be removed by a general demolition contractor. If the asbestos inspection reveals that RACM is present or it is assumed that RACM is present, then all of the demolition debris must be handled as asbestos containing waste, unless the RACM can be isolated from the rest of the debris. All asbestos containing waste must be kept wet until the debris is properly disposed of at an approved sanitary landfill. A registered asbestos abatement contractor must perform the removal of the debris. Upon completion of the debris removal, a site assessment must be done to determine that the area surrounding the demolition site has not been contaminated with asbestos.

## **PART 2 - PRODUCTS - NOT USED**

## **PART 3 - EXECUTION**

### **3.1 REMOVAL OF ASBESTOS**

- A. All removal or abatement shall be performed by an abatement contractor licensed in the State by I.E.P.A., and I.D.P.H.
- B. Most nonfirable materials are not considered RACM, unless they are in poor condition or are rendered friable by improper work practices during demolition or renovation. Category 1 nonfriable materials can generally be left in place during demolition activities, provided the method of demolition will not make the material friable. Category 1 materials, such as floor tile and linoleum, must be removed prior to demolition as these materials could easily be rendered friable during the demolition process. Leaving these materials in place will increase the amount of material considered as asbestos waste and will increase the cost of disposal. If category 1 ACM is left in place, work practices must be implemented to ensure the material being subject to sanding, grinding, cutting, abrading, or burning will cause the material to become subject to regulation, depending on the quantity of RACM involved.
- C. If threshold quantities of category II materials will be impacted, then they must be removed prior to demolition or renovation activities. This removal must be performed in a manner that does not render the material friable. IF the material is crumbled, pulverized or reduced to powder during the demolition or removal process, the material may become subject to regulation depending on the quantity of RACM involved.
- D. The Occupational Safety and Health Administration (OSHA) has specific work practice standards for friable and nonfriable Category 1 and Category II asbestos containing materials. This material still poses a safety risk if handled improperly. For any project involving asbestos, whether regulated or not, the use of trained asbestos professionals that are familiar with the OSHA standards for any asbestos removal work is required.
- E. In addition, non-regulated asbestos containing material is still considered a solid waste and must be properly disposed of at an approved landfill or transfer facility in accordance with the I.E.P.A. and I.D.P.H..

### **3.2 ASBESTOS WASTE DISPOSAL REQUIREMENTS**

- A. Asbestos waste from regulated projects involving threshold quantities of RACM must be handled in strict accordance with requirements for asbestos waste disposal. Wastes from these projects must be handled by registered asbestos abatement contractors, who are trained in the provisions for proper waste disposal. These requirements include packaging the material in leak tight containers or wrapping and properly marking and labeling the bags with an asbestos warning label and the information for the generator of the waste. The material must be taken to an approve sanitary landfill or transfer station that accepts asbestos containing waste.
- B. Nonfriable asbestos containing materials that are not made friable are not regulated by asbestos requirements. However, this material is still considered a solid waste and must be disposed of at an approved landfill or transfer facility in accordance with the I.E.P.A. and I.D.P.H.

- C. Disposal: On a per building basis, for each individual building, label all bags or containers containing asbestos debris similar to herein listed as follows: Mt. Sterling, Brown County, Illinois
- D. Whenever trucks or dumpsters are being loaded or unloaded with asbestos waste, post signs in accord with the NESHAP STANDARD – DANGER – ASBESTOS DUST HAZARD, CANCER AND LUNG DISEASE HAZARD – AUTHORIZED PERSONNEL ONLY.
- E. Transport all waste to an IEPA approved landfill. Complete a waste shipment record for each load of waste in accord with the NESHAP STANDARD. Return the record, signed by waste disposal site owner/operator to APM.
- F. Upon completion of work, leave area in clean condition.

### **3.3 NOTIFICATION REQUIREMENTS**

- A. The notification required in regard to demolition and renovation projects, asbestos abatement project notification and demolition project notification. Asbestos abatement project notifications must be submitted to the I.E.P.A. department at least 10 working days prior to the start of a regulated asbestos abatement project.
- B. Demolition notification must be provided to the department at least 10 working days prior to the demolition of any regulated structure. This notice is required even if there is no asbestos identified on your project. This notification period provides the department the opportunity to inspect the structure prior to demolition to ensure that all asbestos issues have been properly addressed. A copy of the asbestos inspection report must accompany this notification. In the event a structure is in danger of imminent collapse and has been ordered demolished by a state or local government agency, the department can waive the 10 working day notification period. In this case, notice should be provided as early as possible before, but no later than the following working day. A copy of the government order must also be included with the notification.
- C. It is the obligation of both the owner and any contractors involved to ensure that these notices are provided to the department. Failure to submit the notification is in violation of the department's requirements. The department will issue an approval letter for all asbestos abatement and demolition project notifications for regulated projects. Owners or contractors performing these types of projects should not proceed with the project without this approval.

### **3.4 SCHEDULE OF MATERIAL TO BE ABATED**

- A. See Appendix B

### **END OF SECTION 02 0800**



**SECTION 02 4116  
STRUCTURE DEMOLITION**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Demolition and removal of buildings.
  - 2. Removing below-grade construction.
  - 3. Disconnecting, capping or sealing, and removing site utilities.
- B. Related Requirements:
  - 1. Section 31 1000 "Site Clearing" for site clearing and removal of above- and below-grade site improvements not part of building demolition.

**1.2 DEFINITIONS**

- A. Remove: Detach items from existing construction and dispose of them off-site unless indicated to be salvaged.
- B. Remove and Salvage: Detach items from existing construction, in a manner to prevent damage, and deliver to Owner ready for reuse. Include fasteners or brackets needed for reattachment elsewhere.

**1.3 MATERIALS OWNERSHIP**

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.
- B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.
  - 1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

**1.4 FIELD CONDITIONS**

- A. Buildings to be demolished will be vacated and their use discontinued before start of the Work.
- B. Buildings immediately adjacent to demolition area will be occupied. Conduct building demolition so operations of occupied buildings will not be disrupted.
  - 1. Provide not less than 72 hours' notice of activities that will affect operations of adjacent occupied buildings.
  - 2. Maintain access to existing walkways, exits, and other facilities used by occupants of adjacent buildings.

- a. Do not close or obstruct walkways, exits, or other facilities used by occupants of adjacent buildings without written permission from authorities having jurisdiction.
- C. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- D. Hazardous Materials: Present in buildings and structures to be demolished. A report on the presence of hazardous materials is on file for review and use. Examine report to become aware of locations where hazardous materials are present.
  - 1. Hazardous material remediation is specified elsewhere in the Contract Documents.
  - 2. Do not disturb hazardous materials or items suspected of containing hazardous materials except under procedures specified elsewhere in the Contract Documents.
- E. On-site storage or sale of removed items or materials is not permitted.

## **1.5 COORDINATION**

- A. Arrange demolition schedule so as not to interfere with operations of adjacent occupied buildings.

## **PART 2 - PRODUCTS**

### **2.1 PERFORMANCE REQUIREMENTS**

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.

### **2.2 SOIL MATERIALS**

- A. Satisfactory Soils: Comply with requirements in Section 31 2000 "Earth Moving."

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Verify that utilities have been disconnected and capped before starting demolition operations.
- B. Review hazardous material information provided by Owner. Owner does not guarantee that existing conditions are same as those indicated in Project Record Documents.
- C. Verify that hazardous materials have been remediated before proceeding with building demolition operations.
- D. Inventory and record the condition of items to be removed and salvaged.

### **3.2 PREPARATION**

- A. Refrigerant: Before starting demolition, remove refrigerant from mechanical equipment according to 40 CFR 82 and regulations of authorities having jurisdiction.

### **3.3 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS**

- A. Existing Utilities to be Disconnected: Locate, identify, disconnect, and seal or cap off utilities serving buildings and structures to be demolished.
  - 1. Arrange to shut off utilities with utility companies.
  - 2. If removal, relocation, or abandonment of utility services will affect adjacent occupied buildings, then provide temporary utilities that bypass buildings and structures to be demolished and that maintain continuity of service to other buildings and structures.
  - 3. Do not start demolition work until utility disconnecting and sealing have been completed and verified in writing.

### **3.4 PROTECTION**

- A. Existing Facilities: Protect adjacent walkways, loading docks, building entries, and other building facilities during demolition operations. Maintain exits from existing buildings.
- B. Temporary Shoring: Provide and maintain interior and exterior shoring, bracing, or structural support to preserve stability and prevent unexpected movement or collapse of construction being demolished.
  - 1. Strengthen or add new supports when required during progress of demolition.
- C. Temporary Protection: Erect temporary protection, such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction and as indicated. Comply with requirements in Section 01 5000 "Temporary Facilities and Controls."
  - 1. Protect adjacent buildings and facilities from damage due to demolition activities.
  - 2. Protect existing site improvements, appurtenances, and landscaping to remain.
  - 3. Erect a plainly visible fence around drip line of individual trees or around perimeter drip line of groups of trees to remain.
  - 4. Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
  - 5. Provide protection to ensure safe passage of people around building demolition area and to and from occupied portions of adjacent buildings and structures.
  - 6. Protect walls, windows, roofs, and other adjacent exterior construction that are to remain and that are exposed to building demolition operations.
- D. Remove temporary barriers and protections where hazards no longer exist. Where open excavations or other hazardous conditions remain, leave temporary barriers and protections in place.

### **3.5 DEMOLITION, GENERAL**

- A. General: Demolish indicated buildings and site improvements completely. Use methods required to complete the Work within limitations of governing regulations and as follows:

1. Locate building demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
- B. Site Access and Temporary Controls: Conduct building demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
  1. Do not close or obstruct streets, walks, walkways, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction. Provide alternate routes around closed or obstructed trafficways if required by authorities having jurisdiction.
  2. Use water mist and other suitable methods to limit spread of dust and dirt. Comply with governing environmental-protection regulations. Do not use water when it may damage adjacent construction or create hazardous or objectionable conditions, such as ice, flooding, and pollution.
- C. Explosives: Use of explosives is not permitted.

### **3.6 DEMOLITION BY MECHANICAL MEANS**

- A. Proceed with demolition of structural framing members systematically, from higher to lower level. Complete building demolition operations above each floor or tier before disturbing supporting members on the next lower level.
- B. Remove debris from elevated portions of the building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
  1. Remove structural framing members and lower to ground by method suitable to minimize ground impact and dust generation.
- C. Below-Grade Construction: Demolish foundation walls and other below-grade construction.
  1. Remove below-grade construction, including basements, foundation walls, and footings, completely.
- D. Existing Utilities: Demolish and remove existing utilities and below-grade utility structures.

### **3.7 SITE RESTORATION**

- A. Below-Grade Areas: Completely fill below-grade areas and voids resulting from building demolition operations with satisfactory soil materials according to backfill requirements in Section 31 2000 "Earth Moving."
- B. Site Grading: Uniformly rough grade area of demolished construction to a smooth surface, free from irregular surface changes. Provide a smooth transition between adjacent existing grades and new grades.

### **3.8 DISPOSAL OF DEMOLISHED MATERIALS**

- A. Remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.

1. Do not allow demolished materials to accumulate on-site.
  2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Do not burn demolished materials.

### **3.9 CLEANING**

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by building demolition operations. Return adjacent areas to condition existing before building demolition operations began.
1. Clean roadways of debris caused by debris transport.

**END OF SECTION 02 4116**

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**SECTION 31 1000  
SITE CLEARING**

**PART 1 - GENERAL**

**1.1 SUMMARY**

A. Section Includes:

1. Removing existing vegetation.
2. Clearing and grubbing.
3. Stripping and stockpiling topsoil.
4. Removing above- and below-grade site improvements.
5. Disconnecting, capping or sealing, and removing site utilities.

B. Related Requirements:

1. Section 01 5000 "Temporary Facilities and Controls" for temporary erosion- and sedimentation-control measures.

C. Related Requirements:

1. Section 01 5000 "Temporary Facilities and Controls" for temporary erosion- and sedimentation-control measures.

**1.2 DEFINITIONS**

- A. Subsoil: Soil beneath the level of subgrade; soil beneath the topsoil layers of a naturally occurring soil profile, typified by less than 1 percent organic matter and few soil organisms.
- B. Surface Soil: Soil that is present at the top layer of the existing soil profile. In undisturbed areas, surface soil is typically called "topsoil," but in disturbed areas such as urban environments, the surface soil can be subsoil.
- C. Topsoil: Top layer of the soil profile consisting of existing native surface topsoil or existing in-place surface soil; the zone where plant roots grow.
- D. Topsoil: Top layer of the soil profile consisting of existing native surface topsoil or existing in-place surface soil; the zone where plant roots grow. Its appearance is generally friable, pervious, and black or a darker shade of brown, gray, or red than underlying subsoil; reasonably free of subsoil, clay lumps, gravel, and other objects larger than 2 inches in diameter; and free of weeds, roots, toxic materials, or other nonsoil materials.
- E. Vegetation: Trees, shrubs, groundcovers, grass, and other plants.

**1.3 MATERIAL OWNERSHIP**

- A. Except for materials indicated to be stockpiled or otherwise remain Owner's property, cleared materials shall become Contractor's property and shall be removed from Project site.

#### **1.4 FIELD CONDITIONS**

- A. Traffic: Minimize interference with adjoining roads, streets, walks, and other adjacent occupied or used facilities during site-clearing operations.
  - 1. Do not close or obstruct streets, walks, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction.
  - 2. Provide alternate routes around closed or obstructed trafficways if required by Owner or authorities having jurisdiction.
- B. Utility Locator Service: Notify utility locator service for area where Project is located before site clearing.
- C. Do not commence site clearing operations until temporary erosion- and sedimentation-control and plant-protection measures are in place.
- D. Soil Stripping, Handling, and Stockpiling: Perform only when the soil is dry or slightly moist.

#### **PART 2 - PRODUCTS**

#### **PART 3 - EXECUTION**

##### **3.1 PREPARATION**

- A. Verify that trees, shrubs, and other vegetation to remain or to be relocated have been flagged and that protection zones have been identified and enclosed according to requirements in Section 01 5639 "Temporary Tree and Plant Protection."
- B. Protect existing site improvements to remain from damage during construction.
  - 1. Restore damaged improvements to their original condition, as acceptable to Owner.

##### **3.2 TEMPORARY EROSION AND SEDIMENTATION CONTROL**

- A. Provide temporary erosion- and sedimentation-control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to erosion- and sedimentation-control Drawings and requirements of authorities having jurisdiction.
- B. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross protection zones.
- C. Inspect, maintain, and repair erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
- D. Remove erosion and sedimentation controls, and restore and stabilize areas disturbed during removal.



### **3.3 TREE AND PLANT PROTECTION**

- A. Protect trees and plants remaining on-site according to requirements in Section 01 5639 "Temporary Tree and Plant Protection."
- B. Repair or replace trees, shrubs, and other vegetation indicated to remain or be relocated that are damaged by construction operations according to requirements in Section 01 5639 "Temporary Tree and Plant Protection."

### **3.4 EXISTING UTILITIES**

- A. Locate, identify, disconnect, and seal or cap utilities indicated to be removed or abandoned in place.
  - 1. Arrange with utility companies to shut off indicated utilities.
- B. Interrupting Existing Utilities: Do not interrupt utilities serving facilities occupied by Owner or others, unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  - 1. Notify Architect not less than two days in advance of proposed utility interruptions.
  - 2. Do not proceed with utility interruptions without Architect's written permission.
- C. Excavate for and remove underground utilities indicated to be removed.

### **3.5 CLEARING AND GRUBBING**

- A. Remove obstructions, trees, shrubs, and other vegetation.
  - 1. Do not remove trees, shrubs, and other vegetation indicated to remain or to be relocated.
  - 2. Grind down stumps and remove roots larger than 2 inches in diameter, obstructions, and debris to a depth of 18 inches below exposed subgrade.
  - 3. Use only hand methods or air spade for grubbing within protection zones.
  - 4. Chip removed tree branches and dispose of off-site.
- B. Fill depressions caused by clearing and grubbing operations with satisfactory soil material unless further excavation or earthwork is indicated.
  - 1. Place fill material in horizontal layers not exceeding a loose depth of 8 inches, and compact each layer to a density equal to adjacent original ground.

### **3.6 TOPSOIL STRIPPING**

- A. Remove sod and grass before stripping topsoil.
- B. Strip topsoil to depth of 6 inches in a manner to prevent intermingling with underlying subsoil or other waste materials.
  - 1. Remove subsoil and nonsoil materials from topsoil, including clay lumps, gravel, and other objects larger than 2 inches in diameter; trash, debris, weeds, roots, and other waste materials.

- C. Stockpile topsoil away from edge of excavations without intermixing with subsoil or other materials. Grade and shape stockpiles to drain surface water. Cover to prevent windblown dust and erosion by water.
  - 1. Do not stockpile topsoil within protection zones.
  - 2. Stockpile surplus topsoil to allow for respreading deeper topsoil.

### **3.7 SITE IMPROVEMENTS**

- A. Remove existing above- and below-grade improvements as indicated and necessary to facilitate new construction.
- B. Remove slabs, paving, curbs, gutters, and aggregate base as indicated.
  - 1. Unless existing full-depth joints coincide with line of demolition, neatly saw-cut along line of existing pavement to remain before removing adjacent existing pavement. Saw-cut faces vertically.

### **3.8 DISPOSAL OF SURPLUS AND WASTE MATERIALS**

- A. Remove surplus soil material, unsuitable topsoil, obstructions, demolished materials, and waste materials including trash and debris, and legally dispose of them off Owner's property.
- B. Burning tree, shrub, and other vegetation waste is permitted according to burning requirements and permitting of authorities having jurisdiction. Control such burning to produce the least smoke or air pollutants and minimum annoyance to surrounding properties. Burning of other waste and debris is prohibited.

### **END OF SECTION 31 1000**

**SECTION 31 2000  
EARTH MOVING**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Filling for excavations due to demolition at the Site.
- B. Related Requirements:
  - 1. Section 31 1000 "Site Clearing" for site stripping, grubbing, stripping and stockpiling topsoil, and removal of above- and below-grade improvements and utilities.
  - 2. Section 32 9200 "Turf and Grasses" for finish grading in turf and grass areas, including preparing and placing planting soil for turf areas.

**1.2 DEFINITIONS**

- A. Backfill: Soil material or controlled low-strength material used to fill an excavation.
- B. Borrow Soil: Satisfactory soil imported from off-site for use as fill or backfill.
- C. Excavation: Removal of material encountered above subgrade elevations and to lines and dimensions indicated.
- D. Fill: Soil materials used to raise existing grades.
- E. Structures: Buildings, footings, foundations, retaining walls, slabs, tanks, curbs, mechanical and electrical appurtenances, or other man-made stationary features constructed above or below the ground surface.
- F. Utilities: On-site underground pipes, conduits, ducts, and cables as well as underground services within buildings.

**1.3 FIELD CONDITIONS**

- A. Traffic: Minimize interference with adjoining roads, streets, walks, and other adjacent occupied or used facilities during earth-moving operations.
  - 1. Do not close or obstruct streets, walks, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction.
  - 2. Provide alternate routes around closed or obstructed traffic ways if required by Owner or authorities having jurisdiction.
- B. Utility Locator Service: Notify utility locator service for area where Project is located before beginning earth-moving operations.

## **PART 2 - PRODUCTS**

### **2.1 SOIL MATERIALS**

- A. General: Provide borrow soil materials when sufficient satisfactory soil materials are not available from excavations.
- B. Satisfactory Soils: Soil Classification Groups GW, GP, GM, SW, SP, and SM according to ASTM D2487, or a combination of these groups; free of rock or gravel larger than 3 inches in any dimension, debris, waste, frozen materials, vegetation, and other deleterious matter.
- C. Unsatisfactory Soils: Soil Classification Groups GC, SC, CL, ML, OL, CH, MH, OH, and PT according to ASTM D2487, or a combination of these groups.
  - 1. Unsatisfactory soils also include satisfactory soils not maintained within 2 percent of optimum moisture content at time of compaction.

## **PART 3 - EXECUTION**

### **3.1 PREPARATION**

- A. Protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by settlement, lateral movement, undermining, washout, and other hazards created by earth-moving operations.
- B. Protect and maintain erosion and sedimentation controls during earth-moving operations.
- C. Protect subgrades and foundation soils from freezing temperatures and frost. Remove temporary protection before placing subsequent materials.

### **3.2 DEWATERING**

- A. Provide dewatering system of sufficient scope, size, and capacity to control hydrostatic pressures and to lower, control, remove, and dispose of ground water and permit demolition to proceed on dry, stable subgrades.
- B. Prevent surface water and ground water from entering excavations, and from flooding Project site and surrounding area.
- C. Dispose of water removed by dewatering in a manner that avoids endangering public health, property, and portions of work under construction or completed. Dispose of water and sediment in a manner that avoids inconvenience to others.

### **3.3 EXPLOSIVES**

- A. Explosives: Do not use explosives.

### **3.4 STORAGE OF SOIL MATERIALS**

- A. Stockpile borrow soil materials and excavated satisfactory soil materials without intermixing. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
  - 1. Stockpile soil materials away from edge of excavations. Do not store within drip line of remaining trees.

### **3.5 BACKFILL**

- A. Place and compact backfill in excavations promptly, but not before completing the following:
  - 1. Removing trash and debris.
- B. Place backfill on subgrades free of mud, frost, snow, or ice.

### **3.6 SOIL FILL**

- A. Plow, scarify, bench, or break up sloped surfaces steeper than 1 vertical to 4 horizontal so fill material will bond with existing material.
- B. Place and compact fill material in layers to required elevations as follows:
  - 1. Under grass and planted areas, use satisfactory soil material.
- C. Place soil fill on subgrades free of mud, frost, snow, or ice.

### **3.7 SOIL MOISTURE CONTROL**

- A. Uniformly moisten or aerate subgrade and each subsequent fill or backfill soil layer before compaction to within 2 percent of optimum moisture content.
  - 1. Do not place backfill or fill soil material on surfaces that are muddy, frozen, or contain frost or ice.
  - 2. Remove and replace, or scarify and air dry, otherwise satisfactory soil material that exceeds optimum moisture content by 2 percent and is too wet to compact to specified dry unit weight.

### **3.8 COMPACTION OF SOIL BACKFILLS AND FILLS**

- A. Place backfill and fill soil materials in layers not more than 8 inches in loose depth for material compacted by heavy compaction equipment and not more than 4 inches in loose depth for material compacted by hand-operated tampers.
- B. Place backfill and fill soil materials evenly on all sides of structures to required elevations and uniformly along the full length of each structure.
- C. Compact soil materials to not less than the following percentages of maximum dry unit weight according to ASTM D698:

1. Under turf or unpaved areas, scarify and recompact top 6 inches below subgrade and compact each layer of backfill or fill soil material at 85 percent.

### **3.9 GRADING**

- A. General: Uniformly grade areas to a smooth surface, free of irregular surface changes. Comply with compaction requirements and grade to cross sections, lines, and elevations indicated.
  1. Provide a smooth transition between adjacent existing grades and new grades.
  2. Cut out soft spots, fill low spots, and trim high spots to comply with required surface tolerances.
- B. Site Rough Grading: Slope grades to direct water away from buildings and to prevent ponding. Finish subgrades to elevations required to achieve indicated finish elevations, within the following subgrade tolerances:
  1. Turf or Unpaved Areas: Plus or minus 1 inch.

### **3.10 PROTECTION**

- A. Protecting Graded Areas: Protect newly graded areas from traffic, freezing, and erosion. Keep free of trash and debris.
- B. Repair and reestablish grades to specified tolerances where completed or partially completed surfaces become eroded, rutted, settled, or where they lose compaction due to subsequent construction operations or weather conditions.
  1. Scarify or remove and replace soil material to depth as directed by Architect; reshape and recompact.
- C. Where settling occurs before Project correction period elapses, remove finished surfacing, backfill with additional soil material, compact, and reconstruct surfacing.
  1. Restore appearance, quality, and condition of finished surfacing to match adjacent work, and eliminate evidence of restoration to greatest extent possible.

**END OF SECTION 31 2000**

**SECTION 32 9200  
TURF AND GRASSES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Seeding.

**1.2 DEFINITIONS**

- A. Finish Grade: Elevation of finished surface of planting soil.
- B. Pesticide: A substance or mixture intended for preventing, destroying, repelling, or mitigating a pest. Pesticides include insecticides, miticides, herbicides, fungicides, rodenticides, and molluscicides. They also include substances or mixtures intended for use as a plant regulator, defoliant, or desiccant.
- C. Pests: Living organisms that occur where they are not desired or that cause damage to plants, animals, or people. Pests include insects, mites, grubs, mollusks (snails and slugs), rodents (gophers, moles, and mice), unwanted plants (weeds), fungi, bacteria, and viruses.
- D. Planting Soil: Existing, on-site soil; imported soil; or manufactured soil that has been modified with soil amendments and perhaps fertilizers to produce a soil mixture best for plant
- E. Subgrade: The surface or elevation of subsoil remaining after excavation is complete, or the top surface of a fill or backfill before planting soil is placed.

**1.3 DELIVERY, STORAGE, AND HANDLING**

- A. Seed and Other Packaged Materials: Deliver packaged materials in original, unopened containers showing weight, certified analysis, name and address of manufacturer, and indication of compliance with state and Federal laws, as applicable.
- B. Bulk Materials:
  - 1. Do not dump or store bulk materials near structures, utilities, walkways and pavements, or on existing turf areas or plants.
  - 2. Accompany each delivery of bulk materials with appropriate certificates.

**1.4 FIELD CONDITIONS**

- A. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions.

## **PART 2 - PRODUCTS**

### **2.1 SEED**

- A. Grass Seed: Fresh, clean, dry, new-crop seed complying with AOSA's "Rules for Testing Seeds" for purity and germination tolerances.
- B. Seed Species:
  - 1. Quality: Seed of grass species as listed below for solar exposure, with not less than 85 percent germination, not less than 95 percent pure seed, and not more than 0.5 percent weed seed:
  - 2. Full Sun: Kentucky bluegrass (*Poa pratensis*), a minimum of three cultivars.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Examine areas to be planted for compliance with requirements and other conditions affecting installation and performance of the Work.
  - 1. Verify that no foreign or deleterious material or liquid such as paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, or acid has been deposited in soil within a planting area.
  - 2. Suspend planting operations during periods of excessive soil moisture until the moisture content reaches acceptable levels to attain the required results.
  - 3. Uniformly moisten excessively dry soil that is not workable or which is dusty.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.
- C. If contamination by foreign or deleterious material or liquid is present in soil within a planting area, remove the soil and contamination as directed by Architect and replace with new planting soil.

### **3.2 PREPARATION**

- A. Protect structures; utilities; sidewalks; pavements; and other facilities, trees, shrubs, and plantings from damage caused by planting operations.
  - 1. Protect grade stakes set by others until directed to remove them.

### **3.3 SEEDING**

- A. Sow seed with spreader or seeding machine. Do not broadcast or drop seed when wind velocity exceeds 5 mph .
  - 1. Evenly distribute seed by sowing equal quantities in two directions at right angles to each other.



2. Do not use wet seed or seed that is moldy or otherwise damaged.
  3. Do not seed against existing trees. Limit extent of seed to outside edge of planting saucer.
- B. Sow seed at a total rate of 3 to 4 lb/1000 sq. ft..
- C. Rake seed lightly into top 1/8 inch of soil, roll lightly, and water with fine spray.

### **3.4 CLEANUP AND PROTECTION**

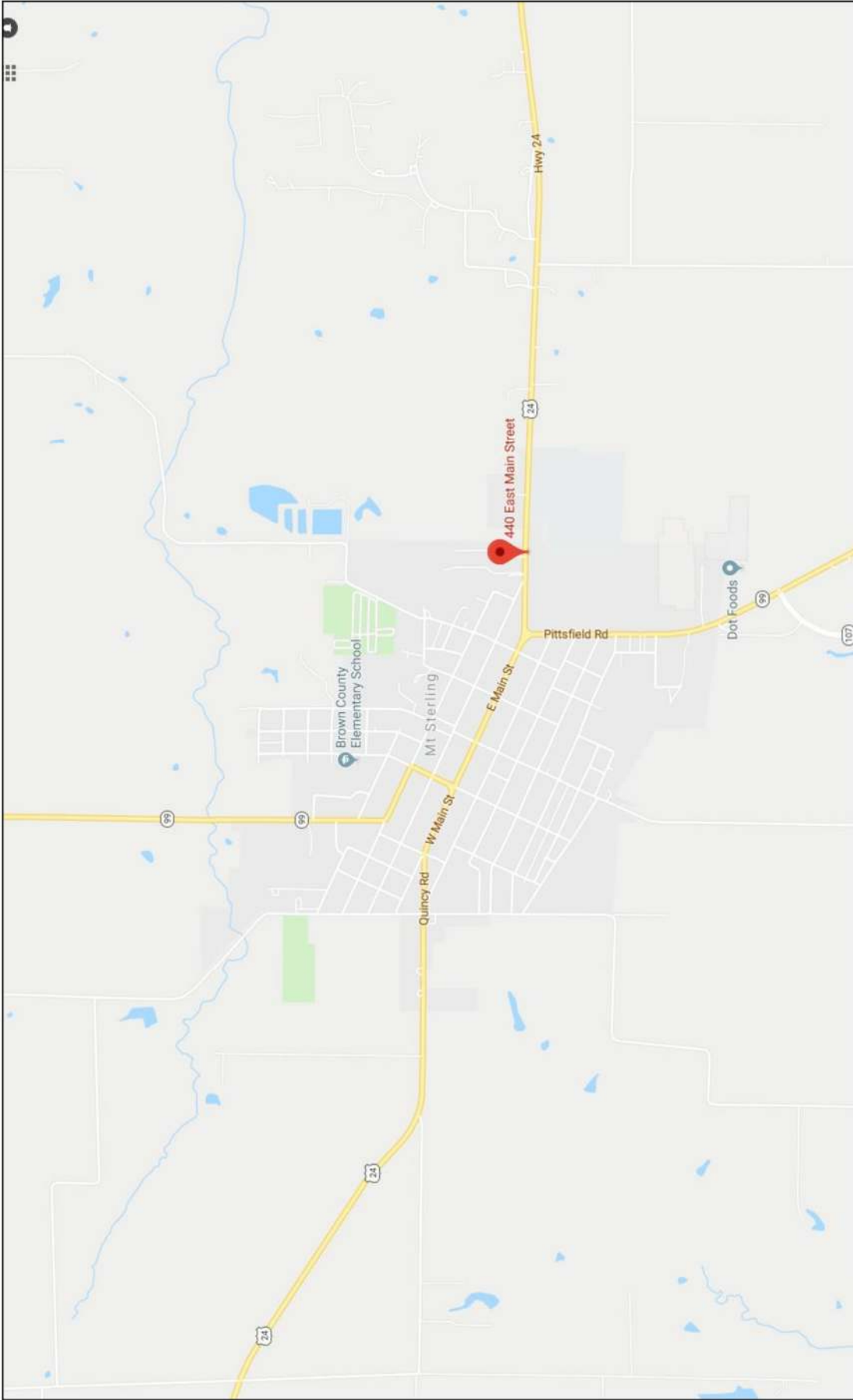
- A. Promptly remove soil and debris created by turf work from paved areas. Clean wheels of vehicles before leaving site to avoid tracking soil onto roads, walks, or other paved areas.
- B. Remove surplus soil and waste material, including excess subsoil, unsuitable soil, trash, and debris, and legally dispose of them off Owner's property.
- C. Erect temporary fencing or barricades and warning signs as required to protect newly planted areas from traffic. Maintain fencing and barricades throughout initial maintenance period and remove after plantings are established.

**END OF SECTION 32 9200**

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# Appendix A

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**PROJECT LOCATION MAP**



DEMOLITION OF THREE RESIDENCES FOR:  
**BROWN COUNTY CUSD #1**  
 MT. STERLING, IL

SCHEMATIC DESIGN PHASE	ISSUE DATE	XX/XX/XX
	REVISED	
NOT FOR CONSTRUCTION		

ARCHITECHNICS

architects • engineers • interior designers  
1100 West Street, Okemul, Illinois 62450-0001 • 618-202-0001 • info@architecthnics.com

PROJECT NUMBER: 078

MAP

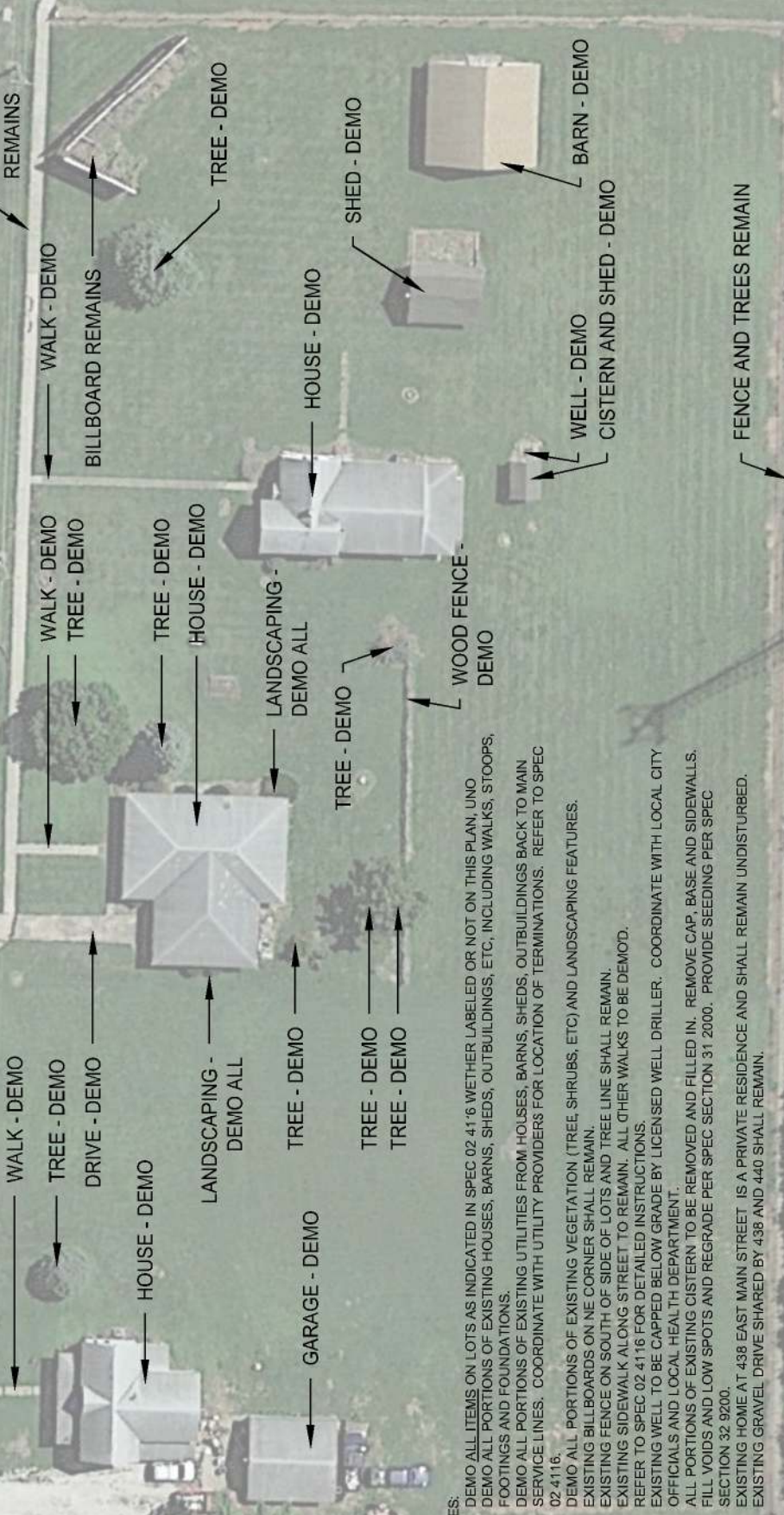
D1.0

CURRENT DATE: XX/XX/XX

LICENSE EXPIRES: 1/00/XX

440 EAST MAIN STREET  
SEE PLAT MAP SHEET D3.0

442 EAST MAIN STREET  
SEE PLAT MAP SHEET D3.0



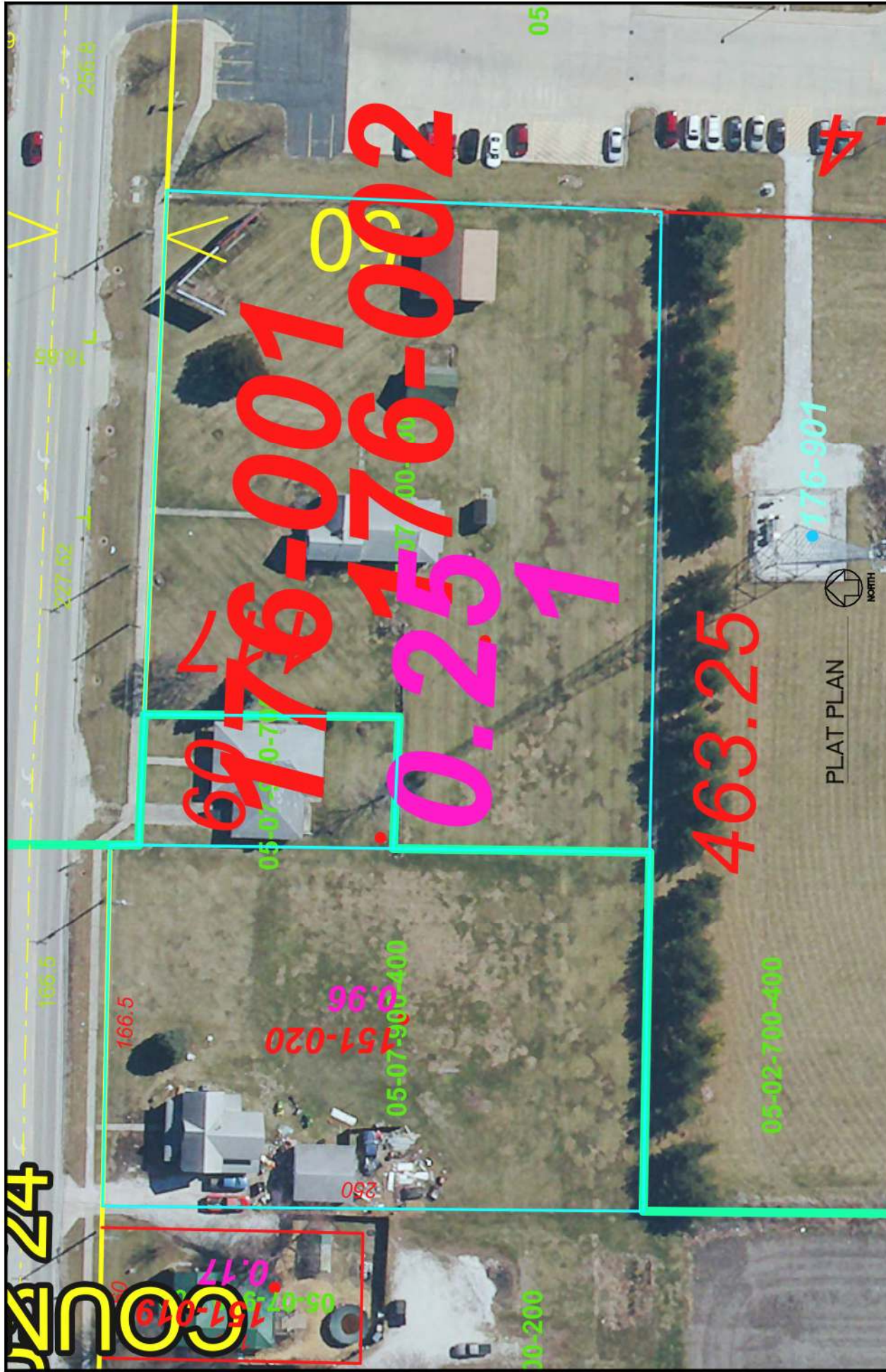
NOTES:

1. DEMO ALL ITEMS ON LOTS AS INDICATED IN SPEC 02 41 16 WEATHER LABELED OR NOT ON THIS PLAN, UNO
2. DEMO ALL PORTIONS OF EXISTING HOUSES, BARN, SHEDS, OUTBUILDINGS, ETC., INCLUDING WALKS, STOOPS, FOOTINGS AND FOUNDATIONS.
3. DEMO ALL PORTIONS OF EXISTING UTILITIES FROM HOUSES, BARN, SHEDS, OUTBUILDINGS BACK TO MAIN SERVICE LINES. COORDINATE WITH UTILITY PROVIDERS FOR LOCATION OF TERMINATIONS. REFER TO SPEC 02 41 16.
4. DEMO ALL PORTIONS OF EXISTING VEGETATION (TREE, SHRUBS, ETC) AND LANDSCAPING FEATURES.
5. EXISTING BILLBOARDS ON NE CORNER SHALL REMAIN.
6. EXISTING FENCE ON SOUTH OF SIDE OF LOTS AND TREE LINE SHALL REMAIN.
7. EXISTING SIDEWALK ALONG STREET TO REMAIN. ALL OTHER WALKS TO BE DEMO'D.
8. REFER TO SPEC 02 41 16 FOR DETAILED INSTRUCTIONS.
9. EXISTING WELL TO BE CAPPED BELOW GRADE BY LICENSED WELL DRILLER. COORDINATE WITH LOCAL CITY OFFICIALS AND LOCAL HEALTH DEPARTMENT.
10. ALL PORTIONS OF EXISTING CISTERN TO BE REMOVED AND FILLED IN. REMOVE CAP, BASE AND SIDEWALLS.
11. FILL VOIDS AND LOW SPOTS AND REGRADE PER SPEC SECTION 31 2000. PROVIDE SEEDING PER SPEC SECTION 32 9200.
12. EXISTING HOME AT 438 EAST MAIN STREET IS A PRIVATE RESIDENCE AND SHALL REMAIN UNDISTURBED. EXISTING GRAVEL DRIVE SHARED BY 438 AND 440 SHALL REMAIN.

DEMOLITION OF THREE RESIDENCES FOR:  
**BROWN COUNTY CUSD #1**  
MT. STERLING, IL

PROJECT NUMBER: 1758	<b>ARCHITECT</b> <b>ARCHITECTS</b> ARCHITECTS • ENGINEERS • INTERIOR DESIGNERS 1100 West Street, Suite 100, Mount Sterling, IL 62568-1000 618-262-0000 • info@architects.com
CURRENT DATE: 02/20/19	
<b>ARCHITECT</b> <b>ARCHITECTS</b>	<b>AERIAL</b>
DATE: 02/20/19	<b>D2.0</b>
LICENSE EXPIRES: 1/30/19	





ISSUE DATE: XX/XX/XX		CURRENT DATE: XX/XX/XX		PROJECT NUMBER: 078	
Schematic Design Phase				ARCHITECTURE	
NOT FOR CONSTRUCTION				ARCHITECTS • ENGINEERS • INTERIOR DESIGNERS	
				1000 West Street, Chicago, IL 60601-2000	
				D3.0	
				PLAT	
				D3.0	
				DEMOLITION OF THREE RESIDENCES FOR: BROWN COUNTY CUSD #1 MT. STERLING, IL	

# Appendix B



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# Summary of Hazardous Material Survey

- |                         |                                                                           |
|-------------------------|---------------------------------------------------------------------------|
| 1. 440 East Main Street | No Hazardous Material Observed or Sampled                                 |
| 2. 442W East Main       | Some Hazardous Material Observed or Sampled –<br>Refer to Attached Report |
| 3. 442E East Main       | Some Hazardous Material Observed or Sampled –<br>Refer to Attached Report |

\*Hazardous Material is highlighted in yellow

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**Vacant Residence  
440 East Main Street  
Mt. Sterling, IL 62353**

**SUMMARY OF FINDINGS BY PLM ANALYSIS**

HOMO AREAS	DESCRIPTION	QUANTITY	ACM			NOTES
			ASSUMED	POS	NEG	
SPA	PLASTER				3**	
MCA	1' X 1' CEILING TILE, SMOOTH				3	
MCB	1' X 1' CEILING TILE, SWIRL PATTERN				3	
MCC	1' X 1' CEILING TILE, TEXTURE				3	
MFA	LINOLEUM, RED SQUARE PATTERN				3**	
MFB	LINOLEUM, LIGHT GRAY				3**	
MFC	SHEET FLOORING				3	
MFD	LINOLEUM, PEBBLE PATTERN				3	
MFE	LINOLEUM, WHITE AND PINK				3	
MMB	INTERIOR CAULK				3**	
MMC	EXTERIOR CAULK				3**	
MMD	SHINGLES AND FELT PAPER				3**	
MME	SINK COATING BLACK				3**	
MMF	WINDOW GLAZING				3**	
MXA	DRYWALL AND COMPOUND				3	

\* The number of samples collected is dictated by AHERA based on the type of material sampled. State of the art practices require three negative results to state that a material is negative, whereas one positive result will result in the entire homogeneous area being identified as positive. Once the laboratory identifies a positive sample, the remaining samples in that particular homogeneous area are not analyzed.

\*\*EPA recommends that bulk materials found negative for asbestos or less than one percent asbestos by Polarized Light Microscopy (PLM) that fall into one of five dominantly non-friable categories be reanalyzed by an additional method, such as Transmission Electron Microscopy (TEM) (EPA Notice of Advisory, FR Vol. 59, No. 146 & Test Method EPA 600/R-93/116).

**Vacant Residence  
442 East Main Street  
Mt. Sterling, IL 62353**

**SUMMARY OF FINDINGS BY PLM ANALYSIS**

HOMO AREAS	DESCRIPTION	QUANTITY	ACM			NOTES
			ASSUMED	POS	NEG	
MFA	9" X 9" FLOOR TILE AND MASTIC, TAN & BROWN			3		
MFB	9" X 9" FLOOR TILE AND MASTIC, WHITE PEBBLE PATTERN			3		
MFC	LINOLEUM, WHITE AND BROWN			3		
MXA	DRYWALL AND COMPOUND			1	2	
SCA	TEXTURE ON DRYWALL				3**	
MMA	SHINGLES AND FELT PAPER				3**	
MMB	EXTERIOR CAULKING				3**	
MMC	BLOWN-IN INSUALTION				3**	
MMD	CARPET MASTIC				3**	
MME	WINDOW GLAZING				3**	

\* The number of samples collected is dictated by AHERA based on the type of material sampled. State of the art practices require three negative results to state that a material is negative, whereas one positive result will result in the entire homogeneous area being identified as positive. Once the laboratory identifies a positive sample, the remaining samples in that particular homogeneous area are not analyzed.

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**Vacant Residence  
444 East Main Street  
Mt. Sterling, IL 62353**

**SUMMARY OF FINDINGS BY PLM ANALYSIS**

HOMO AREAS	DESCRIPTION	QUANTITY	ACM			NOTES
			ASSUMED	POS	NEG	
TDA	THERMAL DUCT WRAP (BARN)			3		
SPA	PLASTER				3**	
MCA	1' X 1' CEILING TILE				3	
MCB	2' X 4' CEILING TILE				3	
MFA	9" X 9" FLOOR TILE AND MASTIC				3**	
MMA	BLOWN-IN INSULATION				3**	
MMB	WINDOW GLAZING				3**	
MMC	SHINGLES AND FELT PAPER				3**	
MMD	SHINGLES AND FELT PAPER (BARN)				3**	

\* The number of samples collected is dictated by AHERA based on the type of material sampled. State of the art practices require three negative results to state that a material is negative, whereas one positive result will result in the entire homogeneous area being identified as positive. Once the laboratory identifies a positive sample, the remaining samples in that particular homogeneous area are not analyzed.

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