

PROJECT MANUAL  
FOR  
**HEALTH LIFE SAFETY WORK:  
PIPING REPLACEMENT AT:  
QUINCY JUNIOR HIGH SCHOOL**

100 SOUTH 14TH STREET  
QUINCY, IL 62301

PREPARED FOR:  
**QUINCY PUBLIC SCHOOL DISTRICT #172**  
1416 Maine Street  
Quincy, Illinois 62301

BY:  
**ARCHITECHNICS**  
510 Maine Street  
Quincy, Illinois 62301

March 20, 2020

Design Firm 184.004061  
Architect / Engineer's Project Number: 5880



3/20/2020

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Todd J. Moore, P.E.  
Registered Professional Engineer License 062.050495  
License Expires: 11/30/21

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Date

**ARCHITECHNICS**  
architects • engineers • interior designers



SECTION 00 0101  
PROJECT TITLE PAGE

Health Life Safety Work:  
Piping Replacement at  
Quincy Junior High School  
100 South 14<sup>th</sup> Street  
Quincy, IL 62301

ARCHITECHNICS PROJECT NO. 5880

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OWNER	QUINCY PUBLIC SCHOOL DISTRICT #172
ARCHITECT / ENGINEER	ARCHITECHNICS, INC 510 MAINE STREET, 10TH FLOOR QUINCY, IL 62301
CURRENT DATE	03/20/2020

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**END OF SECTION 00 0110**

**SECTION 00 1113  
ADVERTISEMENT FOR BIDS**

1. Sealed Bids will be received by the Quincy School District #172, Quincy, Adams County, Illinois for installation of the following:

**HEALTH LIFE SAFETY WORK: PIPING REPLACEMENT AT:  
QUINCY JUNIOR HIGH SCHOOL**  
100 South 14th Street, Quincy, IL 62301

Bids will be received at the place, time and date hereinafter stated **and publicly opened.**

PLACE: Board of Education, Room 214, 1416 Maine Street, Quincy, IL 62301

TIME: 3:00 p.m. Local Prevailing Time

DATE: Wednesday, April 15, 2020.

2. A Non-mandatory Pre-Bid Meeting will be held Wednesday, April 1, 2020, at 3:00 p.m. at Quincy Junior High School, Room 340 to review the project with prospective bidders.
3. Construction shall be in full accordance with the Bidding Documents which are on file with the Owner and may be examined by prospective bidders at the following locations:

QPSD #172 Administrative Office  
1416 Maine Street  
Quincy, IL 62301

Office of the Architect / Engineer  
Architechnics  
510 Maine Street  
Quincy, IL 62301

Plans and Specifications for bidding purposes are available at the offices of the Architect, ARCHITECHNICS, 510 Maine St., Quincy, IL 62301. A refundable deposit of \$150.00 (paper) will be required for use of the Plans and Specifications for bidding purposes. A \$50.00 non-refundable fee will be required for digital files.

4. Bids shall be accompanied by a Bid Bond in the amount of 5% of the **TOTAL BASE BID**. A certified check or bank draft, payable to the order of the **Quincy School District No. 172** equal to this amount will be an acceptable Bid Bond.

Pursuant to Section 10-20.21 of the School Code, awards will be made to the lowest responsible bidder as reasonably determined by the Board of Education considering conformity with specifications, terms of delivery, quality and serviceability. In evaluating these factors, the Board will necessarily consider and compare (relative to the other bidders) the experience of the bidder on this type of project or similar projects, AND the performance history of the bidder regarding conformity with specifications, meeting terms of delivery and quality of work AND the performance history and ability of the bidder to complete the project on time, to service the product (including response time to service calls) and workmanship on the project. **THE BOARD OF EDUCATION IS NOT OBLIGATED TO ACCEPT THE LOWEST DOLLAR BID AND RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR TO WAIVE ANY INFORMALITIES, IRREGULARITIES, TECHNICALITIES, OR DEFECTS IN ANY BID SHOULD THE BOARD DEEM IT IN THE BEST INTEREST OF THE SCHOOL DISTRICT TO DO SO.**

Awards, if made, will be made within sixty (60) days following the opening of these bids.

Labor Statutes, Prevailing Wage Rates - In the employment and use of labor, contractors will be required to conform to all Illinois statutory requirements regarding labor and to pay not less than the prevailing rate of wages for all classifications of labor as determined by the Illinois Department of Labor. Prevailing wages are subject to change. Rates are available at the office of the Adams County Clerk, 521 Vermont Street, Quincy, Illinois 62301. Certified payroll records shall comply with the requirement of 820 ILCS 130/5.

5. Prospective bidders must comply with 30 Illinois Compiled Statutes 570 et seq. regarding preference to Illinois citizens or public works projects.
6. The bidder shall comply with the applicable provisions of the Illinois Human Rights Act specifically including but not limited to the requirement of 775 ILCS 5/2-105 that bidder shall have a written sexual harassment policy in place including at a minimum those requirements of such statutory provision. Said policy must be filed with the Quincy Public School District No. 172 prior to commencing work.
7. The bidder shall comply with the requirement of 820 ILCS 265/15 that bidder shall have a written substance abuse prevention program in place including at a minimum those requirements of such statutory provision. Said program must be filed with the Quincy Public School District No. 172 prior to commencing work.
8. All construction work on this project must be completed on or before **August 7, 2020**.

Board of Education  
Quincy Public School District No. 172  
Quincy, Illinois

**END OF SECTION 00 1113**



# **AIA® Document A701™ – 2018**

## **Instructions to Bidders**

for the following Project:  
(Name, location, and detailed description)

Health Life Safety Work: Piping Replacement at Quincy Junior High School  
100 South 14th Street  
Quincy, IL 62301

### **THE OWNER:**

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

The Board of Education fo Quincy Public School District # 172  
1416 Maine Street  
Quincy, IL 62301  
Telephone Number: 217-223-8700

### **THE ARCHITECT:**

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

Architechnics, Inc.  
510 Maine Street  
Quincy, IL 62301

## **TABLE OF ARTICLES**

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### **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.)*

As indicated in the Advertisement for Bids

**§ 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.)*

Requests shall be submitted by email. NO EXCEPTIONS.

**§ 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.)*

Addenda will be distributed 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.)*

As indicated in the 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, a Bidder may, beginning As days after the opening of Bids, 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.)*

As indicated in the 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.)*

Owner reserves the right to retain the bid security

## **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.)*

### **§ 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.

## **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

(Paragraph Deleted)

**.5 Drawings**

Number	Title	Date
Full Set	Health Life Safety Work: Piping Replacement at Quincy Junior High School	March 20, 2020

**.6 Specifications**

Section	Title	Date	Pages
Full Document	Health Life Safety Work: Piping Replacement at Quincy Junior High School	March 20, 2020	All

**.7 Addenda:**

Number	Date	Pages
TBD		

**.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.)*



## **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 10:18:22 ET on 03/26/2020.

### **PAGE 1**

Health Life Safety Work: Piping Replacement at Quincy Junior High School  
100 South 14th Street  
Quincy, IL 62301

...

The Board of Education fo Quincy Public School District # 172  
1416 Maine Street  
Quincy, IL 62301  
Telephone Number: 217-223-8700

...

Architechnics, Inc.  
510 Maine Street  
Quincy, IL 62301

### **PAGE 2**

As indicated in the Advertisement for Bids

### **PAGE 3**

Requests shall be submitted by email. NO EXCEPTIONS.

### **PAGE 4**

Addenda will be distributed by email.

...

As indicated in the Advertisement for Bids

### **PAGE 5**

**§ 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

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**User Notes:**

(3B9ADA3D)

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 As days after the opening of Bids, withdraw its Bid and request the return of its bid security.

...

As indicated in the Advertisement for Bids

...

Owner reserves the right to retain the bid security

#### PAGE 7

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

#### PAGE 8

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

...

Full Set

Health Life Safety  
Work: Piping  
Replacement at Quincy  
Junior High School

March 20, 2020

...

Full Document

Health Life Safety  
Work: Piping  
Replacement at Quincy  
Junior High School

March 20,  
2020

All

...

TBD

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, Todd J. Moore, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:18:22 ET on 03/26/2020 under Order No. 6184970010 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A701™ - 2018, Instructions to Bidders, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

  
\_\_\_\_\_  
(Signed)

  
\_\_\_\_\_  
(Title)

  
\_\_\_\_\_  
(Dated)

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**SECTION 00 2115  
SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

1. PRECEDENCE OF SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

These Supplementary Instructions to Bidders take precedence over the INSTRUCTIONS TO BIDDERS, AIA Document A701, as hereinafter stated.

2. MODIFICATIONS DELETIONS AND ADDITIONS

The Supplementary Instructions herein modify, delete from, and/or add to the Instructions to Bidders.

- a) Articles, or portions thereof, which are not specifically modified, deleted, or superseded hereby, remain in full effect.

3. OWNER

The "Owner" is: **THE BOARD OF EDUCATION  
QUINCY PUBLIC SCHOOL DISTRICT NO. 172  
QUINCY, ADAMS COUNTY, ILLINOIS 62301**

4. PROJECT

The "Project" is: **HEALTH LIFE SAFETY WORK: PIPING REPLACEMENT AT:  
QUINCY JUNIOR HIGH SCHOOL  
QUINCY, IL 62301**

5. BIDS REQUESTED/SCOPE OF WORK

Bids for construction of the Project will be submitted on the forms included with the Bidding Documents.

This project will be divided into several bidding categories, see Section 00 4200 and the Drawings for a more detailed breakdown of these categories.

See Section 01 1100 Summary of Work for more detailed item descriptions.

The Bidder shall include all accessories, trim, and all related work and sub-trades to provide a complete, neat, and finished installation.

6. BIDDING DOCUMENTS

Construction shall be in full accordance with the Bidding Documents which are on file with the Owner and may be examined by prospective bidders at the following locations:

QPS Administrative Office  
1416 Maine Street  
Quincy, IL 62301

Office of the Architect  
Architechnics  
510 Maine Street, FL 10  
Quincy, IL 62301

Plans and Specifications for bidding purposes are available at the offices of the Architect, ARCHITECHNICS, 510 Maine St., Quincy, IL 62301. A refundable deposit of \$150.00 (paper) will be required for use of the Plans and Specifications for bidding purposes. A \$50.00 non-refundable fee will be required for digital files.

7. SUBSTITUTIONS

See Section 00 2600 Proposed Equivalent Product Procedures.

8. BIDS

Bids shall be submitted on the forms included with the Bidding Documents. Bid Forms may be provided separately for bidding. Bid Forms shall become a part of the Contract documents.

One hard copy of the Bid must be submitted. A bona fide Bid must include the following items:

1. Fully completed Bid Form.
2. Bid Bond for the required amount indicated in the referenced paragraph.

Incomplete Bids will be rejected and unread.

No Bid submitted will be considered by the Owner unless such Bid is accompanied by a Bid Bond made payable to:

**Board of Education  
Quincy Public School District No. 172  
Quincy, Adams County, Illinois 62301**

In the amount of **5%** of the TOTAL BASE BID. A certified check or bank draft payable to the order of **Quincy School District No. 172** in such amount is an acceptable Bid Bond.

Said Bid Bond shall be forfeited to the Owner in the event that any bidder to whom a contract is awarded fails to enter into Contract with the Owner for the work proposed in Bid.

Bid Bonds will be returned to unsuccessful bidders not later than fourteen (14) days after the formation of the Contract with a successful bidder.

9. DELIVERY OF PROPOSAL

Proposal shall be delivered to the Owner at **1416 Maine Street, Quincy, Illinois, Attn: Business Office**, in an opaque envelope marked "Sealed Bid Enclosed" bearing the title of the project and the name of the bidder.

10. PERFORMANCE AND LABOR/MATERIAL PAYMENT BONDS

The successful bidder, to whom a Contract is awarded, shall provide the Owner, within a period of fourteen (14) days following the date of the notice of such award, a Surety Company's Performance Bond and a Labor/Material Payment Bond, each in an amount equal to one hundred percent (100%) of the Contract Amount. Bonds shall remain in effect until total completion of project.

The Surety Company must have a Policy Holder's rating of A or better and a Financial Rating of Class XII or high in the A.M. Best Company's "KEY RATING GUIDE," and the form used will be acceptable to the Owner. The cost of the Bonds shall be included in the Contractor's Proposal.

11. CONTRACT AWARD

Pursuant to Section 10-20.21 of the School Code, awards will be made to the lowest responsible bidder as reasonably determined by the Board of Education considering conformity with specifications, terms of delivery, quality and serviceability. In evaluating these factors, the Board will necessarily consider and compare (relative to the other bidders) the experience of the bidder on this type of project or similar projects, AND the performance history of the bidder regarding conformity with specifications, meeting terms of delivery and quality of work AND the performance history and ability of the bidder to complete the project on time, to service the product (including response time to service calls) and workmanship on the project. THE BOARD OF EDUCATION IS NOT OBLIGATED TO ACCEPT THE LOWEST DOLLAR BID AND RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR TO WAIVE ANY INFORMALITIES, IRREGULARITIES, TECHNICALITIES, OR DEFECTS IN ANY BID SHOULD THE BOARD DEEM IT IN THE BEST INTEREST OF THE SHOOOL DISTRICT TO DO SO.

12. NOTICE TO PROCEED

The successful bidder, if awarded the Contract, shall commence preliminary work immediately.

13. EXAMINATION OF SITE

The Bidder shall carefully examine the site and scope of work. No pleas of ignorance of conditions that exist or conditions or difficulties that may be encountered in the execution of the work as a result of failure to make a proper examination and investigation will be accepted as an excuse for any failure or omission on the part of the Bidder to fulfill in every detail all of the requirements of the Bidding Documents or will be accepted as a basis for any claims whatsoever for extra compensation.

14. FAMILIARIZATION WITH THE WORK

Before submitting his bid, the Bidder shall familiarize himself with the work, rules governing acceptance of his work, site where the work is performed, labor conditions, the conditions and facilities at the site for delivery and installation, all laws, regulations and other factors affecting performance of the work. The prospective bidder shall carefully correlate his observations with the requirement of the bidding documents and contact drawings, and otherwise satisfy himself of the expense and difficulties attending performance of the work, including delivery of material and equipment. The submission of a bid will constitute an incontrovertible representation by the bidder that he has complied with every requirement of this paragraph.

15. SPECIFIED MATERIALS AND EQUIPMENT

- a) No alterations or changes in the Plans, Specifications, or other instructions enclosed shall be permitted without express written consent of the Owner and Architect.
- b) Any prospective bidder who discovers ambiguities or is in doubt as to the true meaning of any part of the Bidding Documents shall promptly request Architect for an interpretation thereof.
- c) Interpretations will be made only by Addenda, duly issued, and copies of each Addendum will be mailed or delivered to each Bidding Document holder of record.
- d) Unless otherwise specified the Contractor shall provide all materials, tools, automotive and other construction equipment, which may be necessary for the completion of the work described in the specifications. The Contractor shall keep a competent representative on the job and employ persons skilled in the various phases of the work involved. All work shall be performed in a workmanlike manner.

- e) **Products and manufacturers not named or specified may be considered upon request in writing to the Architect at least ten (10) days prior to receipt of bids.** Products and manufacturers not specifically named or specified in the Bidding Documents, or Addenda or approved by the Architect will not be considered for use on this Project.

16. FAILURE TO EXECUTE CONTRACT

Failure to comply with any of the requirements of these Instructions to execute the Contract within ten (10) days after mailing as specified or to furnish specified bonds and certificates of insurance as required shall be just cause for the annulment of the award. In the event of such annulment of the award, the amount of the bid bond shall become the property of the Owner, not as a penalty, but as liquidated damages. Award may then be made to the next lowest responsible bidder as determined in accord with paragraph 8.

17. ACCESS, STORAGE, ETC. ON SITE

The Contractor shall have access **during daylight hours** to that portion of the site on which construction is involved. On-site storage of materials and equipment shall be subject to the written approval of Owner.

18. PROTECTION OF BUILDING, SITE AND ADJOINING PROPERTIES

The Contractor shall be required to take the necessary precautionary measures to insure the protection of the building, site and adjoining properties from damage of any kind resulting from work on this Project. All costs of such precautionary measures, as well as the costs incurred in repair or replacement of damage inflicted, will be borne by the Contractor as a part of his work on this Project.

19. TAX EXEMPT

All bidders are hereby notified that this Project is exempt from Sales Tax on all materials. No bid shall, therefore, include such tax.

20. PROGRESS OF WORK/COMPLETION OF WORK

It is the intent of these Instructions to require aggressive progress to completion once the project is started.

The work shall begin on **June 1, 2020**. Work may begin earlier if approved by the Board of Education. Final and total completion of this project shall be on or before **August 7, 2020**.

"Total completion" shall be defined that the Contractor is 100% complete with any and all work (including punch list items), areas of the building under this contract are ready for occupancy and usage by the District, and all of the Contractor's equipment, tools, and supplies are removed from the site.

21. PREVAILING WAGE

Each contractor is required to pay not less than the general prevailing rate of hourly wages for work of a similar character in the locality in which the work is performed, and not less than general prevailing rate of hourly wages for legal holidays and overtime work, as determined by the **Board of Education, Quincy Public School District No. 172**, and the **State of Illinois**, Illinois Department of Labor, pursuant to 820 ILCS 130 et seq. These rates are subject to change. Rates are available at the office of the Adams County Clerk, 521 Vermont Street, Quincy, Illinois 62301.



22. PRE-BID MEETING, SITE INSPECTION

Interested bidders shall visit the job site prior to Bid Due Date to familiarize themselves with job conditions and to ascertain the extent of required work necessary to complete installation as specified. A Non-mandatory Pre-Bid Meeting will be held for this project on **Wednesday, April 1, 2020 at 3:00 pm** at Quincy Junior High School, Room 340 to review the project with prospective bidders. To obtain access to the facilities (site) and schedule an additional site visit, Bidder shall call for an appointment: **Dane Barnes (217) 653-1993**.

23. FACILITIES USAGE

Bidders are advised that the school's toilet facilities (when constructed) will not be available to all workmen. STATE LAW PROHIBITS THE USE OF TOBACCO ON ALL SCHOOL PROPERTY. THIS MEANS THAT INSIDE AND OUTSIDE OF ALL BUILDINGS NO USE OF TOBACCO PRODUCTS WILL BE PERMITTED.

24. WORK RESTRICTIONS

None other than 6:00 a.m. to 7:00 p.m., unless given approval by the Owner.

25. DAILY CLEANUP

Contractor shall provide daily clean up of material and tools in work areas at the close of each workday unless otherwise approved in writing by the Owner or Architect.

26. WRITTEN SPECIFICATIONS

NO DEVIATION FROM THE BIDDING DOCUMENTS WILL BE PERMITTED OR ACCEPTED WITHOUT WRITTEN AUTHORIZATION, SIGNED BY BOTH THE ARCHITECT AND THE OWNER.

27. PROJECT CONTINGENCY ALLOWANCE

As indicated in the Bid Proposal, each Base Bid category for this project shall include a project contingency allowance. See the Bid Proposal Form for the breakdown of these allowances. This money is to be used only after the issuance of a Change Order. At close out of Contract, money remaining in the contingency allowance will be credited back to the Owner via a Change Order prepared by the Architect.

28. STATUTORY REQUIREMENTS

All applicable Federal and State laws, and the rules and regulations of all authorities having jurisdiction over construction of the project, shall apply to the Contract throughout, and they will be deemed to be included in the contract the same as though written therein full.

29. PROTECTIVE PRECAUTIONS

The Bidder, upon receiving contract acceptance, shall be able to proceed with work immediately after the published start date, subject to the following conditions.

- a) Submit, discuss and obtain approval of the proposed schedule of work from the Owner and the Architect.
- b) Every precaution must be taken to prevent any damage, loss or injury to any person, or to any property of the Owner.

- c) All utilities on the properties shall be kept in proper operating condition at all times. Should there be a need to temporarily disconnect any systems, the Contractor shall notify, in writing, the following entities, when the existing system is going to be inoperative, and that the site will be without a particular service for a period not to exceed one (1) day. Give a minimum of two days notice to Owner.
1. Owner.
  2. Architect.
  3. The Fire Department.
  4. Alarm Systems, Inc. Phone: (217) 222-2280
  5. Any other entity or department appropriate or responsible for a specific service.
- d) The same notification shall be provided by the Contractor if any of the other utilities will be temporarily inoperative.
- e) When the building is close to completion, It is mandatory that the fire lanes be kept free of any obstructions at all times, unless otherwise authorized by the Owner and the Fire Department.
- f) Parking for construction workers will be in areas as discussed with and designated by Owner, and must be strictly adhered to.
- g) During the initial start-up and commissioning phase, all fire alarm, security alarm, any other type of protection system and supervisory alarm MUST BE operable at all times when the buildings are occupied or could be occupied. If one of the systems is down, the Owner, Architect, fire department, Alarm Systems, Inc., and any other entity or department appropriate or responsible for a specific service must be notified. The Contractor is responsible for monitoring and maintaining these systems are operable and in safe condition at all times.

30. ASBESTOS/HAZARDOUS MATERIAL

No forms or types of asbestos or asbestos-containing products are permitted in this building project. By submitting a proposal of this project, the prime contractors and subcontractors, suppliers, etc. guarantee that no asbestos-containing products are being included.

In accordance with 40 CFR Part 763 which pertains to Asbestos Containing Materials and the Hazard Communication Standard (HCS) 29 CFR 1910.1200 notification is hereby given that asbestos containing materials and/or chemicals exist within the Quincy Public School District buildings which you and/or your employees must be made aware.

Owner will meet the HCS and requirements for notification of short term workers by posting a notice on entrance doors of its buildings which will advise contractors, repair persons, installers, delivery persons, vendors and visitors to register in the Main Office where both the Asbestos Management Plan and Material Safety Data Sheets (MSDS) for chemicals can be viewed.

Owner further advises that any hazardous chemicals which you plan to bring into the School District Buildings during the performance of your work must be disclosed to Owner before bringing them upon the premises. This may be accomplished by either calling the information contained on the MSDS for that project to the Risk Management at 228-4084 or by faxing a copy of the MSDS to Risk Management at 221-3499.

Contractor will comply with all OSHA requirements, specifically including but not limited to the Hazard Communication Standard 29 CFR 1910.1200, Control of Hazardous Energy Standard 29 CFR 1910.147, and Combined Space Entry 29 CFR 1910.146.

31. CERTIFICATION OF COMPLIANCE WITH ARTICLE 33E OF THE CRIMINAL CODE OF 1961

By signing and submitting the Bid Form to the Owner, the Bidder certifies that the Bidder is not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid rotating under Articles 33E of the Criminal Code of 1961.

32. PUBLIC CONTRACTORS - WRITTEN SEXUAL HARASSMENT POLICY

Public Act 87-1257, effective July 1, 1993, amends the Illinois Human Rights Act (Section 2-105) by requiring that every party to a public contract and every eligible bidder shall have a written sexual harassment policy that shall include, at a minimum, the following information.

- (i) The illegality of sexual harassment;
- (ii) The definition of sexual harassment under state law;
- (iii) A description of sexual harassment, utilizing examples;
- (iv) The contractor's internal complaint process including penalties;
- (v) The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission;
- (vi) Direction on how to contact the Department and Commission; and
- (vii) Protection against retaliation as provided by Section 6-101 of the Human Rights Act.

Finally, the Bidder must provide a copy of such written policy to the Department of Human Rights upon request.

33. Owner's designated contact person on this project will be **Dane Barnes at (217) 653-1993.**

34. SCHOOL BOARD – REQUESTS FOR INFORMATION FROM INDIVIDUAL MEMBERS OF THE BOARD OF EDUCATION

The Superintendent and the administrative team will make every effort to keep the Board of Education informed in all matters of business it deals with in the course of carrying out its duties. From time to time, the Board as a whole may request more information than was provided to them. Such requests will be acted upon by the entire Board of Education in the form of a directive to the Superintendent. Individual members of the Board of Education who have requests for special reports, extra information or other data, shall present such requests to the Superintendent who shall respond to such requests in consultation with the President of the Board of Education. The decision of the President and Superintendent is subject to review by the Board of Education. Board members as individuals shall not request information from anyone in the employ of the district, a private contractor doing business with the district or any employee of said contractor but shall make their requests through the Superintendent.

35. The contractor shall not send to any school building or school property any employee or agent who is a child sex offender as defined in the Child Sex Offender and Murdered Community Notification Act. It is the responsibility of the contractor to contact on a regular basis the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses. The contractor shall also provide the District with the name and address of each employee who will perform work on school property and require that the employee submit to a criminal history background investigation.

36. SUBCONTRACTORS, SUPPLIERS AND OTHERS

- a) If the OWNER or ENGINEER/ARCHITECT requires the identity of certain Subcontractors, Suppliers and individuals, or entities to be submitted in advance of the specified date prior to the Effective Date of the Agreement, the apparent Successful Bidder, and any other Bidder so requested, shall within five days after the Bid opening to submit to OWNER or ENGINEER/ARCHITECT a list of all such Subcontractors, Suppliers, individuals, or entities proposed for those portions of the work for which such identification is required. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, individual, or entity if requested by OWNER or ENGINEER/ARCHITECT. If OWNER or ENGINEER/ARCHITECT, after due investigation, has reasonable objection or cause to any proposed Subcontractor, Supplier, individual, or entity, OWNER or ENGINEER/ARCHITECT may before the Notice of Award is given, request apparent Successful Bidder to submit a substitute in which case the apparent Successful Bidder shall submit an acceptable substitute, and Bidder's Bid price will not change by such substitution.
- b) If apparent Successful Bidder declines to make any such substitution, OWNER may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors, Suppliers, individuals, or entities. Declining to make requested substitutions will not constitute grounds for forfeiture of the Bid security of any Bidder. Any Subcontractor, Supplier, individual, or entity so listed and against which OWNER or ENGINEER/ARCHITECT makes no written objection prior to the giving of the Notice of Award will be deemed acceptable to OWNER and ENGINEER/ARCHITECT subject to revocation of such acceptance after the Effective Date of the Agreement as provided in Paragraph 6.06 of the General Conditions.
- c) CONTRACTOR shall not be required to employ any Subcontractor, Supplier, individual, or entity against whom CONTRACTOR has reasonable objection.

**END OF SECTION 00 2115**

**SECTION 00 2600  
PROPOSED EQUIVALENT PRODUCT PROCEDURES**

**PART 1 - GENERAL**

**1.1 DEFINITIONS**

- A. Proposed Equivalent Product: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Procurement and Contracting Documents, submitted prior to receipt of bids.

**1.2 QUALITY ASSURANCE**

- A. Compatibility of Equivalents: Investigate and document compatibility of proposed equivalent products with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

**1.3 PROPOSED EQUIVALENT PRODUCT**

- A. Proposed Equivalent Product, General: By submitting a bid, the Bidder represents that its bid is based on materials and equipment described in the Procurement and Contracting Documents, including Addenda. Bidders are encouraged to request approval of qualifying equivalent materials and equipment when the Specifications Sections list materials and equipment by product or manufacturer name.
- B. Proposed Equivalent Product will be received and considered by Owner when the following conditions are satisfied, as determined by Architect; otherwise requests will be returned without action:
  - 1. Extensive revisions to the Contract Documents are not required.
  - 2. Proposed changes are in keeping with the general intent of the Contract Documents, including the level of quality of the Work represented by the requirements therein.
  - 3. The request is made on the **Proposed Equivalent Product Request Form (Section 00 4325)** included in the Bidding Document is fully documented, and properly submitted.

**1.4 SUBMITTALS**

- A. Proposed Equivalent Product: Submit to Architect. Proposed Equivalent Product must be made in writing in compliance with the following requirements:
  - 1. Requests for substitution of materials and equipment will be considered if received no later than 10 days prior to date of bid opening, no exceptions.
  - 2. Submittal Format: Submit 2 copies of each written or electronic Proposed Equivalent Product Request Form included in the Bidding Documents.
- B. Architect's Action:

1. Architect may request additional information or documentation necessary for evaluation of the Proposed Equivalent Product. Architect will notify all bidders of acceptance of the proposed substitute by means of an Addendum to the Procurement and Contracting Documents.
- C. Architect's approval of a substitute during bidding does not relieve Contractor of the responsibility to submit required shop drawings and to comply with all other requirements of the Contract Documents.

**END OF SECTION 00 2600**

**SECTION 00 4200  
BID PROPOSAL**

DATE \_\_\_\_\_

TO: BOARD OF EDUCATION  
QUINCY PUBLIC SCHOOL DISTRICT NO. 172  
QUINCY, ADAMS COUNTY, ILLINOIS

The undersigned offers the following proposal pertaining to

**PIPING REPLACEMENT AT: QUINCY JUNIOR HIGH SCHOOL,**  
Board of Education, Quincy Public School District No. 172, Quincy, Adams County, Illinois, in accord with  
the Bidding Documents prepared for this work, **Project No. 5880** by **ARCHITECHNICS, INC.**

The undersigned bidder, having inspected the site of the proposed work, having familiarized himself with all the conditions affecting the work, and having examined the Bidding Documents prepared by **ARCHITECHNICS**, hereby proposes to furnish all labor, materials, equipment, and services for construction and installation of: **PIPING REPLACEMENT AT: QUINCY JUNIOR HIGH SCHOOL.**

1. **BASE BID "A" – PIPING REPLACEMENT** \$ \_\_\_\_\_
2. **PROJECT CONTINGENCY ALLOWANCE** \$ 50,000.00  
(Refer to Supplementary Instructions to Bidders for Terms of Allowance)
3. **TOTAL BASE BID – "A" - CONSTRUCTION BASE BID PLUS PROJECT CONTINGENCY ALLOWANCE** \$ \_\_\_\_\_
4. **ACKNOWLEDGE THE DATE BY WHICH THIS PROJECT WILL BE SUBSTANTIALLY COMPLETED AND FINALLY AND TOTALLY COMPLETED FOR USE AND OCCUPANCY BY THE OWNER**  
(Refer to Item 20 - "Supplemental Instructions to Bidders") \_\_\_\_\_ (Initial)
5. **BID DEPOSIT** - Check box at right for compliance with 5% Bid Deposit requirement. ☐
6. **ADDENDA** - Indicate receipt, by number of all Addenda issued for this work. \_\_\_\_\_
7. **By submission of this bid, the bidder agrees that no deviation from the Bidding Documents will be permitted without written authorization signed by both the Architect and the School District.**
8. By submission of this bid, the bidder agrees that the bidder's official dollar bid figure listed on this bid form on this project shall remain in effect for a period of sixty (60) days from the date of the bid opening.
9. Any contract resulting from this bid will not be considered effective until all bonds and insurance requirements listed in the Bidding Documents have been reviewed and approved in writing by the Architect.
10. **TOTAL CONTRACT AMOUNT ACCEPTED BY OWNER:** Including Accepted Base Bid and Accepted Alternate Bids \_\_\_\_\_  
(Do not fill in this space; to be completed by Owner).

SIGNED:

ACCEPTED:

BOARD OF EDUCATION  
QUINCY PUBLIC SCHOOL DISTRICT NO. 172  
QUINCY, ADAMS COUNTY, ILLINOIS

\_\_\_\_\_  
(NAME OF BIDDER)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY, STATE)

\_\_\_\_\_  
(AUTHORIZED SIGNATURE, TITLE)

\_\_\_\_\_  
(AUTHORIZED SIGNATURE, DATE)

END OF SECTION 00 4200



**SECTION 00 4313  
BID SECURITY FORM**

Project: **PIPING REPLACEMENT AT: QUINCY JUNIOR HIGH SCHOOL**

WE \_\_\_\_\_  
\_\_\_\_\_ as PRINCIPAL, and \_\_\_\_\_

as SURETY, are held and firmly bound unto the **QUINCY SCHOOL DISTRICT #172** hereinafter called "Owner" in the penal sum of 5% of the TOTAL BASE BID price, or for the amount specified in the "Bid Proposal" in effect on the date of invitation for bids. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly to pay to the Owner this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, said PRINCIPAL is submitting a written proposal to the Owner for the construction of the work designated as the above section.

THEREFORE, if the proposal is accepted and a contract awarded to the PRINCIPAL by the Owner for the above-designated project, and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety or cash bond guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "General Conditions" and applicable Supplemental Conditions, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the Owner determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the Owner shall immediately be entitled to recover the full penal sum set out above together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers and their corporate seals to be hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20 \_\_\_\_\_.

**PRINCIPAL**

_____ (Company Name)	_____ (Company Name)
By: _____ (Signature & Title)	By: _____ (Signature & Title)

(if PRINCIPAL is a joint venture of two or more contractors, the company names, seals and authorized signatures of each contractor must be affixed.)

**SURETY**

_____ (Name of Surety)	By: _____ (Signature of Attorney-in-Fact)
---------------------------	--

STATE OF \_\_\_\_\_,

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for said County, do hereby  
certify that \_\_\_\_\_

(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed, sealed, and delivered said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

END OF SECTION 00 4313

**SECTION 00 4325  
PROPOSED EQUIVALENT PRODUCT REQUEST FORM**

**TO: Architechnics**

**Project: Piping Replacement: Quincy Junior High School**

**We hereby submit for your consideration the following product instead of the specified item for the above project:**

<u>Section</u>	<u>Paragraph</u>	<u>Specified Item</u>
----------------	------------------	-----------------------

**Proposed Equivalent Product:** \_\_\_\_\_

**Attach complete technical data including laboratory test if applicable.  
Include complete information changes to Drawings and/or Specifications which proposed  
equivalent product require for proper installation.**

**Fill in blanks below, use additional sheets if necessary:**

- A. Does the proposed equivalent product affect dimensions shown on Drawings?  
\_\_\_\_\_
- B. Will the undersigned pay for changes to building design, including engineering and detailing costs caused by proposed equivalent product, if any?  
\_\_\_\_\_
- C. What effect does proposed equivalent product have on other trades?  
\_\_\_\_\_
- D. Differences between proposed equivalent product and specified item?  
\_\_\_\_\_
- E. Manufacturer's guarantees of proposed and specified items are:  
\_\_\_\_\_  
\_\_\_\_\_ Same \_\_\_\_\_ Different (explain on attachment)

The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.

Submitted by:

Signature \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

For use by Design Consultant

Accepted	Accepted as Noted
Not Accepted	Received to Late
By _____	
Date _____	
Remarks _____	

**END OF SECTION 00 4325**

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**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 underutilization.
  - 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 5100  
NOTICE OF AWARD**

Dated \_\_\_\_\_

TO: \_\_\_\_\_

(Bidder)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract: **PIPING REPLACEMENT AT QUINCY JUNIOR HIGH SCHOOL**

Project: **Piping Replacement at: Quincy Junior High School**

OWNER's Contract No. **5880**

---

You are notified that your Bid dated \_\_\_\_\_ for the above Contract has been considered.  
You are the apparent Successful Bidder and have been awarded a contract for:

**Piping Replacement at Quincy Junior High School**

---

(Indicate total Work, alternates or sections of Work awarded)

The Contract Price of your contract is \_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

**Six (6)** copies of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award. **Twenty (20)** Sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within fourteen days of this Notice of Award, that is by \_\_\_\_\_.

1. You must deliver to the OWNER **four (4)** fully executed counterparts of the Contract Documents.  
[Each of the Contract Documents must bear your signature on]
2. Deliver with the executed Contract Documents the Contract security (Bonds) as specified in the Instructions to Bidders, [and] Supplementary Instructions to Bidders, [and] General Conditions [and] Supplementary Conditions.

3. (List other conditions precedents).

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Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

Within ten days after you comply with the above conditions, OWNER will return to you one fully signed counterpart of the Contract Documents.

\_\_\_\_\_  
(OWNER)

By:

\_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(TITLE)

**Copy to ARCHITECT/ENGINEER  
(Use Certified Mail,  
Return Receipt Requested)**

END OF SECTION 00 5100



# AIA® Document A101™ – 2017

## **Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum**

**AGREEMENT** made as of the     day of     in the year  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

The Board of Education fo Quincy Public School District # 172  
1416 Maine Street  
Quincy, IL 62301  
Telephone Number: 217-223-8700

and the Contractor:  
(Name, legal status, address and other information)

for the following Project:  
(Name, location and detailed description)

Health Life Safety Work: Piping Replacement at Quincy Junior High School  
100 South 14th Street  
Quincy, IL 62301

The Architect:  
(Name, legal status, address and other information)

Architechnics, Inc.  
510 Maine Street  
Quincy, IL 62301

The Owner and Contractor agree as follows.

### **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.

The parties should complete A101™–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

## TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

## EXHIBIT A INSURANCE AND BONDS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

**§ 3.1** The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

☒ [ X ] The date of this Agreement.

☐ [ ] A date set forth in a notice to proceed issued by the Owner.

☐ [ ] Established as follows:

*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

**§ 3.2** The Contract Time shall be measured from the date of commencement of the Work.

#### **§ 3.3 Substantial Completion**

**§ 3.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

Init.

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User Notes:

(3B9ADA31)



(Check one of the following boxes and complete the necessary information.)

☐ Not later than ( ) calendar days from the date of commencement of the Work.

☒ By the following date: August 7, 2020

**§ 3.3.2** Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

**Portion of Work**

**Substantial Completion Date**

**§ 3.3.3** If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

#### **ARTICLE 4 CONTRACT SUM**

**§ 4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be (\$ ), subject to additions and deductions as provided in the Contract Documents.

#### **§ 4.2 Alternates**

**§ 4.2.1** Alternates, if any, included in the Contract Sum:

**Item**

**Price**

**§ 4.2.2** Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.  
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

**Item**

**Price**

**Conditions for Acceptance**

**§ 4.3** Allowances, if any, included in the Contract Sum:  
(Identify each allowance.)

**Item**

**Price**

#### **§ 4.4 Unit prices, if any:**

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

**Item**

**Units and Limitations**

**Price per Unit (\$0.00)**

#### **§ 4.5 Liquidated damages, if any:**

(Insert terms and conditions for liquidated damages, if any.)

#### **§ 4.6 Other:**

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

Init.

## ARTICLE 5 PAYMENTS

### § 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the First day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the First day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Thirty ( 30 ) days after the Architect receives the Application for Payment.

*(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

### § 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

10%

**§ 5.1.7.1.1** The following items are not subject to retainage:

*(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)*

**§ 5.1.7.2** Reduction or limitation of retainage, if any, shall be as follows:

*(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)*

**§ 5.1.7.3** Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

*(Insert any other conditions for release of retainage upon Substantial Completion.)*

**§ 5.1.8** If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

**§ 5.1.9** Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

## **§ 5.2 Final Payment**

**§ 5.2.1** Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

**§ 5.2.2** The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

## **§ 5.3 Interest**

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

*(Insert rate of interest agreed upon, if any.)*

0.00 %

## **ARTICLE 6 DISPUTE RESOLUTION**

### **§ 6.1 Initial Decision Maker**

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

## § 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

☐ Arbitration pursuant to Section 15.4 of AIA Document A201–2017

☐ Litigation in a court of competent jurisdiction

☒ Other *(Specify)*

As provided in the AIA 201 General Conditions as amended and included in the project manual dated March 20, 2020

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

*(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)*

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

## ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:

*(Name, address, email address, and other information)*

Roy Webb  
1416 Maine Street  
Quincy, IL 62301

§ 8.3 The Contractor's representative:

*(Name, address, email address, and other information)*

Init.

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

#### § 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™-2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

*(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)*

§ 8.7 Other provisions:

#### ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .4

*(Insert the date of the E203-2013 incorporated into this Agreement.)*

#### .5 Drawings

Number	Title	Date
Full Set	Health Life Safety Work: Piping Replacement at Quincy Junior High School	March 20, 2020

#### .6 Specifications

March 20, 2020

Section	Title	Date	Pages
Full Document	Health Life Safety Work: Piping Replacement at Quincy Junior High School	All	

#### .7 Addenda, if any:

Init.

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User Notes:

(3B9ADA31)

Number  
TBD

Date

Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

**.8 Other Exhibits:**

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

| (Paragraphs Deleted)

| (Table Deleted)

| (Paragraph Deleted)

| (Table Deleted)

**.9 Other documents, if any, listed below:**

*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)*

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER (Signature)**

| Roy Webb, Superintendent  
\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**CONTRACTOR (Signature)**

\_\_\_\_\_  
*(Printed name and title)*

Init.

## **Additions and Deletions Report for**

### **AIA® Document A101™ – 2017**

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 10:20:33 ET on 03/26/2020.

#### **PAGE 1**

The Board of Education fo Quincy Public School District # 172  
1416 Maine Street  
Quincy, IL 62301  
Telephone Number: 217-223-8700

...

Health Life Safety Work: Piping Replacement at Quincy Junior High School  
100 South 14th Street  
Quincy, IL 62301

...

Architechnics, Inc.  
510 Maine Street  
Quincy, IL 62301

#### **PAGE 2**

[ ☒ ] The date of this Agreement.

#### **PAGE 3**

[ ☒ ] By the following date: August 7, 2020

#### **PAGE 4**

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the First day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the First day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Thirty ( 30 ) days after the Architect receives the Application for Payment.

...

10%

PAGE 5

0.00 %

PAGE 6

[ X ] Other (*Specify*)

...

As provided in the AIA 201 General Conditions as amended and included in the project manual dated March 20, 2020

...

Roy Webb  
1416 Maine Street  
Quincy, IL 62301

PAGE 7

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

...

Full Set

Health Life Safety  
Work: Piping  
Replacement at Quincy  
Junior High School

March 20, 2020

...

March 20, 2020

...

**Section**

**Title**

**Date**

**Pages**

Full Document

Health Life Safety Work:  
Piping Replacement at  
Quincy Junior High  
School

All

**Section**

**Title**

**Date**

**Pages**

PAGE 8

TBD



...

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

...

(Insert the date of the E204-2017 incorporated into this Agreement.)

...

~~[ ]~~ The Sustainability Plan:

...

Title	Date	Pages
-------	------	-------

...

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

...

Document	Title	Date	Pages
----------	-------	------	-------

...

Roy Webb, Superintendent

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, Todd J. Moore, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:20:33 ET on 03/26/2020 under Order No. 6184970010 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ - 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

  
\_\_\_\_\_  
(Signed)

  
\_\_\_\_\_  
(Title)

  
\_\_\_\_\_  
(Dated)

# **AIA** Document A101™ – 2017 Exhibit A

## **Insurance and Bonds**

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the    day of    in the year  
(In words, indicate day, month and year.)

for the following **PROJECT**:  
(Name and location or address)

Health Life Safety Work: Piping Replacement at Quincy Junior High School  
100 South 14th Street  
Quincy, IL 62301

**THE OWNER:**  
(Name, legal status and address)

The Board of Education fo Quincy Public School District # 172  
1416 Maine Street  
Quincy, IL 62301

**THE CONTRACTOR:**  
(Name, legal status and address)

### **TABLE OF ARTICLES**

#### **A.1 GENERAL**

#### **A.2 OWNER'S INSURANCE**

#### **A.3 CONTRACTOR'S INSURANCE AND BONDS**

#### **A.4 SPECIAL TERMS AND CONDITIONS**

##### **ARTICLE A.1 GENERAL**

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201™–2017, General Conditions of the Contract for Construction.

##### **ARTICLE A.2 OWNER'S INSURANCE**

###### **§ A.2.1 General**

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

###### **§ A.2.2 Liability Insurance**

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

##### **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.

This document is intended to be used in conjunction with AIA Document A201™–2017, General Conditions of the Contract for Construction. Article 11 of A201™–2017 contains additional insurance provisions.

Init.

### § A.2.3 Required Property Insurance

§ A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ A.2.3.1.1 **Causes of Loss.** The insurance required by this Section A.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

*(Indicate below the cause of loss and any applicable sub-limit.)*

Causes of Loss	Sub-Limit
N/A	

§ A.2.3.1.2 **Specific Required Coverages.** The insurance required by this Section A.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's and Contractor's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows:

*(Indicate below type of coverage and any applicable sub-limit for specific required coverages.)*

Coverage	Sub-Limit
N/A	

§ A.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

§ A.2.3.1.4 **Deductibles and Self-Insured Retentions.** If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ A.2.3.2 **Occupancy or Use Prior to Substantial Completion.** The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

### § A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

### § A.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)

- ☐ **§ A.2.4.1 Loss of Use, Business Interruption, and Delay in Completion Insurance**, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss.
- ☐ **§ A.2.4.2 Ordinance or Law Insurance**, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project.
- ☐ **§ A.2.4.3 Expediting Cost Insurance**, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property.
- ☐ **§ A.2.4.4 Extra Expense Insurance**, to provide reimbursement of the reasonable and necessary excess costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred.
- ☐ **§ A.2.4.5 Civil Authority Insurance**, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance.
- ☐ **§ A.2.4.6 Ingress/Egress Insurance**, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage.
- ☐ **§ A.2.4.7 Soft Costs Insurance**, to reimburse the Owner for costs due to the delay of completion of the Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

**§ A.2.5 Other Optional Insurance.**

The Owner shall purchase and maintain the insurance selected below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)

- ☐ **§ A.2.5.1 Cyber Security Insurance** for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information.

Init.

(Indicate applicable limits of coverage or other conditions in the fill point below.)

[ ] § A.2.5.2 Other Insurance

(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage

Limits

**ARTICLE A.3 CONTRACTOR'S INSURANCE AND BONDS**

**§ A.3.1 General**

**§ A.3.1.1 Certificates of Insurance.** The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy or policies.

**§ A.3.1.2 Deductibles and Self-Insured Retentions.** The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

**§ A.3.1.3 Additional Insured Obligations.** To the fullest extent permitted by law, the Contractor shall cause the commercial general liability coverage to include (1) the Owner, the Architect, and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, CG 20 32 07 04.

**§ A.3.2 Contractor's Required Insurance Coverage**

**§ A.3.2.1** The Contractor shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

*(If the Contractor is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)*

**§ A.3.2.2 Commercial General Liability**

**§ A.3.2.2.1** Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than Two Million Dollars (\$ 2,000,000.00 ) each occurrence, Four Million Dollars (\$ 4,000,000.00 ) general aggregate, and Four Million Dollars (\$ 4,000,000.00 ) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 3.18 of the General Conditions.

Init.

**§ A.3.2.2.2** The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

- .1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
- .2 Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
- .3 Claims for bodily injury other than to employees of the insured.
- .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
- .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
- .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
- .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
- .8 Claims related to roofing, if the Work involves roofing.
- .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
- .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
- .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.

**§ A.3.2.3** Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than One Million Dollars (\$ \$1,000,000.00 ) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

**§ A.3.2.4** The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

**§ A.3.2.5** Workers' Compensation at statutory limits.

**§ A.3.2.6** Employers' Liability with policy limits not less than Five Hundred Thousand Dollars (\$ 500,000.00 ) each accident, Five Hundred Thousand Dollars (\$ 500,000.00 ) each employee, and Five Hundred Thousand Dollars (\$ 500,000.00 ) policy limit.

*(Paragraphs Deleted)*

### **§ A.3.3 Contractor's Other Insurance Coverage**

**§ A.3.3.1** Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

*(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)*

**§ A.3.3.2** The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

*(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)*

*(Paragraphs Deleted)*

Coverage	Limits
Umbrella / excess insurance coverage	Five Million Dollars (\$5,000,000.00)

**§ A.3.4 Performance Bond and Payment Bond**

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:

*(Specify type and penal sum of bonds.)*

Type	Penal Sum (\$0.00)
Payment Bond	100% of Contract
Performance Bond	100% of Contract

Payment and Performance Bonds shall be AIA Document A312™, Payment Bond and Performance Bond, or contain provisions identical to AIA Document A312™, current as of the date of this Agreement.

**ARTICLE A.4 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

Init.

AIA Document A101™ – 2017 Exhibit A. Copyright © 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 10:20:06 ET on 03/26/2020 under Order No. 6184970010 which expires on 11/08/2020, and is not for resale.

User Notes:

(3B9ADA31)



## **Additions and Deletions Report for** **AIA® Document A101™ – 2017 Exhibit A**

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 10:20:06 ET on 03/26/2020.

### **PAGE 1**

Health Life Safety Work: Piping Replacement at Quincy Junior High School  
100 South 14th Street  
Quincy, IL 62301

...

The Board of Education fo Quincy Public School District # 172  
1416 Maine Street  
Quincy, IL 62301

### **PAGE 2**

N/A

...

N/A

### **PAGE 4**

**§ A.3.2.2.1** Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than Two Million Dollars (\$ 2,000,000.00 ) each occurrence, Four Million Dollars (\$ 4,000,000.00 ) general aggregate, and Four Million Dollars (\$ 4,000,000.00 ) aggregate for products-completed operations hazard, providing coverage for claims including

### **PAGE 5**

**§ A.3.2.3** Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than ~~than~~ (\$ than One Million Dollars (\$ \$1,000,000.00 ) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

...

**§ A.3.2.6** Employers' Liability with policy limits not less than Five Hundred Thousand Dollars (\$ 500,000.00 ) each accident, Five Hundred Thousand Dollars (\$ 500,000.00 ) each employee, and Five Hundred Thousand Dollars (\$ 500,000.00 ) policy limit.

...

~~§ A.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks.~~

...

~~§ A.3.2.8 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.~~

...

~~§ A.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.~~

...

~~§ A.3.2.10 Coverage under Sections A.3.2.8 and A.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.~~

...

~~§ A.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.~~

...

~~§ A.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.~~

PAGE 6

~~[ ] § A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:~~

...

*(Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)*

...

~~[ ] § A.3.3.2.2 Railroad Protective Liability Insurance, with policy limits of not less than (\$ ) per claim~~

and (\$ ) in the aggregate, for Work within fifty (50) feet of railroad property.

...

~~[ ] § A.3.3.2.3 Asbestos Abatement Liability Insurance~~, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.

...

~~[ ] § A.3.3.2.4 Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all risks" completed value form.~~

...

~~[ ] § A.3.3.2.5 Property insurance on an "all risks" completed value form, covering property owned by the Contractor and used on the Project, including scaffolding and other equipment.~~

...

~~[ ] § A.3.3.2.6 Other Insurance~~

...

*(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)*

...

Umbrella / excess insurance coverage

Five Million Dollars (\$5,000,000.00)

...

Payment Bond

100% of Contract

Performance Bond

100% of Contract

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**SECTION 00 5500  
NOTICE TO PROCEED**

Dated \_\_\_\_\_

TO: \_\_\_\_\_  
(CONTRACTOR)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract: **PIPING REPLACEMENT AT: QUINCY JUNIOR HIGH SCHOOL**  
(Insert name of Contract as it appears in the Contract Documents)

Project: **Piping Replacement at: Quincy Junior High School**

OWNER'S CONTRACT NO: **5880**

\_\_\_\_\_  
(Insert name of project as it appears in the Bidding Documents)

You are notified that the Contract Time under the above contract will commence to run on **TBD**. By that date, you are to start performing your obligations under the Contract Documents. The date of Total 100% Completion is **August 7, 2020** and the date of readiness for final payment is **September 2020** for Base Bid "A".

Before you may start any Work at the Site, you and the Owner must each deliver to the other (with copies to the Engineer/Architect and other identified additional insured's) certificates of insurance which each is required to be purchased and maintained in accordance with the Contract Documents.

Also before you may start any Work at the site, you must:  
(add other requirements)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
(OWNER)  
\_\_\_\_\_  
(AUTHORIZED SIGNATURE)  
\_\_\_\_\_  
(TITLE)

Copy to Architect/Engineer

\_\_\_\_\_  
<sup>1</sup> (Use Certified Mail, Return Receipt Requested)

**END OF SECTION 00 5500**

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**SECTION 00 6113  
PERFORMANCE AND PAYMENT BOND**

KNOW ALL BY THESE PRESENTS:

That we \_\_\_\_\_ of \_\_\_\_\_  
hereinafter called PRINCIPAL, and \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ hereinafter called the SURETY,

are held and firmly bound unto **Quincy School District #172**, hereinafter called OWNER, and unto all persons, firms, and corporations who may furnish materials for, or perform labor on the **Piping Replacement at Quincy Junior High School** dated **March 2020**.

hereinafter referred to, in the penal sum of \_\_\_\_\_

\_\_\_\_\_ DOLLARS \_\_\_\_\_ CENTS (\$ \_\_\_\_\_)  
in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal entered into a certain contract, dated \_\_\_\_\_ 20\_\_ with **QUINCY SCHOOL DISTRICT #172**, the OWNER, a copy of which is attached and hereby is referred to and made a part hereof, as if written herein at length, and whereby the said Principal has promised and agreed to perform said work in accordance with the terms of said contract, and has promised to pay all sums of money due for labor, materials, apparatus, fixtures, or machinery furnished to such Principal for the purpose of performing such work and has further agreed to pay all direct and indirect damages to any person, firm, company, or corporation suffered or sustained on account of the performance of such work during the time thereof and until such work is completed and accepted, and has further agreed that this bond shall inure to the benefit of any person, firm, company or corporation, to whom any money may be due from the Principal, subcontractor or otherwise, for any such labor, materials, apparatus, fixtures or machinery so furnished and that suit may be maintained on such bond by any such person, firm, company, or corporation, for the recovery of any such money.

NOW THEREFORE, if the said Principal shall well and truly perform said work in accordance with the terms of said contract, and shall pay all sums of money due or to become due for any labor, materials, apparatus, fixtures or machinery furnished to him for the purpose of constructing such work, and shall commence and complete the work within the time prescribed in said contract, and shall pay and discharge all damages, direct and indirect, that may be suffered or sustained on account of said work during the time of the performance thereof and until the said work shall have been accepted, and shall hold the aforesaid Owner and its or his agents harmless on account of any such damages, and shall in all respects fully and faithfully comply with all the provisions, conditions, and requirements of said contract, then this obligation to be void; otherwise to remain in full force and effect.

IN WITNESS WHEREOF, this instrument is executed this \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_.

In the presence of: \_\_\_\_\_  
Principal  
\_\_\_\_\_  
(Address)

By: \_\_\_\_\_

ATTEST: \_\_\_\_\_

SURETY: \_\_\_\_\_

By: \_\_\_\_\_  
Attorney-in-Fact

ATTEST: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me personally appeared

\_\_\_\_\_, Principal, and

\_\_\_\_\_, Surety,

all personally known to me to be the persons described in and who executed the above bond, and severally and individually acknowledged to me that they executed the same.

Given under my hand and notary seal, this \_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

NOTE: DATE OF BOND MUST NOT BE PRIOR TO DATE OF CONTRACT

**END OF SECTION 00 6113**



# **AIA** Document A201™ – 2017

## **General Conditions of the Contract for Construction**

### **for the following PROJECT:**

*(Name and location or address)*

Health Life Safety Work: Piping Replacement at Quincy Junior High School  
100 South 14th Street  
Quincy, IL 62301

### **THE OWNER:**

*(Name, legal status and address)*

The Board of Education fo Quincy Public School District # 172  
1416 Maine Street  
Quincy, IL 62301

### **THE ARCHITECT:**

*(Name, legal status and address)*

Architechnics, Inc.  
510 Maine Street  
Quincy, IL 62301

### **TABLE OF ARTICLES**

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- 2 OWNER**
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- 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**
- 7 CHANGES IN THE WORK**
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- 11 INSURANCE AND BONDS**
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- 13 MISCELLANEOUS PROVISIONS**
- 14 TERMINATION OR SUSPENSION OF THE CONTRACT**

### **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.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

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## 15 CLAIMS AND DISPUTES

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## **ARTICLE 1 GENERAL PROVISIONS**

### **§ 1.1 Basic Definitions**

#### **§ 1.1.1 The Contract Documents**

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

#### **§ 1.1.2 The Contract**

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### **§ 1.1.3 The Work**

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

#### **§ 1.1.4 The Project**

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

#### **§ 1.1.5 The Drawings**

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

#### **§ 1.1.6 The Specifications**

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### **§ 1.1.7 Instruments of Service**

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### **§ 1.1.8 Initial Decision Maker**

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

### **§ 1.2 Correlation and Intent of the Contract Documents**

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent

consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

**§ 1.2.1.1** The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

**§ 1.2.2** Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

**§ 1.2.3** Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

### **§ 1.3 Capitalization**

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

### **§ 1.4 Interpretation**

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

### **§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service**

**§ 1.5.1** The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

**§ 1.5.2** The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

### **§ 1.6 Notice**

**§ 1.6.1** Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

**§ 1.6.2** Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

### **§ 1.7 Digital Data Use and Transmission**

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

### **§ 1.8 Building Information Models Use and Reliance**

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## **ARTICLE 2 OWNER**

### **§ 2.1 General**

**§ 2.1.1** The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

**§ 2.1.2** The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

### **§ 2.2 Evidence of the Owner's Financial Arrangements**

**§ 2.2.1** Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

**§ 2.2.2** Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

**§ 2.2.3** After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

**§ 2.2.4** Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

### **§ 2.3 Information and Services Required of the Owner**

**§ 2.3.1** Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements,

assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

**§ 2.3.2** The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

**§ 2.3.3** If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

**§ 2.3.4** The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

**§ 2.3.5** The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

**§ 2.3.6** Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

#### **§ 2.4 Owner's Right to Stop the Work**

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

#### **§ 2.5 Owner's Right to Carry Out the Work**

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

### **ARTICLE 3 CONTRACTOR**

#### **§ 3.1 General**

**§ 3.1.1** The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

**§ 3.1.2** The Contractor shall perform the Work in accordance with the Contract Documents.

**§ 3.1.3** The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

### **§ 3.2 Review of Contract Documents and Field Conditions by Contractor**

**§ 3.2.1** Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

**§ 3.2.2** Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

**§ 3.2.3** The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

**§ 3.2.4** If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

### **§ 3.3 Supervision and Construction Procedures**

**§ 3.3.1** The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

**§ 3.3.2** The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

**§ 3.3.3** The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

### **§ 3.4 Labor and Materials**

**§ 3.4.1** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

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**§ 3.4.2** Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

**§ 3.4.3** The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

### **§ 3.5 Warranty**

**§ 3.5.1** The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

**§ 3.5.2** All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

### **§ 3.6 Taxes**

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

### **§ 3.7 Permits, Fees, Notices and Compliance with Laws**

**§ 3.7.1** Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

**§ 3.7.2** The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work:

**§ 3.7.3** If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

### **§ 3.7.4 Concealed or Unknown Conditions**

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

**§ 3.7.5** If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

### **§ 3.8 Allowances**

**§ 3.8.1** The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

**§ 3.8.2** Unless otherwise provided in the Contract Documents,

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

**§ 3.8.3** Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

### **§ 3.9 Superintendent**

**§ 3.9.1** The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

**§ 3.9.2** The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

**§ 3.9.3** The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

### **§ 3.10 Contractor's Construction and Submittal Schedules**

**§ 3.10.1** The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

**§ 3.10.2** The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the



Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

**§ 3.10.3** The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

**§ 3.11 Documents and Samples at the Site**

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

**§ 3.12 Shop Drawings, Product Data and Samples**

**§ 3.12.1** Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

**§ 3.12.2** Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**§ 3.12.3** Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

**§ 3.12.4** Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

**§ 3.12.5** The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.

**§ 3.12.6** By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

**§ 3.12.7** The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

**§ 3.12.8** The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

**§ 3.12.9** The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

**§ 3.12.10** The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

**§ 3.12.10.1** If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

**§ 3.12.10.2** If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

### **§ 3.13 Use of Site**

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

### **§ 3.14 Cutting and Patching**

**§ 3.14.1** The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

**§ 3.14.2** The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

### **§ 3.15 Cleaning Up**

**§ 3.15.1** The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

**§ 3.15.2** If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

### **§ 3.16 Access to Work**

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

### **§ 3.17 Royalties, Patents and Copyrights**

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

### **§ 3.18 Indemnification**

**§ 3.18.1** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

**§ 3.18.2** In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

## **ARTICLE 4 ARCHITECT**

### **§ 4.1 General**

**§ 4.1.1** The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

**§ 4.1.2** Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

### **§ 4.2 Administration of the Contract**

**§ 4.2.1** The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

**§ 4.2.2** The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

**§ 4.2.3** On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the

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Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

#### **§ 4.2.4 Communications**

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

**§ 4.2.5** Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

**§ 4.2.6** The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 4.2.7** The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 4.2.8** The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

**§ 4.2.9** The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

**§ 4.2.10** If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

**§ 4.2.11** The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 4.2.12** Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations

and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

**§ 4.2.13** The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

**§ 4.2.14** The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

## **ARTICLE 5 SUBCONTRACTORS**

### **§ 5.1 Definitions**

**§ 5.1.1** A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

**§ 5.1.2** A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

### **§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work**

**§ 5.2.1** Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

**§ 5.2.2** The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

**§ 5.2.3** If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

**§ 5.2.4** The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

### **§ 5.3 Subcontractual Relations**

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor,

prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

#### **§ 5.4 Contingent Assignment of Subcontracts**

**§ 5.4.1** Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

**§ 5.4.2** Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

**§ 5.4.3** Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

### **ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS**

#### **§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts**

**§ 6.1.1** The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

**§ 6.1.2** When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

**§ 6.1.3** The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.

**§ 6.1.4** Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

#### **§ 6.2 Mutual Responsibility**

**§ 6.2.1** The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

**§ 6.2.2** If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work,

promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

**§ 6.2.3** The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.

**§ 6.2.4** The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.

**§ 6.2.5** The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

### **§ 6.3 Owner's Right to Clean Up**

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

## **ARTICLE 7 CHANGES IN THE WORK**

### **§ 7.1 General**

**§ 7.1.1** Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

**§ 7.1.2** A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

**§ 7.1.3** Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

### **§ 7.2 Change Orders**

**§ 7.2.1** A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

### **§ 7.3 Construction Change Directives**

**§ 7.3.1** A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

**§ 7.3.2** A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

**§ 7.3.3** If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

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- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

**§ 7.3.4** If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.

**§ 7.3.5** If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

**§ 7.3.6** Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

**§ 7.3.7** A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

**§ 7.3.8** The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

**§ 7.3.9** Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

**§ 7.3.10** When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

#### **§ 7.4 Minor Changes in the Work**

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will

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affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

## **ARTICLE 8 TIME**

### **§ 8.1 Definitions**

**§ 8.1.1** Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

**§ 8.1.2** The date of commencement of the Work is the date established in the Agreement.

**§ 8.1.3** The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

**§ 8.1.4** The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

### **§ 8.2 Progress and Completion**

**§ 8.2.1** Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

**§ 8.2.2** The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

**§ 8.2.3** The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

### **§ 8.3 Delays and Extensions of Time**

**§ 8.3.1** If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

**§ 8.3.2** Claims relating to time shall be made in accordance with applicable provisions of Article 15.

**§ 8.3.3** This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

## **ARTICLE 9 PAYMENTS AND COMPLETION**

### **§ 9.1 Contract Sum**

**§ 9.1.1** The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

**§ 9.1.2** If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

### **§ 9.2 Schedule of Values**

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and

unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

### **§ 9.3 Applications for Payment**

**§ 9.3.1** At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

**§ 9.3.1.1** As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

**§ 9.3.1.2** Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

**§ 9.3.2** Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

**§ 9.3.3** The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

### **§ 9.4 Certificates for Payment**

**§ 9.4.1** The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

**§ 9.4.2** The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

### **§ 9.5 Decisions to Withhold Certification**

**§ 9.5.1** The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

**§ 9.5.2** When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

**§ 9.5.3** When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

**§ 9.5.4** If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

### **§ 9.6 Progress Payments**

**§ 9.6.1** After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

**§ 9.6.2** The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

**§ 9.6.3** The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

**§ 9.6.4** The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

**§ 9.6.5** The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

**§ 9.6.6** A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

**§ 9.6.7** Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

**§ 9.6.8** Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

**§ 9.7 Failure of Payment**

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

**§ 9.8 Substantial Completion**

**§ 9.8.1** Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

**§ 9.8.2** When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

**§ 9.8.3** Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

**§ 9.8.4** When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

**§ 9.8.5** The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

### **§ 9.9 Partial Occupancy or Use**

**§ 9.9.1** The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

**§ 9.9.2** Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

**§ 9.9.3** Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

### **§ 9.10 Final Completion and Final Payment**

**§ 9.10.1** Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

**§ 9.10.2** Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

**§ 9.10.3** If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

**§ 9.10.4** The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

**§ 9.10.5** Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

## **ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY**

### **§ 10.1 Safety Precautions and Programs**

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

### **§ 10.2 Safety of Persons and Property**

**§ 10.2.1** The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

**§ 10.2.2** The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.

**§ 10.2.3** The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

**§ 10.2.4** When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

**§ 10.2.5** The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

**§ 10.2.6** The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

**§ 10.2.7** The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

#### **§ 10.2.8 Injury or Damage to Person or Property**

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

#### **§ 10.3 Hazardous Materials and Substances**

**§ 10.3.1** The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

**§ 10.3.2** Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

**§ 10.3.3** To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

**§ 10.3.4** The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

**§ 10.3.5** The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

**§ 10.3.6** If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

#### **§ 10.4 Emergencies**

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

## **ARTICLE 11 INSURANCE AND BONDS**

### **§ 11.1 Contractor's Insurance and Bonds**

**§ 11.1.1** The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

**§ 11.1.2** The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

**§ 11.1.3** Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

**§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance.** Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

### **§ 11.2 Owner's Insurance**

**§ 11.2.1** The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

**§ 11.2.2 Failure to Purchase Required Property Insurance.** If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

**§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance.** Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.



### **§ 11.3 Waivers of Subrogation**

**§ 11.3.1** The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

**§ 11.3.2** If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

### **§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance**

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

### **§ 11.5 Adjustment and Settlement of Insured Loss**

**§ 11.5.1** A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

**§ 11.5.2** Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

## **ARTICLE 12 UNCOVERING AND CORRECTION OF WORK**

### **§ 12.1 Uncovering of Work**

**§ 12.1.1** If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

**§ 12.1.2** If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to

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the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

## **§ 12.2 Correction of Work**

### **§ 12.2.1 Before Substantial Completion**

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

### **§ 12.2.2 After Substantial Completion**

**§ 12.2.2.1** In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

**§ 12.2.2.2** The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

**§ 12.2.2.3** The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

**§ 12.2.3** The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

**§ 12.2.4** The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

**§ 12.2.5** Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

## **§ 12.3 Acceptance of Nonconforming Work**

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

## **ARTICLE 13 MISCELLANEOUS PROVISIONS**

### **§ 13.1 Governing Law**

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

### **§ 13.2 Successors and Assigns**

**§ 13.2.1** The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

**§ 13.2.2** The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

### **§ 13.3 Rights and Remedies**

**§ 13.3.1** Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

**§ 13.3.2** No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

### **§ 13.4 Tests and Inspections**

**§ 13.4.1** Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

**§ 13.4.2** If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

**§ 13.4.3** If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

**§ 13.4.4** Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

**§ 13.4.5** If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

**§ 13.4.6** Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

### **§ 13.5 Interest**

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

## **ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT**

### **§ 14.1 Termination by the Contractor**

**§ 14.1.1** The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

**§ 14.1.2** The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

**§ 14.1.3** If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

**§ 14.1.4** If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

### **§ 14.2 Termination by the Owner for Cause**

**§ 14.2.1** The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

**§ 14.2.2** When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

**§ 14.2.3** When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

**§ 14.2.4** If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance,

Init.

the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

#### **§ 14.3 Suspension by the Owner for Convenience**

**§ 14.3.1** The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

**§ 14.3.2** The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

#### **§ 14.4 Termination by the Owner for Convenience**

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

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

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

**§ 14.4.3** In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

### **ARTICLE 15 CLAIMS AND DISPUTES**

#### **§ 15.1 Claims**

##### **§ 15.1.1 Definition**

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

##### **§ 15.1.2 Time Limits on Claims**

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

##### **§ 15.1.3 Notice of Claims**

**§ 15.1.3.1** Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

**§ 15.1.3.2** Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

**§ 15.1.4 Continuing Contract Performance**

**§ 15.1.4.1** Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

**§ 15.1.4.2** The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

**§ 15.1.5 Claims for Additional Cost**

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

**§ 15.1.6 Claims for Additional Time**

**§ 15.1.6.1** If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

**§ 15.1.6.2** If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

**§ 15.1.7 Waiver of Claims for Consequential Damages**

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

**§ 15.2 Initial Decision**

**§ 15.2.1** Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

**§ 15.2.2** The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the

Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

**§ 15.2.3** In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

**§ 15.2.4** If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

**§ 15.2.5** The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

**§ 15.2.6** Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

**§ 15.2.6.1** Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

**§ 15.2.7** In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

**§ 15.2.8** If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

### **§ 15.3 Mediation**

**§ 15.3.1** Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

**§ 15.3.2** The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 15.3.3** Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

**§ 15.3.4** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 15.4 Arbitration**

**§ 15.4.1** If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

**§ 15.4.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

**§ 15.4.2** The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**§ 15.4.3** The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

**§ 15.4.4 Consolidation or Joinder**

**§ 15.4.4.1** Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 15.4.4.2** Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 15.4.4.3** The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.



## **Additions and Deletions Report for AIA® Document A201™ – 2017**

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 10:19:10 ET on 03/26/2020.

### **PAGE 1**

Health Life Safety Work: Piping Replacement at Quincy Junior High School  
100 South 14th Street  
Quincy, IL 62301

...

The Board of Education fo Quincy Public School District # 172  
1416 Maine Street  
Quincy, IL 62301

...

Architechnics, Inc.  
510 Maine Street  
Quincy, IL 62301

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, Todd J. Moore, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:19:10 ET on 03/26/2020 under Order No. 6184970010 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A201™ - 2017, General Conditions of the Contract for Construction, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

  
\_\_\_\_\_  
(Signed)

  
\_\_\_\_\_  
(Title)

  
\_\_\_\_\_  
(Dated)

**SECTION 00 7300  
SUPPLEMENTARY CONDITIONS**

**1. PRECEDENCE OF SUPPLEMENTARY GENERAL CONDITIONS**

These Supplementary General Conditions take precedence over the GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, AIA Document A201-2007, as hereinafter stated.

**2. MODIFICATIONS DELETIONS AND ADDITIONS**

The following supplements modify, delete from, and/or add to the General Conditions.

- A. Articles, or portions thereof, which are not specifically modified, deleted, or superseded hereby, remain in full effect.

**3. DEFINITION OF TERMS** - Where used in any of the Contract Documents, the following meaning will be given to terms herein defined.

- A. Contract/Agreement - Standard Form of Agreement between Contractor and Owner for the Construction of Buildings, AIA Form A101, current edition.
- B. Contractor - The term "Contractor", as used in the Contract Documents, shall refer to the Person or Firm named in the Contract/Agreement for the specific work involved. Only one contractor is recognized as a party to the contract. His/Her is the sole responsibility for the proper execution of the work stated in the Contract/Agreement.
- C. General Contractor - The term "General Contractor" shall mean the Contractor for Complete Construction, or the Contractor for General Construction Work (where no Contractor for Complete Construction is involved in the project).
- D. The term "Product" includes materials, systems, and equipment.
- E. The terms "Approved", "Required", "As Directed", etc. are interpreted and will be taken to mean "to the satisfaction of the Architect".
- F. Where the word "Shall" appears it is to be interpreted to mean "Must - Mandatory".
- G. The term "Similar" means in its general sense and not necessarily identical.

**4. WARRANTY**

- A. Refer to § 3.5 of the General Conditions, add:

Contractor or his Sureties shall remedy any defects in the work and pay for all damages to other work resulting therefrom which may appear within a period of one (1) year of the date of substantial completion as defined in the General Conditions. Neither the final certificate for payment nor the partial use by the Owner will relieve the Contractor or his Sureties of liability for faulty workmanship or materials. All guarantee periods specified shall begin with the date of substantial completion and shall be submitted to Architect together with all lien releases from all subcontractors and major material suppliers and with final lien release from prime contractor at time final payment application is made. This guarantee is not Owner's exclusive remedy but is in addition to any other rights or remedies of Owner.

**5. PERMITS, FEES, NOTICES, AND COMPLIANCE WITH LAWS**

- A. Refer to § 3.7.1 of the General Conditions, add:

Each individual contractor shall obtain and pay for all permits, licenses, franchises, and consents required by law or necessary to perform his/her portion of the work, and shall pay for all inspections required thereby.

**6. ALLOWANCES**

- A. Refer to § 3.8 of the General Conditions, add:

If the value of the selected product or systems differs from the allowance value provided in this section, a Contract Change will be issued to reconcile the difference (addition or deduction) in an amount equal to the difference plus 10% of the difference. See also Section 01 2100 Allowances.

**7. SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES**

- A. Refer to § 3.12 of the General Conditions, add:

3.12.11 Unless otherwise specified, a minimum of five (5) hard copies or clear, legible and stamped digital "pdf" copies will be required and shall be forwarded to the Architect for review only after all details and dimensions have been verified by the Contractor. All copies must bear the approval stamp of the Contractor when they are submitted to Architect for review. Architect will promptly review and return the documents to the Contractor with corrections, comments and/or color and finish selections as may be required.

3.12.12 Any deviation in shop drawings from the requirements of the contract documents must be brought to Architect's attention in writing at time shop drawings are submitted for his review. Judgment on acceptance of the deviation will be made between the Architect and Owner when shop drawings are returned to the Contractor.

3.12.13 It shall be expressly understood the Architect does not "approve" shop drawings. The Architect "reviews" shop drawings approved by the Contractor. Responsibility for approval of all shop drawings and other submittals rests fully with the Contractor.

**8. CLEANING UP**

- A. Refer to § 3.15 of the General Conditions, add:

§ 3.15.3 All contractors shall store apparatus, materials, supplies, and equipment in such orderly fashion and in designated storage areas at the site of the work as will not unduly interfere with the progress of work of any other contractor.

§ 3.15.4 Final Cleaning - Just prior to delivery of building and site to Owner, the General Contractor shall thoroughly clean the project area including: wash all windows, vacuum carpeting, clean floor tile, wipe off all fixtures and equipment, and provide clean filters for all air handling equipment. He shall also clean site of all debris and excess construction materials and equipment.

**9. APPLICATIONS FOR PAYMENT**

- A. Refer to § 9.3 of the General Conditions, add:

§ 9.3.7 Applications for payment shall be made on Application and Certificate for Payment form, AIA Document G702 with Continuation Sheets as necessary, AIA Document G703. In making such applications for payment, a retainage of ten percent (10%) of the estimated amounts of completed work and stored materials shall be applied until the contract work has been completed.

**10. SAFETY OF PERSONS AND PROPERTY**

- A. Refer to paragraph § 10.2 of the General Conditions, add:

§ 10.2.9 Protections - Contractor shall be responsible for insuring that each particular subcontractor provides adequate shoring and bracing of all walls, structural frame and other building elements until all elements are secured with final connections and anchorage. Bracing shall be adequate to withstand heavy gusts of wind and shall be cross tied for protection from all directions. Bracing shall remain in place until sufficient cross-walls, permanent floors and/or roof structure is in place to fully stabilize the individual building elements.

**11. ADDITIONAL CONTRACT REQUIREMENTS**

This document supplements the contract and any other contracts or agreements now or hereafter entered into between Owner and the Contractor or Supplier. Should any conflict exist between any separate contract or agreement and this paragraph, this paragraph shall apply. The provisions of this supplement are intended to apply, however, only to the extent required or contemplated by laws, rules or regulations.

The following provisions shall apply if and to the extent required by law:

- A. BIDDING PRACTICES: Pursuant to Section 33E-11(a) of the Illinois Criminal Code (720 Illinois Compiled Statutes 5/33E 11(a)), Contractor or Supplier certifies that neither Contractor or Supplier, nor any agent or employee thereof, is barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or Section 33E-4 of said Code (720 Illinois Compiled Statutes 5/33E-3, 5/33E-4). Section 33E-3 pertains to the offense of bid-rigging and Section 33E-4 pertains to the offense of bid rotating.
- B. BRIBERY CERTIFICATION: Contractor or Supplier certifies that neither Contractor or Supplier nor any agent or employee thereof has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any other state in that officer or employee's official capacity, or has made an admission of guilt of such conduct which is a matter of record but has not been prosecuted for such conduct. See 30 Illinois Compiled Statutes 505/10.1.
- C. CONFLICTS OF INTEREST: Contractor or Supplier agrees to comply with those provisions established by law pertaining to conflicts of interest. Contractor or Supplier certifies that Contractor or Supplier is unaware of any violation of any laws pertaining to interest in contracts with respect to this contract.

D. DISCRIMINATION

1. Unlawful Discrimination: Contractor or Supplier agrees not to engage in or commit unlawful discrimination as that term is used in the Illinois Human Rights Act (775 Illinois Compiled Statutes 5/1-101 et seq.) or other applicable statutes, laws, rules or regulations and to otherwise comply with the requirements of said Act. This shall include but not be limited to, refraining from unlawful discrimination and undertaking affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination as required by Section 2-105(A) of said Act (775 Illinois Compiled Statutes 5/2-105(A)). Contractor or Supplier further agreed to comply with the Illinois Public Works Employment Discrimination Act (775 Illinois Compiled Statutes 10/0.01 et seq.).
2. Sexual Harassment: Pursuant to Section 2-105 of the Illinois Human Rights Act (775 Illinois Compiled Statutes 5/2-105(A)) Contractor or Supplier agrees to have 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 State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Contractor's or Supplier's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by the Act. A copy of the policy shall be provided to Owner and Architect/Engineer and the Department upon request.
3. Dues to Clubs which Discriminate: Contractor or Supplier certifies that it is not prohibited from receiving any award or grant because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues and fees to any club which unlawfully discriminates contrary to the Illinois Discriminatory Club Act (775 Illinois Compiled Statutes 25/0.01 et seq.).

E. EDUCATIONAL LOANS Contractor or Supplier certifies that Contractor or Supplier is not in default on an educational loan as defined by the Illinois Educational Loan Default Act (5 Illinois Compiled Statutes 385/0.01 et seq.)

F. DRUG FREE WORKPLACE: To the extent that the contract is subject to the Illinois Drug Free Workplace Act (30 Illinois Compiled Statutes 580/1 et seq.), Contractor or Supplier certifies and agrees that Contractor or Supplier will provide a drug free workplace by complying with the terms of said Act, including, but not necessarily limited to, Section 3 of said Act (30 Illinois Compiled Statutes 580/3).

G. SERVICE, MATERIALS, AND EQUIPMENT All iron and steel products which are to be incorporated into public work projects shall be domestically manufactured or produced and fabricated.(30 Illinois Compiled Statutes 565 et seq.) The Contractor shall obtain from the iron or steel producer and/or fabricator, in addition to the mill analysis, a certification that all iron or steel materials meet these domestic source requirements.

**END OF SECTION 00 7300**

**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 anyone 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 in the City of Quincy in Adams County, the revised rate as provided by the Quincy Public School District No. 172 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**

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**SECTION 01 1000  
SUMMARY OF WORK**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Project information.
  - 2. Work covered by Contract Documents.
  - 3. Work under separate contracts.
  - 4. Access to site.
  - 5. Work restrictions.
  - 6. Specification and Drawing conventions.
- B. Related Requirements:
  - 1. Section 01 5000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

**1.2 PROJECT INFORMATION**

- A. Project Identification: **Piping Replacement At: Quincy Junior High School**
  - 1. Project Location: **100 South 14th Street, Quincy, Illinois 62301**
- B. Owner: **Quincy Public School District #172, 1416 Maine Street, Quincy, Illinois 62301**
  - 1. Owner's Representative: **Roy Webb, 217-223-8700.**
- C. Architect / Engineer: **Architechnics, 510 Maine Street, Quincy, Illinois 62301**

**1.3 WORK COVERED BY CONTRACT DOCUMENTS**

- A. The Work of Project is defined by the Contract Documents and consists of the following:
  - 1. Repair and replacement of existing terra cotta and brick veneer in selected areas. Tuckpointing of selected brick and terra cotta, masonry cleaning, and other miscellaneous exterior improvements are also part of the project.
- B. Type of Contract: Single Stipulated Lump Sum
  - 1. Project will be constructed under a single prime contract.

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#### **1.4 ACCESS TO SITE**

- A. General: Each Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

#### **1.5 WORK RESTRICTIONS**

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 6:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise indicated or approved by Owner.
- C. Restricted Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

#### **1.6 SPECIFICATION AND DRAWING CONVENTIONS**

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

#### **PART 2 - PRODUCTS (Not Used)**

#### **PART 3 - EXECUTION (Not Used)**

#### **END OF SECTION 01 1000**

**SECTION 01 1419**  
**USE OF SITE**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Work included: This Section applies to situations in which the Contractor or his representatives including, but not necessarily limited to, suppliers, subcontractors, employees, and field engineers, enter upon the Owner's property.

**B. RELATED WORK**

- 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.

**1.2 SUBMITTALS**

- A. Maintain an accurate record of the names and identification of all persons entering upon the Owner's property in connection with the Work of this Contract, including times of entering and times of leaving. Submit a copy of the record to the Owner upon request.

**1.3 QUALITY ASSURANCE**

- A. Promptly upon award of the Contract, notify all pertinent personnel regarding requirements of this Section.
- B. Require that all personnel who will enter upon the Owner's property certify their awareness of and familiarity with the requirements of this Section.

**1.4 TRANSPORTATION FACILITIES**

- A. Truck and equipment access:
  - 1. To avoid traffic conflict with vehicles of the Owner's employees and customers, and to avoid over-loading of streets and driveways elsewhere on the Owner's property, limit the access of trucks and equipment to the minimum required to complete the work.
- B. Contractor's vehicles:
  - 1. Require Contractor's vehicles, vehicles belonging to employees of the Contractor, and all other vehicles entering upon the Owner's property in performance of the Work of the Contract, to use only the designated Contractor's Access Route.
  - 2. Do not permit such vehicles to park on any street or other area of the Owner's property except in the designated area shown on the plans.

**1.5 SECURITY**

- A. Restrict the access of all persons entering upon the Owner's property in connection with the Work to the Access Route and to the actual site of the Work.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 1419**

## **SECTION 01 2200**

### **UNIT PRICES**

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

##### **1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for unit prices.
- B. Related Sections include the following:
  - 1. Division 01 Section "Quality Requirements" for general testing and inspecting requirements.

##### **1.2 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

##### **1.3 DEFINITIONS**

- A. Unit price is an amount proposed by bidders, stated on the Bid Form, as a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if estimated quantities of Work required by the Contract Documents are increased or decreased.

##### **1.4 PROCEDURES**

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, overhead, and profit.
- B. Measurement and Payment: Refer to individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- D. The Owner, **Quincy Public School District #172**, is a tax exempt body under the laws of **Illinois** and therefore materials provided for this project are exempt from **Illinois** sales tax.

#### **PART 2 - PRODUCTS (Not Used)**

**END OF SECTION 01 2200**

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**SECTION 01 2500  
SUBSTITUTION PROCEDURES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section includes administrative and procedural requirements for substitutions.

**1.2 DEFINITIONS**

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
  - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
  - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner – Not Permitted.

**1.3 ACTION SUBMITTALS**

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 1. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
    - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
    - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
    - c. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
    - d. Samples, where applicable or requested.
    - e. Certificates and qualification data, where applicable or requested.
    - f. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
    - g. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
    - h. Cost information, including a proposal of change, if any, in the Contract Sum.

- i. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
  - j. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
- 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within five days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within ten days of receipt of request, or ten days of receipt of additional information or documentation, whichever is later.
  - a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
  - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

#### **1.4 QUALITY ASSURANCE**

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

#### **1.5 PROCEDURES**

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

#### **1.6 SUBSTITUTIONS**

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
  - 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
    - b. Substitution request is fully documented and properly submitted.
    - c. Requested substitution will not adversely affect Contractor's construction schedule.
    - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
    - e. Requested substitution is compatible with other portions of the Work.
    - f. Requested substitution has been coordinated with other portions of the Work.
    - g. Requested substitution provides specified warranty.
    - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

B. Substitutions for Convenience: Not allowed.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 2500**

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**SECTION 01 2600  
CONTRACT MODIFICATION PROCEDURES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

**1.2 MINOR CHANGES IN THE WORK**

- A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710.

**1.3 PROPOSAL REQUESTS**

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
  - 2. Within 20 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to the Architect.
  - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
  - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
  - 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  - 4. Include costs of labor and supervision directly attributable to the change.

5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Comply with requirements in Section 01 2500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.

#### **1.4 CHANGE ORDER PROCEDURES**

- A. On Owner's approval of a Work Change Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

#### **1.5 CONSTRUCTION CHANGE DIRECTIVE**

- A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
  1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
  1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

#### **PART 2 - PRODUCTS (Not Used)**

#### **PART 3 - EXECUTION (Not Used)**

#### **END OF SECTION 01 2600**

**SECTION 01 2900  
PAYMENT PROCEDURES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

**1.2 SCHEDULE OF VALUES**

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
  - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with continuation sheets.
  - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
  - 1. Identification: Include the following Project identification on the schedule of values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Architect's project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  - 2. Arrange schedule of values consistent with format of AIA Document G703.
  - 3. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or Division.
    - b. Description of the Work.
    - c. Name of subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.
    - f. Change Orders (numbers) that affect value.
    - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
  - 4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts, where applicable.

5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
6. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
  - a. Differentiate between items stored on-site and items stored off-site. If specified, include evidence of insurance or bonded warehousing.
7. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
8. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
9. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
  - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
10. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

### **1.3 APPLICATIONS FOR PAYMENT**

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
  1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: Submit Application for Payment to Architect by the 1<sup>st</sup> day of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
- C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
  1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.



1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  2. When an application shows completion of an item, submit conditional final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
  5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
  2. Schedule of values.
  3. Contractor's construction schedule (preliminary if not final).
  4. Products list
  5. Initial progress report.
  6. Certificates of insurance and insurance policies.
  7. Performance and payment bonds as applicable.
- H. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited to, the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
  5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
  6. AIA Document G707, "Consent of Surety to Final Payment."
  7. Evidence that claims have been settled.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 2900**

**SECTION 01 3100**  
**PROJECT MANAGEMENT AND COORDINATION**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. Coordination drawings.
  - 2. RFIs.
  - 3. Project meetings.

**1.3 GENERAL COORDINATION PROCEDURES**

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and scheduled activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of Contractor's construction schedule.
  - 2. Preparation of the schedule of values.
  - 3. Installation and removal of temporary facilities and controls.
  - 4. Delivery and processing of submittals.
  - 5. Progress meetings.
  - 6. Preinstallation conferences.
  - 7. Project closeout activities.
  - 8. Startup and adjustment of systems.

#### **1.4 COORDINATION DRAWINGS**

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
    - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
    - b. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
  2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
  3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
  4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
  5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
  6. Review: Architect will review coordination drawings to confirm that in general the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility.

#### **1.5 REQUEST FOR INFORMATION (RFI)**

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, and after Contractor has thoroughly reviewed the documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
  2. Project number.
  3. Date.
  4. Name of Contractor.
  5. Name of Architect.
  6. RFI number, numbered sequentially.
  7. RFI subject.
  8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate.
  10. Field dimensions and conditions, as appropriate.
  11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  12. Contractor's signature.
  13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for approval of Contractor's means and methods.
    - d. Requests for coordination information already indicated in the Contract Documents.
    - e. Requests for adjustments in the Contract Time or the Contract Sum.
    - f. Requests for interpretation of Architect's actions on submittals.
    - g. Incomplete RFIs or inaccurately prepared RFIs.
  2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information.
  3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."
    - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Construction Manager in writing within 10 days of receipt of the RFI response and before proceeding with the instructions indicated in the RFI response.
- D. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log monthly. Include the following:
1. Project name.
  2. Name and address of Contractor.
  3. Name and address of Architect.
  4. RFI number including RFIs that were returned without action or withdrawn.
  5. RFI description.

6. Date the RFI was submitted.
  7. Date Architect's response was received.
- E. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.

## **1.6 PROJECT MEETINGS**

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
- B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Responsibilities and personnel assignments.
    - b. Tentative construction schedule.
    - c. Phasing.
    - d. Critical work sequencing and long lead items.
    - e. Designation of key personnel and their duties.
    - f. Lines of communications.
    - g. Use of web-based Project software.
    - h. Procedures for processing field decisions and Change Orders.
    - i. Procedures for RFIs.
    - j. Procedures for testing and inspecting.
    - k. Procedures for processing Applications for Payment.
    - l. Distribution of the Contract Documents.
    - m. Submittal procedures.
    - n. Sustainable design requirements.
    - o. Preparation of Record Documents.
    - p. Use of the premises.
    - q. Work restrictions.
    - r. Working hours.
    - s. Owner's occupancy requirements.
    - t. Responsibility for temporary facilities and controls.
    - u. Procedures for moisture and mold control.
    - v. Procedures for disruptions and shutdowns.
    - w. Construction waste management and recycling.
    - x. Parking availability.
    - y. Office, work, and storage areas.
    - z. Equipment deliveries and priorities.
    - aa. First aid.
    - bb. Security.
    - cc. Progress cleaning.
  3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
  2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related RFIs.
    - d. Related Change Orders.
    - e. Purchases.
    - f. Deliveries.
    - g. Submittals.
    - h. Sustainable design requirements.
    - i. Review of mockups.
    - j. Possible conflicts.
    - k. Compatibility requirements.
    - l. Time schedules.
    - m. Weather limitations.
    - n. Manufacturer's written instructions.
    - o. Warranty requirements.
    - p. Compatibility of materials.
    - q. Acceptability of substrates.
    - r. Temporary facilities and controls.
    - s. Space and access limitations.
    - t. Regulations of authorities having jurisdiction.
    - u. Testing and inspecting requirements.
    - v. Installation procedures.
    - w. Coordination with other work.
    - x. Required performance results.
    - y. Protection of adjacent work.
    - z. Protection of construction and personnel.
  3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
  5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Conduct progress meetings at regular intervals.
1. Coordinate dates of meetings with preparation of payment requests.
  2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.

3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
  - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - 1) Review schedule for next period.
  - b. Review present and future needs of each entity present, including the following:
    - 1) Interface requirements.
    - 2) Sequence of operations.
    - 3) Resolution of BIM component conflicts.
    - 4) Status of submittals.
    - 5) Status of sustainable design documentation.
    - 6) Deliveries.
    - 7) Off-site fabrication.
    - 8) Access.
    - 9) Site use.
    - 10) Temporary facilities and controls.
    - 11) Progress cleaning.
    - 12) Quality and work standards.
    - 13) Status of correction of deficient items.
    - 14) Field observations.
    - 15) Status of RFIs.
    - 16) Status of Proposal Requests.
    - 17) Pending changes.
    - 18) Status of Change Orders.
    - 19) Pending claims and disputes.
    - 20) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
  - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 3100**



**SECTION 01 3300  
SUBMITTAL PROCEDURES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Submittal schedule requirements.
  - 2. Administrative and procedural requirements for submittals.

**1.2 DEFINITIONS**

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

**1.3 SUBMITTAL SCHEDULE**

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

**1.4 SUBMITTAL FORMATS**

- A. Submittal Information: Include the following information in each submittal:
  - 1. Project name.
  - 2. Date.
  - 3. Name of Architect/Engineer.
  - 4. Name of Contractor.
  - 5. Name of firm or entity that prepared submittal.
  - 6. Names of subcontractor, manufacturer, and supplier.
  - 7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier; and alphanumeric suffix for resubmittals.
  - 8. Category and type of submittal.
  - 9. Submittal purpose and description.
  - 10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
  - 11. Drawing number and detail references, as appropriate.
  - 12. Indication of full or partial submittal.

13. Location(s) where product is to be installed, as appropriate.
  14. Other necessary identification.
  15. Remarks.
  16. Signature of transmitter.
- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Paper Submittals:
1. Place a permanent label or title block on each submittal item for identification; include name of firm or entity that prepared submittal.
  2. Provide a space approximately **6 by 8 inches** on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
  3. Action Submittals: Submit one paper copy of each submittal unless otherwise indicated. Architect will return one electronic copy.
  4. Informational Submittals: Submit one paper copy of each submittal unless otherwise indicated. Architect will not return copies.
  5. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using transmittal form.
- E. PDF Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.
- F. Submittals for Web-Based Project Software: Prepare submittals as PDF files, or other format indicated by Project software website.

## 1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Email: Prepare submittals as PDF package, and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
  2. Web-Based Project Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
  3. Paper: Prepare submittals in paper form, and deliver to Architect.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
  3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.

- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
  - 1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  - 2. Resubmittal Review: Allow 15 days for review of each resubmittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

## **1.6 SUBMITTAL REQUIREMENTS**

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  - 1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
  - 2. Mark each copy of each submittal to show which products and options are applicable.
  - 3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.
    - b. Manufacturer's product specifications.
    - c. Standard color charts.
    - d. Statement of compliance with specified referenced standards.
    - e. Testing by recognized testing agency.
    - f. Application of testing agency labels and seals.
    - g. Notation of coordination requirements.
    - h. Availability and delivery time information.
  - 4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams that show factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
  - 5. Submit Product Data before Shop Drawings, and before or concurrent with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
  - 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:

- a. Identification of products.
    - b. Schedules.
    - c. Compliance with specified standards.
    - d. Notation of coordination requirements.
    - e. Notation of dimensions established by field measurement.
    - f. Relationship and attachment to adjoining construction clearly indicated.
    - g. Seal and signature of professional engineer if specified.
  2. Paper Sheet Size: Except for templates, patterns, and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
- C. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other materials.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
    - a. Project name and submittal number.
    - b. Generic description of Sample.
    - c. Product name and name of manufacturer.
    - d. Sample source.
    - e. Number and title of applicable Specification Section.
    - f. Specification paragraph number and generic name of each item.
  3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics, and identification information for record.
  4. Web-Based Project Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
  5. Paper Transmittal: Include paper transmittal including complete submittal information indicated.
  6. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
    - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
    - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
  7. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
  8. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or

containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

- a. Number of Samples: Submit one set of Samples. Architect will retain one Sample sets.
  - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
  - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
  1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
  2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
  3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
  4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
  5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
  6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- H. Test and Research Reports:
  1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
  - a. Name of evaluation organization.
  - b. Date of evaluation.
  - c. Time period when report is in effect.
  - d. Product and manufacturers' names.
  - e. Description of product.
  - f. Test procedures and results.
  - g. Limitations of use.

#### **1.7 CONTRACTOR'S REVIEW**

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
  1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

#### **1.8 ARCHITECT'S REVIEW**

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return it.
  1. Paper Submittals: Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.

- E. Submittals not required by the Contract Documents will be returned by Architect without action.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 3300**

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**SECTION 01 4000  
QUALITY REQUIREMENTS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. Specific quality assurance and control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
  - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
  - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
  - 4. Specified test and inspection requirements are not specified in the Section.

**1.2 DEFINITIONS**

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect.
- C. Mockups: Full-size, physical assemblies that are constructed on-site. Mockups are used to verify selections made under sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not Samples.
- D. Laboratory Mockups: Full-size, physical assemblies that are constructed at testing facility to verify performance characteristics.
- E. Preconstruction Testing: Tests and inspections that are performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.

- F. Product Testing: Tests and inspections that are performed by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with industry standards.
- G. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- H. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- I. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- J. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
  - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to trades people of the corresponding generic name.
- K. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of 5 previous projects similar in size and scope to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

### **1.3 CONFLICTING REQUIREMENTS**

- A. General: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

### **1.4 QUALITY ASSURANCE**

- A. General: Qualifications paragraphs in this Article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- C. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

- D. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or products that are similar to those indicated for this Project in material, design, and extent.
- F. Specialists: Certain sections of the Specifications require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
  - 1. Requirement for specialists shall not supersede building codes and regulations governing the Work.
- G. Testing Agency Qualifications: An independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 548; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
- H. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
  - 1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
  - 2. Notify Architect 7 days in advance of dates and times when mockups will be constructed.
  - 3. Demonstrate the proposed range of aesthetic effects and workmanship.
  - 4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
  - 5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
  - 6. Demolish and remove mockups when directed, unless otherwise indicated.
- J. Laboratory Mockups: Comply with requirements of preconstruction testing and those specified in individual Sections in Divisions 02 through 49.

## **1.5 QUALITY CONTROL**

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
  - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
- B. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Unless otherwise indicated, provide quality-control services specified and those required by authorities

having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.

1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
    - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
  2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
  3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 01 Section "Submittal Procedures."
- D. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- E. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
  3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
  4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
  5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
  6. Do not perform any duties of Contractor.
- F. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
  2. Incidental labor and facilities necessary to facilitate tests and inspections.
  3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
  4. Facilities for storage and field curing of test samples.
  5. Delivery of samples to testing agencies.
  6. Preliminary design mix proposed for use for material mixes that require control by testing agency.

7. Security and protection for samples and for testing and inspecting equipment at Project site.
- G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
  1. Schedule times for tests, inspections, obtaining samples, and similar activities.

## **1.6 SPECIAL TESTS AND INSPECTIONS**

- A. Special Tests and Inspections: Owner will engage a qualified testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
- B. Special Tests and Inspections: Conducted by a qualified testing agency as required by authorities having jurisdiction, as indicated in individual Specification Sections, and as follows:
  1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
  2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
  3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
  4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
  5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
  6. Retesting and reinspecting corrected work.

## **PART 2 - PRODUCTS (Not Used)**

## **PART 3 - EXECUTION**

### **3.1 REPAIR AND PROTECTION**

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
  1. Provide materials and comply with installation requirements specified in other Specification Sections. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.
  2. Comply with the Contract Document requirements for Division 01 Section "Cutting and Patching."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

**END OF SECTION 01 4000**

**SECTION 01 4100  
REGULATORY REQUIREMENTS**

**PART 1 – GENERAL**

**1.1 SUMMARY**

A. Work included:

1. The Contractor shall comply with applicable provisions of the:
  - a. Illinois State Board of Education, School Code 105 ILCS 5.
  - b. International Building Code, International Fire Code, International Mechanical Code, International Energy Conservation Code 2009 edition
  - c. 2014 National Electrical Code
  - d. 2004 Illinois Plumbing Code
  - e. 1997 Illinois Accessibility Code with 2010 ADAAG updates.
  - f. State of Illinois- State Fire Marshall rules and regulations, NFPA 101, 2000.
  - g. Illinois Environmental Protection Agency Rules and Regulations.
2. The Contractor shall include all items of labor and materials required to meet such codes, regardless of the failure to mention in the Specifications, or to show on the Plans. Where the plans or specifications are in excess of the corresponding requirements, the specifications and plans shall govern.

B. Permits:

1. Each individual contractor shall obtain and pay for all permits, licenses, franchises and consents required by law or necessary to perform his/her portion of the work, and shall pay for all inspections required thereby.

**END OF SECTION 01 4100**

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**SECTION 01 4529  
TESTING LABORATORY SERVICES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Work includes
  - 1. Owner shall employ and pay for an independent testing laboratory to perform testing as specified.
  - 2. Contractor shall fully cooperate with the Owner and/or Architect/Engineer for additional testing required as determined by the Architect/Engineer.

**1.2 QUALITY ASSURANCE**

- A. Testing shall be in accordance with all pertinent codes and regulations and with selected standards of the American Society for Testing and Materials (ASTM).

**1.3 PAYMENT FOR TESTING**

- A. Owner shall pay for all testing specified in the contract documents.
- B. Payment for additional testing, not specified in original contract documents, but required as determined by the Architect/Engineer, shall be as follows:
  - 1. The Owner will pay for initial testing and retesting.

**END OF SECTION 01 4529**

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**SECTION 01 5000**  
**TEMPORARY FACILITIES AND CONTROLS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes requirements for temporary utilities, support facilities, and security and protection facilities.

**1.2 USE CHARGES**

- A. General: Cost or use charges for temporary facilities shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Architect/Engineer, testing agencies, and authorities having jurisdiction.
- B. Water Service: Contractor to provide own water.
- C. Electric Power Service: Electric power from Owner's existing system will not be available for use. Contractor responsible to pay for power usage. Provide connections and extensions of services as required for construction operations.

**1.3 QUALITY ASSURANCE**

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

**PART 2 - PRODUCTS**

**2.1 MATERIALS**

- A. Portable Chain-Link Fencing: Minimum 2-inch, 9-gage, 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 bases for supporting posts.

**2.2 TEMPORARY FACILITIES**

- A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.

## **2.3 CONSTRUCTION SIGN**

### **A. General Contractor**

1. Construct and erect a construction sign and place on site where directed. Maintain in first class condition throughout construction period. Sign shall meet the City of Quincy Sign Ordinance and be constructed of  $\frac{3}{4}$ " exterior type plywood with 1 x 2 wood edge frame. Sign shall be mounted on treated 4 x 4 posts embedded in ground and braced as necessary. The sign shall contain the name of the project, Owner's name, name of General Contractor, names of Plumbing, Mechanical, Electrical, Fire Protection sub-contractors and name and address of the Architect/Engineer. A drawing showing letter sizes, colors and arrangement will be provided by the Architect/Engineer at time construction begins or as per detail on drawings.
2. No other sub-Contractor or material use signs will be permitted on the site.
3. Provide temporary, directional signs for construction personnel and visitors.
4. Install signs where indicated to inform public and individuals seeking entrance to Project.
5. Maintain and touchup signs so they are legible at all times.
6. Unauthorized signs are not permitted.

## **2.4 EQUIPMENT**

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
  1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
  2. Heating Units: Listed and labeled for type of fuel being consumed, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
  3. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return air grille in system and remove at end of construction.

## **PART 3 - EXECUTION**

### **3.1 INSTALLATION, GENERAL**

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

### **3.2 TEMPORARY UTILITY INSTALLATION**

- A. General: Install temporary service or connect to existing service.

1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Water Service: By Contractor.
- C. Sanitary Facilities: By Contractor, provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
  1. Toilets: Contractor shall arrange for and provide temporary toilet facilities on site for construction personnel use. Upon final completion the temporary facilities shall be removed and surrounding area returned to original state.
- D. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations and per utility requirements.
  1. Install electric power service overhead, unless otherwise indicated.
  2. Connect temporary service to Owner's existing power source, as directed by Owner.
  3. Upon installation of permanent electrical service for proposed building, Contractor may utilize new service for his use but shall be responsible for all utility usage charges up the issuance of the substantial completion certificate.
- E. Electronic Communication Service: Provide temporary electronic communication service, including electronic mail in field office.

### **3.3 SUPPORT FACILITIES INSTALLATION**

- A. General: Comply with the following:
  1. Provide incombustible construction for offices, shops, and sheds located within construction area or within 30 feet of building lines. Comply with NFPA 241.
  2. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas in same location as permanent roads and paved areas. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations.
  1. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.
  2. Recondition base after temporary use, including removing contaminated material, regrading, proofrolling, compacting, and testing.
  3. Delay installation of final course of permanent hot-mix asphalt pavement until immediately before Substantial Completion. Repair hot-mix asphalt base-course pavement before installation of final course according to Division 32 Section "Asphalt Paving."
  4. Provide dust-controlled treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.
- C. Traffic Controls: Comply with requirements of authorities having jurisdiction.

1. This project includes work to be completed adjacent to Public rights of way. In all cases where improvements are adjacent to or on any travel way open to the public, applicable traffic control measures shall be implemented.
  2. Traffic Control shall be in accordance with applicable guidelines contained in the Manual on Uniform Traffic Control Devices for Streets and Highways, the specifications enclosed herein, special details in the plans and the Standard Specifications for Traffic Control Items.
- D. Parking: Provide temporary on-site parking areas for construction personnel.
- E. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties nor endanger permanent Work or temporary facilities.
  2. Remove snow and ice as required to minimize accumulations.

### **3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION**

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- B. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
- C. Stormwater Control: Comply with authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- D. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- E. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Obtain extended warranty for Owner. Perform control operations lawfully, using environmentally safe materials.
- F. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people and animals 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 and as indicated on Drawings.
  2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Provide Owner with one set of keys.
- G. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.

- H. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- I. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
  - 1. Where heating or cooling is needed and permanent enclosure is not complete, insulate temporary enclosures.
- J. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241.
  - 1. Smoking is prohibited on premises.
  - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
  - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
  - 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

### **3.5 OPERATION, TERMINATION, AND REMOVAL**

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
  - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. 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. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
  - 2. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements specified in Division 01 Section "Closeout Procedures."

**END OF SECTION 01 5000**

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**SECTION 01 6600**  
**PRODUCT STORAGE AND HANDLING REQUIREMENTS**

**PART 1 – GENERAL**

**1.1 SUMMARY**

- A. Work included: Protect products scheduled for use in the Work by means including, but not necessarily limited to, those described in this Section.
- B. Related Work:
  - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
  - 2. Additional procedures also may be prescribed in other Sections of these Specifications.

**1.2 QUALITY ASSURANCE**

- A. Include within the Contractor's quality assurance program such procedures as are required to assure full protection of work and materials.

**1.3 MANUFACTURERS' RECOMMENDATIONS**

- A. Except as otherwise approved by the Architect/Engineer, determine and comply with manufacturers' recommendations on product handling, storage and protection.

**1.4 PACKAGING**

- A. Deliver products to the job site in their manufacturer's original container, with labels intact and legible.
  - 1. Maintain packaged materials with seals unbroken and labels intact until time of use.
  - 2. Promptly remove damaged material and unsuitable items from the job site, and promptly replace with material meeting the specified requirements, at no additional cost to the Owner.
- B. The Architect/Engineer may reject as non-complying such material and products that do not bear identification satisfactory to the Architect/Engineer as to manufacturer, grade, quality, and other pertinent information.

**1.5 PROTECTION**

- A. Protect finished surfaces, including jambs and soffits of openings used as passageways, through which equipment and materials are handled.
- B. Provide protection for finished floor surfaces in traffic areas prior to allowing equipment or materials to be moved over such surfaces.

- C. Maintain finished surfaces clean, unmarred , and suitable protected until accepted by the owner.

#### **1.6 REPAIRS AND REPLACEMENTS**

- A. In event of damage, promptly make replacements and repairs to the approval of the Architect/Engineer and at no additional costs to Owner.
- B. Additional time required to secure replacements and to make repairs will not be considered by the Architect/Engineer to justify an extension in the Contract Time of Completion.

**END OF SECTION 01 6600**

**SECTION 01 7700  
CLOSEOUT PROCEDURES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Substantial Completion procedures.
  - 2. Final completion procedures.
  - 3. Warranties.
  - 4. Final cleaning.
  - 5. Repair of the Work.
- B. Related Requirements:
  - 1. Section 01 7823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
  - 2. Section 01 7839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

**1.2 SUBSTANTIAL COMPLETION PROCEDURES**

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
  - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
  - 2. Advise Owner of pending insurance changeover requirements.
  - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  - 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.
  - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
  - 7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  - 8. Complete startup testing of systems.
  - 9. Submit test/adjust/balance records.
  - 10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  - 11. Advise Owner of changeover in heat and other utilities.
  - 12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
  - 13. Complete final cleaning requirements, including touchup painting.

14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for Final Completion.

### **1.3 FINAL COMPLETION PROCEDURES**

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report and warranty.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training videotapes.

B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

### **1.4 LIST OF INCOMPLETE ITEMS (PUNCH LIST)**

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, starting with exterior areas first.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.

## **1.5 SUBMITTAL OF PROJECT WARRANTIES**

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- C. Warranties in Paper Form:
  - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## **PART 3 - EXECUTION**

### **3.1 FINAL CLEANING**

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
    - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
    - c. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - d. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.

- e. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
  - f. Sweep concrete floors broom clean in unoccupied spaces.
  - g. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
  - h. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
  - i. Remove labels that are not permanent.
  - j. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
    - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
  - k. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  - l. Replace parts subject to unusual operating conditions.
  - m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
  - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  - o. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
  - p. Leave Project clean and ready for occupancy.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

### **3.2 REPAIR OF THE WORK**

- A. Complete repair and restoration operations, before requesting inspection for determination of Substantial Completion.
- B. Repair, or remove and replace, defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

**END OF SECTION 01 7700**

**SECTION 01 7823**  
**OPERATION AND MAINTENANCE DATA**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
  - 1. Emergency manuals.
  - 2. Operation manuals for systems, subsystems, and equipment.
  - 3. Maintenance manuals for the care and maintenance of products, materials, and finishes /systems and equipment.
- B. See Divisions 02 through 49 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

**1.2 SUBMITTALS**

- A. Manual: Submit one copy of each manual in final form at least 15 days before final inspection. Architect will return copy with comments within 15 days after final inspection.
  - 1. Correct or modify each manual to comply with Architect's comments. Submit 3 copies of each corrected manual within 15 days of receipt of Architect's comments.

**PART 2 - PRODUCTS**

**2.1 MANUALS, GENERAL**

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain a title page, table of contents, and manual contents.
- B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:
  - 1. Subject matter included in manual.
  - 2. Name and address of Project.
  - 3. Name and address of Owner.
  - 4. Date of submittal.
  - 5. Name, address, and telephone number of Contractor.
  - 6. Name and address of Architect.
  - 7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
    - a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
  2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
  3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
  4. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
    - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
    - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

## **2.2 EMERGENCY MANUALS**

- A. Content: Organize manual into a separate section for type of emergency, emergency instructions, and emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component for fire, gas leak, water leak, power failure, water outage, equipment failure, and chemical release or spill.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include instructions on stopping, shutdown instructions for each type of emergency, operating instructions for conditions outside normal operating limits, and required sequences for electric or electronic systems.

## **2.3 OPERATION MANUALS**

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and equipment descriptions, operating standards, operating procedures, operating logs, wiring and control diagrams, and license requirements.
- B. Descriptions: Include the following:



1. Product name and model number.
  2. Manufacturer's name.
  3. Equipment identification with serial number of each component.
  4. Equipment function.
  5. Operating characteristics.
  6. Limiting conditions.
  7. Performance curves.
  8. Engineering data and tests.
  9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include start-up, break-in, and control procedures; stopping and normal shutdown instructions; routine, normal, seasonal, and weekend operating instructions; and required sequences for electric or electronic systems.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

## **2.4 PRODUCT MAINTENANCE MANUAL**

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
  2. Manufacturer's name.
  3. Color, pattern, and texture.
  4. Material and chemical composition.
  5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and inspection procedures, types of cleaning agents, methods of cleaning, schedule for cleaning and maintenance, and repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

## **2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL**

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including maintenance instructions, drawings and diagrams for maintenance, nomenclature of parts and components, and recommended spare parts for each component part or piece of equipment:
- D. Maintenance Procedures: Include test and inspection instructions, troubleshooting guide, disassembly instructions, and adjusting instructions, and demonstration and training videotape if available, that detail essential maintenance procedures:
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

## **PART 3 - EXECUTION**

### **3.1 MANUAL PREPARATION**

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.

- D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
- E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.
  - 1. Do not use original Project Record Documents as part of operation and maintenance manuals.
- F. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

**END OF SECTION 01 7823**

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**SECTION 01 7839  
PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section includes administrative and procedural requirements for project record documents, including the following:
  - 1. Record Drawings.
  - 2. Record Specifications.
  - 3. Record Product Data.

**1.2 CLOSEOUT SUBMITTALS**

- A. Record Drawings: Comply with the following:
  - 1. Number of Copies: Submit one set(s) of marked-up record prints.
- B. Record Specifications: Submit one paper copy of Project's Specifications, including addenda and contract modifications.

**1.3 RECORD DRAWINGS**

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
  - 1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Accurately record information in an acceptable drawing technique.
    - c. Record data as soon as possible after obtaining it.
    - d. Record and check the markup before enclosing concealed installations.
    - e. Cross-reference record prints to corresponding photographic documentation.
  - 2. Content: Types of items requiring marking include, but are not limited to, the following:
    - a. Dimensional changes to Drawings.
    - b. Revisions to details shown on Drawings.
    - c. Depths of foundations.
    - d. Locations and depths of underground utilities.
    - e. Revisions to routing of piping and conduits.
    - f. Revisions to electrical circuitry.
    - g. Actual equipment locations.
    - h. Duct size and routing.

- i. Locations of concealed internal utilities.
  - j. Changes made by Change Order or Construction Change Directive.
  - k. Changes made following Architect's written orders.
  - l. Details not on the original Contract Drawings.
  - m. Field records for variable and concealed conditions.
  - n. Record information on the Work that is shown only schematically.
- 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
  - 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  - 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
  - 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

#### **1.4 RECORD SPECIFICATIONS**

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
  - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - 2. Note related Change Orders and record Drawings where applicable.
- B. Format: Submit record Specifications as paper copy.

#### **1.5 MAINTENANCE OF RECORD DOCUMENTS**

- A. Maintenance of Record Documents: Store record documents in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

#### **PART 2 - PRODUCTS (Not Used)**

#### **PART 3 - EXECUTION (Not Used)**

**END OF SECTION 01 7839**

**SECTION 02 4119**  
**SELECTIVE DEMOLITION**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section Includes:
  - 1. Demolition and removal of selected portions of building or structure.
  - 2. Salvage of existing items to be reused or recycled.
- B. Related Requirements:
  - 1. Section 011000 "Summary" for restrictions on use of the premises, Owner-occupancy requirements, and phasing requirements.

**1.3 DEFINITIONS**

- A. Remove: Detach items from existing construction and dispose of them off-site unless indicated to be salvaged or reinstalled.
- B. Remove and Salvage: Detach items from existing construction, in a manner to prevent damage, and deliver to Owner ready for reuse.
- C. Remove and Reinstall: Detach items from existing construction, in a manner to prevent damage, prepare for reuse, and reinstall where indicated.
- D. Existing to Remain: Leave existing items that are not to be removed and that are not otherwise indicated to be salvaged or reinstalled.
- E. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.

**1.4 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.

## **1.5 PREINSTALLATION MEETINGS**

- A. Predemolition Conference: Conduct conference at Project site.
  1. Inspect and discuss condition of construction to be selectively demolished.
  2. Review structural load limitations of existing structure.
  3. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.
  4. Review requirements of work performed by other trades that rely on substrates exposed by selective demolition operations.
  5. Review areas where existing construction is to remain and requires protection.

## **1.6 INFORMATIONAL SUBMITTALS**

- A. Proposed Protection Measures: Submit report, including Drawings, that indicates the measures proposed for protecting individuals and property, for environmental protection. Indicate proposed locations and construction of barriers.
- B. Schedule of Selective Demolition Activities: Indicate the following:
  1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's on-site operations are uninterrupted.
  2. Interruption of utility services. Indicate how long utility services will be interrupted.
  3. Coordination for shutoff, capping, and continuation of utility services.
  4. Use of elevator and stairs.
  5. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
- C. Warranties: Documentation indicating that existing warranties are still in effect after completion of selective demolition.

## **1.7 CLOSEOUT SUBMITTALS**

- A. Inventory: Submit a list of items that have been removed and salvaged.

## **1.8 FIELD CONDITIONS**

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
- D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.



- E. Historic Areas: Demolition and hauling equipment and other materials shall be of sizes that clear surfaces within historic spaces, areas, rooms, and openings, including temporary protection, by 12 inches or more.
- F. Storage or sale of removed items or materials on-site is not permitted.
- G. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
  - 1. Maintain fire-protection facilities in service during selective demolition operations.

## **1.9 COORDINATION**

- A. Arrange selective demolition schedule so as not to interfere with Owner's operations.

## **PART 2 - PRODUCTS**

### **2.1 PERFORMANCE REQUIREMENTS**

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ASSE A10.6 and NFPA 241.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.
- B. Perform an engineering survey of condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective building demolition operations.
  - 1. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.
- C. Survey of Existing Conditions: Record existing conditions by use of preconstruction photographs or video.
  - 1. Inventory and record the condition of items to be removed and salvaged. Provide photographs or video of conditions that might be misconstrued as damage caused by salvage operations.
  - 2. Before selective demolition or removal of existing building elements that will be reproduced or duplicated in final Work, make permanent record of measurements, materials, and construction details required to make exact reproduction.

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

- A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.
- B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
  - 1. Owner will arrange to shut off indicated services/systems when requested by Contractor.
  - 2. Arrange to shut off utilities with utility companies.
  - 3. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
  - 4. Disconnect, demolish, and remove fire-suppression systems, plumbing, and HVAC systems, equipment, and components indicated on Drawings to be removed.
    - a. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
    - b. Piping to Be Abandoned in Place: Drain piping and cap or plug piping with same or compatible piping material and leave in place.
    - c. Equipment to Be Removed: Disconnect and cap services and remove equipment.
    - d. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
    - e. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.
    - f. Ducts to Be Removed: Remove portion of ducts indicated to be removed and plug remaining ducts with same or compatible ductwork material.
    - g. Ducts to Be Abandoned in Place: Cap or plug ducts with same or compatible ductwork material and leave in place.

### **3.3 PROTECTION**

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
  - 1. Provide protection to ensure safe passage of people around selective demolition area and to and from occupied portions of building.
  - 2. Provide temporary weather protection, during interval between selective demolition of existing construction on exterior surfaces and new construction, to prevent water leakage and damage to structure and interior areas.
  - 3. Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
  - 4. Cover and protect furniture, furnishings, and equipment that have not been removed.
  - 5. Comply with requirements for temporary enclosures, dust control, heating, and cooling specified in Section 015000 "Temporary Facilities and Controls."
- B. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
  - 1. Strengthen or add new supports when required during progress of selective demolition.

- C. Remove temporary barricades and protections where hazards no longer exist.

### **3.4 SELECTIVE DEMOLITION, GENERAL**

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
  - 1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
  - 2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
  - 3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
  - 4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
  - 5. Maintain adequate ventilation when using cutting torches.
  - 6. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
  - 7. Locate selective 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 selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
- C. Work in Historic Areas: Selective demolition may be performed only in areas of Project that are not designated as historic. In historic spaces, areas, and rooms, or on historic surfaces, the terms "demolish" or "remove" shall mean historic "removal" or "dismantling" as indicated on the Drawings.
- D. Removed and Salvaged Items:
  - 1. Clean salvaged items.
  - 2. Pack or crate items after cleaning. Identify contents of containers.
  - 3. Store items in a secure area until delivery to Owner.
  - 4. Transport items to Owner's storage area designated by Owner.
  - 5. Protect items from damage during transport and storage.
- E. Removed and Reinstalled Items:
  - 1. Clean and repair items to functional condition adequate for intended reuse.
  - 2. Pack or crate items after cleaning and repairing. Identify contents of containers.
  - 3. Protect items from damage during transport and storage.
  - 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

- F. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.

### **3.5 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS**

- A. Masonry: Demolish in small sections. Cut masonry at junctures with construction to remain, using power-driven saw, and then remove masonry between saw cuts.

### **3.6 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.
  - 3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- B. Burning: Do not burn demolished materials.

### **3.7 CLEANING**

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

**END OF SECTION 02 4119**

**SECTION 22 0500  
COMMON WORK RESULTS FOR PLUMBING**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. This Section includes the following:
  - 1. Piping materials and installation instructions common to most piping systems.
  - 2. Dielectric fittings.
  - 3. Escutcheons.
  - 4. Grout.
  - 5. Equipment installation requirements common to equipment sections.
  - 6. Supports and anchorages.

**1.3 SUBMITTALS**

- A. Shop Drawings – Prior to purchase, submit for Engineer/Architect's review complete shop drawings for the following:
  - 1. Plumbing fixtures and specialties.
- B. Welding Certificates.

**1.4 DEFINITIONS**

- A. Finished Spaces: Spaces other than plumbing and electrical equipment rooms, furred spaces, pipe chases, unheated spaces immediately below roof, and spaces above ceilings, unexcavated spaces, crawlspaces, and tunnels.
- B. Exposed, Interior Installations: Exposed to view indoors. Examples include finished occupied spaces and plumbing equipment rooms.
- C. Exposed, Exterior Installations: Exposed to view outdoors or subject to outdoor ambient temperatures and weather conditions. Examples include rooftop locations.
- D. Concealed, Interior Installations: Concealed from view and protected from physical contact by building occupants. Examples include above ceilings and in chases.
- E. Concealed, Exterior Installations: Concealed from view and protected from weather conditions and physical contact by building occupants but subject to outdoor ambient temperatures. Examples include installations within unheated shelters.

## 1.5 QUALITY ASSURANCE

- A. Standards: Any procedure, material or operation specified by reference to applicable standards or codes shall comply with the current or most recent edition. In conflicts between listed standards, the more stringent shall govern.
  - 1. Applicable Standards:
    - a. Illinois State Plumbing Code, latest edition
    - b. Local plumbing code
    - c. National Fuel Gas Code, latest edition
- B. Contractor shall obtain all necessary permits and arrange for all inspections required by State or Local authorities.
- C. Steel Support Welding: Qualify processes and operators according to AWS D1.1, "Structural Welding Code--Steel."
- D. Steel Pipe Welding: Qualify processes and operators according to ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications."
  - 1. Comply with provisions in ASME B31 Series, "Code for Pressure Piping."
  - 2. Certify that each welder has passed AWS qualification tests for welding processes involved and that certification is current.
- E. Electrical Characteristics for Plumbing Equipment: Equipment of higher electrical characteristics may be furnished provided such proposed equipment is approved in writing and connecting electrical services, circuit breakers, and conduit sizes are appropriately modified. If minimum energy ratings or efficiencies are specified, equipment shall comply with requirements.
- F. Materials must be new, in first class condition. Work must be done by trained, experienced, skilled journeyman (woman) under an approved full time supervisor, with every possible precaution taken by contractor to assure safety of all persons of all categories.

## 1.6 GUARANTEE

- A. Each entire overall installation, including every special item, device, and part and every specialized system shall be fully guaranteed from standpoint of satisfactory performance, safety, workmanship and material for one year after formal written acceptance by Engineer/Architect, any unsuitable, unsatisfactory, noisy, ineffective, defective, improperly sized or applied equipment or material, or unacceptable workmanship shall be quickly replaced or modified during guarantee period or any extension thereof, as directed and as approved by Engineer/Architect in writing.
- B. Individual items and systems shall be guaranteed for the same period in addition to the above regardless of any limitations of manufacturer's guarantee period.

## PART 2 - PRODUCTS

### 2.1 PIPE, TUBE, AND FITTINGS

- A. Refer to individual Division 22 piping Sections for pipe, tube, and fitting materials and joining methods.

- B. Pipe Threads: ASME B1.20.1 for factory-threaded pipe and pipe fittings.

## 2.2 JOINING MATERIALS

- A. Refer to individual Division 22 piping Sections for special joining materials not listed below.
- B. Pipe-Flange Gasket Materials: ASME B16.21, nonmetallic, flat, asbestos-free, 1/8-inch maximum thickness unless thickness or specific material is indicated.
- C. Plastic, Pipe-Flange Gasket, Bolts, and Nuts: Type and material recommended by piping system manufacturer, unless otherwise indicated.
- D. Solder Filler Metals: ASTM B 32, lead-free alloys. Include water-flushable flux according to ASTM B 813.
- E. Brazing Filler Metals: AWS A5.8, BCuP Series or BAg1, unless otherwise indicated.
- F. Welding Filler Metals: Comply with AWS D10.12.

## 2.3 DIELECTRIC FITTINGS

- A. Description: Combination fitting of copper alloy and ferrous materials with threaded, solder-joint, plain, or weld-neck end connections that match piping system materials.
- B. Insulating Material: Suitable for system fluid, pressure, and temperature.
- C. Dielectric Unions: Factory-fabricated, union assembly, for 250-psig minimum working pressure at 180 deg F.
- D. Dielectric Flanges: Factory-fabricated, companion-flange assembly, for 150- or 300-psig minimum working pressure as required to suit system pressures.
- E. Dielectric Couplings: Galvanized-steel coupling with inert and noncorrosive, thermoplastic lining; threaded ends; and 300-psig minimum working pressure at 225 deg F.
- F. Dielectric Nipples: Electroplated steel nipple with inert and noncorrosive, thermoplastic lining; plain, threaded, or grooved ends; and 300-psig minimum working pressure at 225 deg F.

## 2.4 ESCUTCHEONS

- A. Description: Manufactured wall and ceiling escutcheons and floor plates, with an ID to closely fit around pipe, tube, and insulation of insulated piping and an OD that completely covers opening.
- B. One-Piece, Deep-Pattern Type: Deep-drawn, box-shaped brass with polished chrome-plated finish.
- C. One-Piece, Cast-Brass Type: With set screw.
  - 1. Finish: Polished chrome-plated and rough brass.
- D. Split-Casting, Cast-Brass Type: With concealed hinge and set screw.

1. Finish: Polished chrome-plated and rough brass.

## 2.5 GROUT

- A. Description: ASTM C 1107, Grade B, nonshrink and nonmetallic, dry hydraulic-cement grout.

1. Characteristics: Post-hardening, volume-adjusting, nonstaining, noncorrosive, nongaseous, and recommended for interior and exterior applications.
2. Design Mix: 5000-psi, 28-day compressive strength.
3. Packaging: Premixed and factory packaged.

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. Quantities Required and Clarifications:

1. Contractor shall determine quantities required from drawings and job conditions except that where specifications call for specific quantities, these quantities shall also govern. If there is conflict between quantities called for on drawings and in specifications, greater quantity shall govern.
2. Where an item is specified by a manufacturer's number, such number is for general information only, and shall be modified by any additional data, size, etc., which may be shown and/or specified. Where there is conflict between number and other data, it shall be contractor's responsibility to request clarification from Engineer/Architect.
3. Where clarification is required for any purpose, including discrepancies within written specifications on drawings, or between them, it shall be contractor's responsibility to request such clarification from Engineer/Architect at least 7 days before Bids are due and in all cases subsequent interpretations or clarifications made by Engineer/Architect shall be final.

- B. Identification:

1. Every piece of equipment, disconnect, etc. which does not have an identifying name plate shall be stenciled to identify its use, by means of the abbreviations used in these specifications. Stencil shall be painted in approved colors, with letters at least 1/4" high. Stencil shall be located as approved by the Engineer/Architect. At contractor's option, tags may be riveted or screwed to equipment, in place of stencils.

- C. Cleaning:

1. Piping, conduit, equipment, devices, etc. shall be thoroughly cleaned before being offered for acceptance.
2. The following shall be thoroughly cleaned, or finished out, or blown out before installation is offered for acceptance.  
Plumbing equipment, fixtures, devices, etc.
3. Labels, stickers, temporary protection, etc. shall be removed and work shall be provided contractor without increase in contract price.

- D. Permits, Fees, Enlargements, Extensions, Etc.:

1. Contractor shall secure and pay for all licenses, assessments, permits; shall pay for inspections required by county, state, and local utilities; and shall replace new or present



paving etc. as approved by Engineer/Architect and all governmental bodies having jurisdiction. All without increase in contract price.

E. Verification of Points of Connection:

1. Before submitting his bid, contractor shall visit site to verify all exposed, concealed, and buried points of connection as to locations, flow, size, type, depth, pressure, elevation, operating characteristics, etc., including but not limited to the following:
  - a. Water service and shut-offs.
2. If contractor finds that any present point or points of connection to existing facilities are incorrectly shown on plans or incorrectly specified, he (she) shall notify Engineer/Architect in writing at least 7 days before bids are due to be submitted. Engineer/Architect will issue as addendum to all contractors, calling their attention to revised point or points of connection.
3. If contractor fails to notify Engineer/Architect in writing as outlined above, it will be assumed that his bid includes everything required to provide proper connections to all present points of connections as they actually exist and will pay for all relocations, replacements, additional runs and extensions, without increase in contract price.

3.2 PIPING SYSTEMS - COMMON REQUIREMENTS

- A. Install piping according to the following requirements and Division 22 Sections specifying piping systems.
- B. Drawing plans, schematics, and diagrams indicate general location and arrangement of piping systems. Indicated locations and arrangements were used to size pipe and calculate friction loss, expansion, pump sizing, and other design considerations. Install piping as indicated unless deviations to layout are approved on Coordination Drawings.
- C. Install piping in concealed locations, unless otherwise indicated and except in equipment rooms and service areas.
- D. Install piping indicated to be exposed and piping in equipment rooms and service areas at right angles or parallel to building walls. Diagonal runs are prohibited unless specifically indicated otherwise.
- E. Install piping above accessible ceilings to allow sufficient space for ceiling panel removal.
- F. Install piping to permit valve servicing.
- G. Install piping at indicated slopes.
- H. Install piping free of sags and bends.
- I. Install fittings for changes in direction and branch connections.
- J. Install piping to allow application of insulation.
- K. Select system components with pressure rating equal to or greater than system operating pressure.
- L. Install escutcheons for exposed penetrations of walls, ceilings, and floors.

- M. Fire-Barrier Penetrations: Maintain indicated fire rating of walls, partitions, ceilings, and floors at pipe penetrations. Seal pipe penetrations with firestop materials. Refer to Division 07 Section "Penetration Firestopping" for materials.
- N. Verify final equipment locations for roughing-in.
- O. Refer to equipment specifications in other Sections of these Specifications for roughing-in requirements.

### 3.3 PIPING JOINT CONSTRUCTION

- A. Join pipe and fittings according to the following requirements and Division 22 Sections specifying piping systems.
- B. Ream ends of pipes and tubes and remove burrs. Bevel plain ends of steel pipe.
- C. Remove scale, slag, dirt, and debris from inside and outside of pipe and fittings before assembly.
- D. Soldered Joints: Apply ASTM B 813, water-flushable flux, unless otherwise indicated, to tube end. Construct joints according to ASTM B 828 or CDA's "Copper Tube Handbook," using lead-free solder alloy complying with ASTM B 32.
- E. Brazed Joints: Construct joints according to AWS's "Brazing Handbook," "Pipe and Tube" Chapter, using copper-phosphorus brazing filler metal complying with AWS A5.8.
- F. Threaded Joints: Thread pipe with tapered pipe threads according to ASME B1.20.1. Cut threads full and clean using sharp dies. Ream threaded pipe ends to remove burrs and restore full ID. Join pipe fittings and valves as follows:
  - 1. Apply appropriate tape or thread compound to external pipe threads unless dry seal threading is specified.
  - 2. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged. Do not use pipe sections that have cracked or open welds.
- G. Welded Joints: Construct joints according to AWS D10.12, using qualified processes and welding operators according to Part 1 "Quality Assurance" Article.
- H. Flanged Joints: Select appropriate gasket material, size, type, and thickness for service application. Install gasket concentrically positioned. Use suitable lubricants on bolt threads.

### 3.4 PIPING CONNECTIONS

- A. Make connections according to the following, unless otherwise indicated:
  - 1. Install unions, in piping NPS 2 and smaller, adjacent to each valve and at final connection to each piece of equipment.
  - 2. Install flanges, in piping NPS 2-1/2 and larger, adjacent to flanged valves and at final connection to each piece of equipment.
  - 3. Dry Piping Systems: Install dielectric unions and flanges to connect piping materials of dissimilar metals.
  - 4. Wet Piping Systems: Install dielectric coupling and nipple fittings to connect piping materials of dissimilar metals.

### 3.5 EQUIPMENT INSTALLATION - COMMON REQUIREMENTS

- A. Install equipment to allow maximum possible headroom unless specific mounting heights are not indicated.
- B. Install equipment level and plumb, parallel and perpendicular to other building systems and components in exposed interior spaces, unless otherwise indicated.
- C. Install plumbing equipment to facilitate service, maintenance, and repair or replacement of components. Connect equipment for ease of disconnecting, with minimum interference to other installations. Extend grease fittings to accessible locations.
- D. Install equipment to allow right of way for piping installed at required slope.

### 3.6 ERECTION OF METAL SUPPORTS AND ANCHORAGES

- A. Cut, fit, and place miscellaneous metal supports accurately in location, alignment, and elevation to support and anchor plumbing materials and equipment.
- B. Field Welding: Comply with AWS D1.1.

### 3.7 ERECTION OF WOOD SUPPORTS AND ANCHORAGES

- A. Cut, fit, and place wood grounds, nailers, blocking, and anchorages to support, and anchor plumbing materials and equipment.
- B. Select fastener sizes that will not penetrate members if opposite side will be exposed to view or will receive finish materials. Tighten connections between members. Install fasteners without splitting wood members.
- C. Attach to substrates as required to support applied loads.

### 3.8 GROUTING

- A. Mix and install grout for plumbing equipment base bearing surfaces, pump and other equipment base plates, and anchors.
- B. Clean surfaces that will come into contact with grout.
- C. Provide forms as required for placement of grout.
- D. Avoid air entrapment during placement of grout.
- E. Place grout, completely filling equipment bases.
- F. Place grout on concrete bases and provide smooth bearing surface for equipment.
- G. Place grout around anchors.
- H. Cure placed grout.

### 3.9 EXCAVATION AND BACKFILLING

- A. Depth of bury of cover over exterior underground construction shall not be less than the following, unless otherwise noted or required.
  - 2. Water pipes: 4'-0".
- B. Contractor shall do excavation required to install his (her) work, including pockets as required for fittings, etc., and after same are in place and tested and approved, he (she) shall replace drives, curbs and remove surplus earth and debris from the premises as directed by Architect. Backfill under structures or pavement and within 5'-0" of same shall be thoroughly compacted aggregate. After installing pipe, backfill with compacted aggregate to 95% standard proctor density in 8" maximum lifts. Sand may be used for bedding the pipe, but shall be free of debris, rock, concrete, etc. and settled with water in layers as directed by Engineer/Architect. No materials except clean sand shall be placed within 6" of any pipe, sewer, conduit, cable or metal part.
- C. Excessive excavations, excavations required to reach undisturbed soil, lower trenches, etc., shall be filled with thoroughly compacted small sized gravel to provide adequate bedding and support. Lines shall be bedded on materials at least 2" thick.
- D. No trenches shall be filled until work has been inspected and approved by Engineer/Architect.

### 3.10 PRESSURE TESTS

- A. Test shall be applied in Engineer/Architect's presence to all equipment, valves, devices, and piping, in groups or sections as work progresses. Unless otherwise noted, tests shall be made with water, after piping and equipment have been completely vented. Pressure shall be maintained for at least four hours without drop or visible leak. If leaks appear, they shall be repaired by replacing defective material or workmanship (peining, swaging or caulking will not permitted), refill system with water, completely vented, and repeat test as often as necessary to show no drop in 2 hours. After tests, systems shall be completely drained. Precautions shall be taken to prevent freezing of test water and to protect or remove devices or equipment, or parts thereof, controls, gauges, thermometers, etc. which may be harmed by test pressures. Tests shall be made before painted and before covering.
- B. Piping etc. shall be tested to at least 125 psi.
- C. After pressure test, each complete system, piping and equipment shall be tested for complete drainage by opening unions, caps, plugs, faucets, or hose valves at low points. If system does not drain completely, piping shall be regraded and/or drain points added until complete drainage is demonstrated to Engineer/Architect. Systems shall be left dry in freezing weather.

**END OF SECTION 22 0500**

**SECTION 22 0516**  
**EXPANSION FITTINGS AND LOOPS FOR PLUMBING PIPING**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section Includes:
  - 1. Metal-bellows expansion joints.
  - 2. Pipe bends and loops.
  - 3. Alignment guides and anchors.

**1.3 SUBMITTALS**

- A. Product Data: For each type of product indicated.
- B. Delegated-Design Submittal: For each anchor and alignment guide indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.
  - 1. Design Calculations: Calculate requirements for thermal expansion of piping systems and for selecting and designing expansion joints, loops, and bends.
  - 2. Anchor Details: Detail fabrication of each anchor indicated. Show dimensions and methods of assembly and attachment to building structure.
  - 3. Alignment Guide Details: Detail field assembly and attachment to building structure.
  - 4. Schedule: Indicate type, manufacturer's number, size, material, pressure rating, end connections, and location for each expansion joint.
- C. Welding certificates.
- D. Product certificates.
- E. Maintenance data.

**1.4 QUALITY ASSURANCE**

- A. Welding Qualifications: Qualify procedures and personnel according to the following:
  - 1. Steel Shapes and Plates: AWS D1.1, "Structural Welding Code - Steel."
  - 2. Welding to Piping: ASME Boiler and Pressure Vessel Code: Section IX.

## **PART 2 - PRODUCTS**

### **2.1 EXPANSION JOINTS**

- A. Metal-Bellows Expansion Joints: ASTM F 1120, circular-corrugated-bellows type with external tie rods.
  - 1. Metal-Bellows Expansion Joints for Copper Piping: Single- or multiple-ply phosphor-bronze bellows, copper pipe end connections, and brass shrouds.
  - 2. Minimum Pressure Rating: 150 psig, unless otherwise indicated.
  - 3. Configuration: Single- or double-bellows type with base, unless otherwise indicated.
  - 4. End Connections: Flanged or weld.

### **2.2 ALIGNMENT GUIDES**

- A. Description: Steel, factory fabricated, with bolted two-section outer cylinder and base for alignment of piping and two-section guiding spider for bolting to pipe.

### **2.3 MATERIALS FOR ANCHORS**

- A. Steel Shapes and Plates: ASTM A 36/A 36M.
- B. Bolts and Nuts: ASME B18.10 or ASTM A 183, steel, hex head.
- C. Washers: ASTM F 844, steel, plain, flat washers.
- D. Mechanical Fasteners: Insert-wedge-type stud with expansion plug anchor for use in hardened portland cement concrete, and tension and shear capacities appropriate for application.
  - 1. Stud: Threaded, zinc-coated carbon steel.
  - 2. Expansion Plug: Zinc-coated steel.
  - 3. Washer and Nut: Zinc-coated steel.
- E. Concrete: Portland cement mix, 3000 psi minimum. Comply with requirements in Division 03 Section "Cast-in-Place Concrete" for formwork, reinforcement, and concrete.
- F. Grout: ASTM C 1107, factory-mixed and -packaged, dry, hydraulic-cement, nonshrink, nonmetallic grout; suitable for interior and exterior applications.
  - 1. Properties: Nonstaining, noncorrosive, and nongaseous.
  - 2. Design Mix: 5000-psi, 28-day compressive strength.

## **PART 3 - EXECUTION**

### **3.1 EXPANSION-JOINT INSTALLATION**

- A. Install manufactured, nonmetallic expansion joints according to FSA's "Technical Handbook: Non-Metallic Expansion Joints and Flexible Pipe Connectors."
- B. Install expansion joints of sizes matching size of piping in which they are installed.

- C. Install alignment guides to allow expansion and to avoid end-loading and torsional stress.

### 3.2 PIPE BEND AND LOOP INSTALLATION

- A. Install pipe bends and loops cold-sprung in tension or compression as required to partly absorb tension or compression produced during anticipated change in temperature.
- B. Attach pipe bends and loops to anchors.
  - 1. Steel Anchors: Attach by welding. Comply with ASME B31.9 and ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications."
  - 2. Concrete Anchors: Attach by fasteners. Follow fastener manufacturer's written instructions.

### 3.3 SWING CONNECTIONS

- A. Connect risers and branch connections to mains with at least five pipe fittings, including tee in main.
- B. Connect risers and branch connections to terminal units with at least four pipe fittings, including tee in riser.
- C. Connect mains and branch connections to terminal units with at least four pipe fittings, including tee in main.

### 3.4 ALIGNMENT-GUIDE INSTALLATION

- A. Install guides on piping adjoining pipe expansion fittings and loops.
- B. Attach guides to pipe and secure to building structure.

### 3.5 ANCHOR INSTALLATION

- A. Install anchors at locations to prevent stresses from exceeding those permitted by ASME B31.9 and to prevent transfer of loading and stresses to connected equipment.
- B. Fabricate and install steel anchors by welding steel shapes, plates, and bars to piping and to structure. Comply with ASME B31.9 and AWS D1.1.
- C. Construct concrete anchors of poured-in-place concrete of dimensions indicated and include embedded fasteners.
- D. Install pipe anchors according to expansion-joint manufacturer's written instructions if expansion joints are indicated.
- E. Use grout to form flat bearing surfaces for expansion fittings, guides, and anchors installed on or in concrete.

**END OF SECTION 22 0516**

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**SECTION 22 0519**  
**METERS AND GAGES FOR PLUMBING PIPING**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
  - 1. Liquid-in-glass thermometers.
  - 2. Thermowells.
  - 3. Dial-type pressure gages.
  - 4. Gage attachments.
  - 5. Test plugs.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.

1.4 INFORMATIONAL SUBMITTALS

- A. Product Certificates: For each type of meter and gage, from manufacturer.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For meters and gages to include in operation and maintenance manuals.

**PART 2 - PRODUCTS**

2.1 LIQUID-IN-GLASS THERMOMETERS

- A. Metal-Case, Compact-Style, Liquid-in-Glass Thermometers:
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Terice, H. O. Co.
    - b. Weiss Instruments.
    - c. Weksler Glass Thermometer Corp.
  - 2. Standard: ASME B40.200.
  - 3. Case: Cast aluminum; 7-inch nominal size.
  - 4. Tube: Glass with magnifying lens and blue organic liquid.
  - 5. Tube Background: Nonreflective aluminum with black graduation and markings graduated in deg F.

6. Window: Ultraviolet protective acrylic.
  7. Stem: Adjustable, aluminum or brass and of length to suit installation.
    - a. Design for Thermowell Installation: Bare stem.
  8. Connector: 3/4 inch, with ASME B1.1 screw threads.
- B. Accuracy: Plus or minus 1 percent of scale range or one scale division, to a maximum of 1.5 percent of scale range.

## 2.2 THERMOWELLS

- A. Thermowells:
1. Standard: ASME B40.200.
  2. Description: Pressure-tight, socket-type fitting made for insertion into piping tee fitting.
  3. Material for Use with Copper Tubing: CNR or CUNI.
  4. Type: Stepped shank unless straight or tapered shank is indicated.
  5. External Threads: NPS 1/2, NPS 3/4, or NPS 1, ASME B1.20.1 pipe threads.
  6. Internal Threads: 1/2, 3/4, and 1 inch, with ASME B1.1 screw threads.
  7. Bore: Diameter required to match thermometer bulb or stem.
  8. Insertion Length: Length required to match thermometer bulb or stem.
  9. Lagging Extension: Include on thermowells for insulated piping and tubing.
  10. Bushings: For converting size of thermowell's internal screw thread to size of thermometer connection.
- B. Heat-Transfer Medium: Mixture of graphite and glycerin.

## 2.3 PRESSURE GAGES

- A. Direct-Mounted, Metal-Case, Dial-Type Pressure Gages:
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Ashcroft Inc.
    - b. Terice, H. O. Co.
    - c. Weiss Instruments, Inc.
    - d. Weksler Glass Thermometer Corp.
  2. Standard: ASME B40.100.
  3. Case: Liquid-filled, Sealed type(s); nylon; 4-1/2-inch nominal diameter.
  4. Pressure-Element Assembly: Bronze tube unless otherwise indicated.
  5. Pressure Connection: Brass, with NPS 1/4, ASME B1.20.1 pipe threads and bottom-outlet type unless back-outlet type is indicated.
  6. Movement: Mechanical, with link to pressure element and connection to pointer.
  7. Dial: Nonreflective aluminum with permanently etched scale markings graduated in psi.
  8. Pointer: Dark-colored metal.
  9. Window: Clear glass.
  10. Ring: 304 Stainless steel.
  11. Accuracy: Grade 1A, plus or minus 1 percent of middle half of scale range.

## 2.4 GAGE ATTACHMENTS

- A. Valves: Brass ball, with NPS 1/4 or NPS 1/2, ASME B1.20.1 pipe threads.

## 2.5 TEST PLUGS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - 1. Terice, H. O. Co.
  - 2. Watts; a Watts Water Technologies company.
  - 3. Weiss Instruments, Inc.
  - 4. Weksler Glass Thermometer Corp.
- B. Description: Test-station fitting made for insertion into piping tee fitting.
- C. Body: Brass or stainless steel with core inserts and gasketed and threaded cap. Include extended stem on units to be installed in insulated piping.
- D. Thread Size: NPS 1/4, ASME B1.20.1 pipe thread.
- E. Minimum Pressure and Temperature Rating: 500 psig at 200 deg F.
- F. Core Inserts: Chlorosulfonated polyethylene synthetic and EPDM self-sealing rubber.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install thermowells with socket extending to center of pipe and in vertical position in piping tees.
- B. Install thermowells of sizes required to match thermometer connectors. Include bushings if required to match sizes.
- C. Install thermowells with extension on insulated piping.
- D. Fill thermowells with heat-transfer medium.
- E. Install direct-mounted thermometers in thermowells and adjust vertical and tilted positions.
- F. Install direct-mounted pressure gages in piping tees with pressure gage located on pipe at the most readable position.
- G. Install test plugs in piping tees.
- H. Install thermometers in the following locations:
  - 1. Inlet and outlet of each water heater.
- I. Install pressure gages in the following locations:
  - 1. Building water service entrance into building.
  - 2. Inlet and outlet of each pressure-reducing valve.

### 3.2 CONNECTIONS

- A. Install meters and gages adjacent to machines and equipment to allow service and maintenance of meters, gages, machines, and equipment.

### 3.3 ADJUSTING

- A. Adjust faces of meters and gages to proper angle for best visibility.

### 3.4 THERMOMETER SCHEDULE

- A. Thermometers at inlet and outlet of each domestic water heater shall be one of the following:
  - 1. Compact Industrial-style, liquid-in-glass type.
  - 2. Test plug with chlorosulfonated polyethylene synthetic and EPDM self-sealing rubber inserts.
- B. Thermometer stems shall be of length to match thermowell insertion length.

### 3.5 THERMOMETER SCALE-RANGE SCHEDULE

- A. Scale Range for Domestic Hot-Water Piping: 30 to 250 deg F.

### 3.6 PRESSURE-GAGE SCHEDULE

- A. Pressure gages at discharge of each water service into building shall be one of the following:
  - 1. Liquid-filled, Sealed, direct-mounted, nylon case.
  - 2. Test plug with chlorosulfonated polyethylene synthetic and EPDM self-sealing rubber inserts.
- B. Pressure gages at inlet and outlet of each water pressure-reducing valve shall be one of the following:
  - 1. Liquid-filled, Sealed, direct-mounted, nylon case.
  - 2. Test plug with chlorosulfonated polyethylene synthetic and EPDM self-sealing rubber inserts.

### 3.7 PRESSURE-GAGE SCALE-RANGE SCHEDULE

- A. Scale Range for Domestic Water Piping: 0 to 160 psi.

## END OF SECTION 22 0519

**SECTION 22 0523.12**  
**BALL VALVES FOR PLUMBING PIPING**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
  - 1. Bronze ball valves.

1.3 DEFINITIONS

- A. CWP: Cold working pressure.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of valve.
  - 1. Certification that products comply with NSF 61 Annex G and NSF 372.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Prepare valves for shipping as follows:
  - 1. Protect internal parts against rust and corrosion.
  - 2. Protect threads, flange faces, and soldered ends.
  - 3. Set ball valves open to minimize exposure of functional surfaces.
- B. Use the following precautions during storage:
  - 1. Maintain valve end protection.
  - 2. Store valves indoors and maintain at higher-than-ambient-dew-point temperature. If outdoor storage is necessary, store valves off the ground in watertight enclosures.

**PART 2 - PRODUCTS**

2.1 GENERAL REQUIREMENTS FOR VALVES

- A. Source Limitations for Valves: Obtain each type of valve from single source from single manufacturer.

- B. ASME Compliance:
  - 1. ASME B1.20.1 for threads for threaded end valves.
  - 2. ASME B16.18 for solder-joint connections.
  - 3. ASME B31.9 for building services piping valves.
- C. NSF Compliance: NSF 61 Annex G and NSF 372 for valve materials for potable-water service (Lead Free).
- D. Bronze valves shall be made with dezincification-resistant materials. Bronze valves made with copper alloy (brass) containing more than 15 percent zinc are not permitted.
- E. Valve Pressure-Temperature Ratings: Not less than indicated and as required for system pressures and temperatures.
- F. Valve Sizes: Same as upstream piping unless otherwise indicated.
- G. Valve Actuator Types:
  - 1. Handlever: For quarter-turn valves smaller than 6-inch.
- H. Valves in Insulated Piping:
  - 1. Include 2-inch stem extensions.
  - 2. Extended operating handles of nonthermal-conductive material and protective sleeves that allow operation of valves without breaking vapor seals or disturbing insulation.

## 2.2 BRONZE BALL VALVES

- A. Two-Piece, Bronze Ball Valves with Full Port, and Bronze Trim: Lead-Free
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Conbraco Industries, Inc.
    - b. Milwaukee Valve Company.
    - c. NIBCO INC.
    - d. Watts; a Watts Water Technologies company.
    - e. Zurn Industries, LLC.
  - 2. Description:
    - a. Standard: MSS SP-110.
    - b. CWP Rating: 600 psig.
    - c. Body Design: Two piece.
    - d. Body Material: Bronze.
    - e. Ends: Threaded and soldered.
    - f. Seats: PTFE.
    - g. Stem: Bronze or brass.
    - h. Ball: Chrome-plated brass.
    - i. Port: Full.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Examine valve interior for cleanliness, freedom from foreign matter, and corrosion. Remove special packing materials, such as blocks, used to prevent disc movement during shipping and handling.
- B. Operate valves in positions from fully open to fully closed. Examine guides and seats made accessible by such operations.
- C. Examine threads on valve and mating pipe for form and cleanliness.
- D. Do not attempt to repair defective valves; replace with new valves.

### **3.2 VALVE INSTALLATION**

- A. Install valves with unions or flanges at each piece of equipment arranged to allow service, maintenance, and equipment removal without system shutdown.
- B. Locate valves for easy access and provide separate support where necessary.
- C. Install valves in horizontal piping with stem at or above center of pipe.
- D. Install valves in position to allow full stem movement.
- E. Install valve tags. Comply with requirements in Section 220553 "Identification for Plumbing Piping and Equipment" for valve tags and schedules.

### **3.3 GENERAL REQUIREMENTS FOR VALVE APPLICATIONS**

- A. If valves with specified CWP ratings are unavailable, the same types of valves with higher CWP ratings may be substituted.
- B. Select valves with the following end connections:
  - 1. For Copper Tubing, NPS 2 and Smaller: Threaded ends except where solder-joint or press valve-end option is indicated in valve schedules below.

### **3.4 DOMESTIC HOT- AND COLD-WATER VALVE SCHEDULE**

- A. Pipe NPS 4 and Smaller:
  - 1. Bronze Valves: May be provided with press or solder-joint ends instead of threaded ends.
  - 2. Two-piece, bronze ball valves with full port and bronze or brass trim.

**END OF SECTION 22 0523.12**

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**SECTION 22 0523.14**  
**CHECK VALVES FOR PLUMBING PIPING**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
  - 1. Bronze swing check valves.

1.3 DEFINITIONS

- A. CWP: Cold working pressure.
- B. EPDM: Ethylene propylene-diene terpolymer rubber.
- C. NBR: Acrylonitrile-butadiene, Buna-N, or nitrile rubber.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of valve.
  - 1. Certification that products comply with NSF 61 Annex G and NSF 372.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Prepare valves for shipping as follows:
  - 1. Protect internal parts against rust and corrosion.
  - 2. Protect threads, flange faces, grooves, and weld ends.
  - 3. Set check valves in either closed or open position.
- B. Use the following precautions during storage:
  - 1. Maintain valve end protection.
  - 2. Store valves indoors and maintain at higher-than-ambient-dew-point temperature. If outdoor storage is necessary, store valves off the ground in watertight enclosures.

## **PART 2 - PRODUCTS**

### **2.1 GENERAL REQUIREMENTS FOR VALVES**

- A. Source Limitations for Valves: Obtain each type of valve from single source from single manufacturer.
- B. ASME Compliance:
  - 1. ASME B1.20.1 for threads for threaded end valves.
  - 2. ASME B16.18 for solder joint.
  - 3. ASME B31.9 for building services piping valves.
- C. NSF Compliance: NSF 61 Annex G and NSF 372 for valve materials for potable-water service.
- D. Bronze valves shall be made with dezincification-resistant materials. Bronze valves made with copper alloy (brass) containing more than 15 percent zinc are not permitted.
- E. Valve Pressure-Temperature Ratings: Not less than indicated and as required for system pressures and temperatures.
- F. Valve Sizes: Same as upstream piping unless otherwise indicated.

### **2.2 BRONZE SWING CHECK VALVES**

- A. Class 125, Bronze, Swing Check Valves with Bronze Disc:
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Conbraco Industries, Inc.
    - b. Milwaukee Valve Company.
    - c. NIBCO INC.
    - d. Watts; a Watts Water Technologies company.
  - 2. Description:
    - a. Standard: MSS SP-80, Type 3.
    - b. CWP Rating: 200 psig.
    - c. Body Design: Horizontal flow.
    - d. Body Material: ASTM B 62, bronze.
    - e. Ends: Threaded or soldered.
    - f. Disc: Bronze.

## **PART 3 - EXECUTION**

### **3.1 EXAMINATION**

- A. Examine valve interior for cleanliness, freedom from foreign matter, and corrosion. Remove special packing materials, such as blocks, used to prevent disc movement during shipping and handling.

- B. Operate valves in positions from fully open to fully closed. Examine guides and seats made accessible by such operations.
- C. Examine threads on valve and mating pipe for form and cleanliness.
- D. Do not attempt to repair defective valves; replace with new valves.

### 3.2 VALVE INSTALLATION

- A. Install valves with unions or flanges at each piece of equipment arranged to allow service, maintenance, and equipment removal without system shutdown.
- B. Locate valves for easy access and provide separate support where necessary.
- C. Install check valves for proper direction of flow.
- D. Install valve tags. Comply with requirements in Section 220553 "Identification for Plumbing Piping and Equipment" for valve tags and schedules.

### 3.3 ADJUSTING

- A. Adjust or replace valve packing after piping systems have been tested and put into service but before final adjusting and balancing. Replace valves if persistent leaking occurs.

### 3.4 GENERAL REQUIREMENTS FOR VALVE APPLICATIONS

- A. If valve applications are not indicated, use the following:
  - 1. Pump-Discharge Check Valves:
    - a. NPS 4 and Smaller: Bronze swing check valves with bronze disc.
- B. If valves with specified CWP ratings are unavailable, the same types of valves with higher CWP ratings may be substituted.
- C. End Connections:
  - 1. For Copper Tubing, NPS 4 and Smaller: Threaded or soldered or press.

### 3.5 DOMESTIC HOT- AND COLD-WATER VALVE SCHEDULE

- A. Pipe NPS 4 and Smaller: Bronze swing check valves, Class 125, bronze disc with soldered or threaded end or press connections.

**END OF SECTION 22 0523.14**

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**SECTION 22 0529**  
**HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. This Section includes the following:
  - 1. Steel pipe hangers and supports.
  - 2. Trapeze pipe hangers.
  - 3. Metal framing systems.
  - 4. Thermal-hanger shield inserts.
  - 5. Fastener systems.
  - 6. Equipment supports.

**1.3 SUBMITTALS**

- A. Product Data: For the following:
  - 1. Steel pipe hangers and supports.
  - 2. Thermal-hanger shield inserts.
  - 3. Powder-actuated fastener systems.
- B. Shop Drawings: Show fabrication and installation details and include calculations for the following:
  - 1. Trapeze pipe hangers. Include Product Data for components.
  - 2. Metal framing systems. Include Product Data for components.
  - 3. Equipment supports.
- C. Welding certificates.

**1.4 DEFINITIONS**

- A. Terminology: As defined in MSS SP-90, "Guidelines on Terminology for Pipe Hangers and Supports."

**1.5 PERFORMANCE REQUIREMENTS**

- A. Design supports for multiple pipes capable of supporting combined weight of supported systems, system contents, and test water.

- B. Design equipment supports capable of supporting combined operating weight of supported equipment and connected systems and components.

## 1.6 QUALITY ASSURANCE

- A. Welding: Qualify procedures and personnel according to ASME Boiler and Pressure Vessel Code: Section IX.

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
  - 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, manufacturers specified.
  - 2. Manufacturers: Subject to compliance with requirements, provide products by one of the manufacturers specified.

### 2.2 STEEL PIPE HANGERS AND SUPPORTS

- A. Description: MSS SP-58, Types 1 through 58, factory-fabricated components. Refer to Part 3 "Hanger and Support Applications" Article for where to use specific hanger and support types.
- B. Manufacturers:
  - 1. AAA Technology & Specialties Co., Inc.
  - 2. Bergen-Power Pipe Supports.
  - 3. B-Line Systems, Inc.; a division of Cooper Industries.
  - 4. Carpenter & Paterson, Inc.
  - 5. Empire Industries, Inc.
  - 6. ERICO/Michigan Hanger Co.
  - 7. Globe Pipe Hanger Products, Inc.
  - 8. Grinnell Corp.
  - 9. GS Metals Corp.
  - 10. National Pipe Hanger Corporation.
  - 11. PHD Manufacturing, Inc.
  - 12. PHS Industries, Inc.
  - 13. Piping Technology & Products, Inc.
  - 14. Tolco Inc.
- C. Galvanized, Metallic Coatings: Pregalvanized or hot dipped.
- D. Nonmetallic Coatings: Plastic coating, jacket, or liner.
- E. Padded Hangers: Hanger with fiberglass or other pipe insulation pad or cushion for support of bearing surface of piping.

## 2.3 TRAPEZE PIPE HANGERS

- A. Description: MSS SP-69, Type 59, shop- or field-fabricated pipe-support assembly made from structural-steel shapes with MSS SP-58 hanger rods, nuts, saddles, and U-bolts.

## 2.4 METAL FRAMING SYSTEMS

- A. Description: MFMA-3, shop- or field-fabricated pipe-support assembly made of steel channels and other components.
- B. Manufacturers:
  - 1. B-Line Systems, Inc.; a division of Cooper Industries.
  - 2. ERICO/Michigan Hanger Co.; ERISTRUT Div.
  - 3. GS Metals Corp.
  - 4. Power-Strut Div.; Tyco International, Ltd.
  - 5. Thomas & Betts Corporation.
  - 6. Tolco Inc.
  - 7. Unistrut Corp.; Tyco International, Ltd.
- C. Coatings: Manufacturer's standard finish, unless bare metal surfaces are indicated.
- D. Nonmetallic Coatings: Plastic coating, jacket, or liner.

## 2.5 THERMAL-HANGER SHIELD INSERTS

- A. Description: 100-psig- minimum, compressive-strength insulation insert encased in sheet metal shield.
- B. Manufacturers:
  - 1. Carpenter & Paterson, Inc.
  - 2. ERICO/Michigan Hanger Co.
  - 3. PHS Industries, Inc.
  - 4. Pipe Shields, Inc.
  - 5. Rilco Manufacturing Company, Inc.
  - 6. Value Engineered Products, Inc.
- C. Insulation-Insert Material for Cold Piping: Water-repellent treated, ASTM C 533, Type I calcium silicate or ASTM C 552, Type II cellular glass with vapor barrier.
- D. Insulation-Insert Material for Hot Piping: Water-repellent treated, ASTM C 533, Type I calcium silicate or ASTM C 552, Type II cellular glass.
- E. For Trapeze or Clamped Systems: Insert and shield shall cover entire circumference of pipe.
- F. For Clevis or Band Hangers: Insert and shield shall cover lower 180 degrees of pipe.
- G. Insert Length: Extend 2 inches beyond sheet metal shield for piping operating below ambient air temperature.

## 2.6 FASTENER SYSTEMS

- A. Powder-Actuated Fasteners: Threaded-steel stud, for use in hardened portland cement concrete with pull-out, tension, and shear capacities appropriate for supported loads and building materials where used.
  - 1. Manufacturers:
    - a. Hilti, Inc.
    - b. ITW Ramset/Red Head.
    - c. Masterset Fastening Systems, Inc.
    - d. MKT Fastening, LLC.
    - e. Powers Fasteners.
- B. Mechanical-Expansion Anchors: Insert-wedge-type stainless steel, for use in hardened portland cement concrete with pull-out, tension, and shear capacities appropriate for supported loads and building materials where used.
  - 1. Manufacturers:
    - a. B-Line Systems, Inc.; a division of Cooper Industries.
    - b. Empire Industries, Inc.
    - c. Hilti, Inc.
    - d. ITW Ramset/Red Head.
    - e. MKT Fastening, LLC.
    - f. Powers Fasteners.

## 2.7 EQUIPMENT SUPPORTS

- A. Description: Welded, shop- or field-fabricated equipment support made from structural-steel shapes.

## 2.8 MISCELLANEOUS MATERIALS

- A. Structural Steel: ASTM A 36/A 36M, steel plates, shapes, and bars; black and galvanized.
- B. Grout: ASTM C 1107, factory-mixed and -packaged, dry, hydraulic-cement, nonshrink and nonmetallic grout; suitable for interior and exterior applications.
  - 1. Properties: Nonstaining, noncorrosive, and nongaseous.
  - 2. Design Mix: 5000-psi, 28-day compressive strength.

# PART 3 - EXECUTION

## 3.1 HANGER AND SUPPORT APPLICATIONS

- A. Specific hanger and support requirements are specified in Sections specifying piping systems and equipment.
- B. Comply with MSS SP-69 for pipe hanger selections and applications that are not specified in piping system Sections.



- C. Use hangers and supports with galvanized, metallic coatings for piping and equipment that will not have field-applied finish.
- D. Use nonmetallic coatings on attachments for electrolytic protection where attachments are in direct contact with copper tubing.
- E. Use padded hangers for piping that is subject to scratching.
- F. Horizontal-Piping Hangers and Supports: Unless otherwise indicated and except as specified in piping system Sections, install the following types:
  - 1. Adjustable, Steel Clevis Hangers (MSS Type 1): For suspension of noninsulated or insulated stationary pipes, NPS 1/2 to NPS 30.
  - 2. Yoke-Type Pipe Clamps (MSS Type 2): For suspension of 120 to 450 deg F pipes, NPS 4 to NPS 16, requiring up to 4 inches of insulation.
  - 3. Carbon- or Alloy-Steel, Double-Bolt Pipe Clamps (MSS Type 3): For suspension of pipes, NPS 3/4 to NPS 24, requiring clamp flexibility and up to 4 inches of insulation.
  - 4. Adjustable, Steel Band Hangers (MSS Type 7): For suspension of noninsulated stationary pipes, NPS 1/2 to NPS 8.
  - 5. U-Bolts (MSS Type 24): For support of heavy pipes, NPS 1/2 to NPS 30.
  - 6. Pipe Saddle Supports (MSS Type 36): For support of pipes, NPS 4 to NPS 36, with steel pipe base stanchion support and cast-iron floor flange.
  - 7. Single Pipe Rolls (MSS Type 41): For suspension of pipes, NPS 1 to NPS 30, from 2 rods if longitudinal movement caused by expansion and contraction might occur.
  - 8. Complete Pipe Rolls (MSS Type 44): For support of pipes, NPS 2 to NPS 42, if longitudinal movement caused by expansion and contraction might occur but vertical adjustment is not necessary.
- G. Vertical-Piping Clamps: Unless otherwise indicated and except as specified in piping system Sections, install the following types:
  - 1. Extension Pipe or Riser Clamps (MSS Type 8): For support of pipe risers, NPS 3/4 to NPS 20.
  - 2. Carbon- or Alloy-Steel Riser Clamps (MSS Type 42): For support of pipe risers, NPS 3/4 to NPS 20, if longer ends are required for riser clamps.
- H. Hanger-Rod Attachments: Unless otherwise indicated and except as specified in piping system Sections, install the following types:
  - 1. Steel Turnbuckles (MSS Type 13): For adjustment up to 6 inches for heavy loads.
  - 2. Steel Clevises (MSS Type 14): For 120 to 450 deg F piping installations.
- I. Building Attachments: Unless otherwise indicated and except as specified in piping system Sections, install the following types:
  - 1. Steel or Malleable Concrete Inserts (MSS Type 18): For upper attachment to suspend pipe hangers from concrete ceiling.
  - 2. Top-Beam C-Clamps (MSS Type 19): For use under roof installations with bar-joist construction to attach to top flange of structural shape.
  - 3. Side-Beam or Channel Clamps (MSS Type 20): For attaching to bottom flange of beams, channels, or angles.
  - 4. Center-Beam Clamps (MSS Type 21): For attaching to center of bottom flange of beams.
  - 5. Welded Beam Attachments (MSS Type 22): For attaching to bottom of beams if loads are considerable and rod sizes are large.
  - 6. C-Clamps (MSS Type 23): For structural shapes.

7. Welded-Steel Brackets: For support of pipes from below, or for suspending from above by using clip and rod. Use one of the following for indicated loads:
    - a. Light (MSS Type 31): 750 lb.
    - b. Medium (MSS Type 32): 1500 lb.
    - c. Heavy (MSS Type 33): 3000 lb.
  8. Side-Beam Brackets (MSS Type 34): For sides of steel or wooden beams.
  9. Plate Lugs (MSS Type 57): For attaching to steel beams if flexibility at beam is required.
- J. Saddles and Shields: Unless otherwise indicated and except as specified in piping system Sections, install the following types:
1. Steel Pipe-Covering Protection Saddles (MSS Type 39): To fill interior voids with insulation that matches adjoining insulation.
  2. Protection Shields (MSS Type 40): Of length recommended in writing by manufacturer to prevent crushing insulation.
  3. Thermal-Hanger Shield Inserts: For supporting insulated pipe.
- K. Spring Hangers and Supports: Unless otherwise indicated and except as specified in piping system Sections, install the following types:
1. Spring Cushions (MSS Type 48): For light loads if vertical movement does not exceed 1-1/4 inches.
  2. Spring-Cushion Roll Hangers (MSS Type 49): For equipping Type 41 roll hanger with springs.
  3. Variable-Spring Base Supports (MSS Type 52): Preset to indicated load and limit variability factor to 25 percent to absorb expansion and contraction of piping system from base support.
- L. Comply with MSS SP-69 for trapeze pipe hanger selections and applications that are not specified in piping system Sections.
- M. Comply with MFMA-102 for metal framing system selections and applications that are not specified in piping system Sections.
- N. Use powder-actuated fasteners or mechanical-expansion anchors instead of building attachments where required in concrete construction.
- ### 3.2 HANGER AND SUPPORT INSTALLATION
- A. Steel Pipe Hanger Installation: Comply with MSS SP-69 and MSS SP-89. Install hangers, supports, clamps, and attachments as required to properly support piping from building structure.
- B. Trapeze Pipe Hanger Installation: Comply with MSS SP-69 and MSS SP-89. Arrange for grouping of parallel runs of horizontal piping and support together on field-fabricated trapeze pipe hangers.
1. Pipes of Various Sizes: Support together and space trapezes for smallest pipe size or install intermediate supports for smaller diameter pipes as specified above for individual pipe hangers.
  2. Field fabricate from ASTM A 36/A 36M, steel shapes selected for loads being supported. Weld steel according to AWS D1.1.

- C. Metal Framing System Installation: Arrange for grouping of parallel runs of piping and support together on field-assembled metal framing systems.
- D. Thermal-Hanger Shield Installation: Install in pipe hanger or shield for insulated piping.
- E. Fastener System Installation:
  - 1. Install powder-actuated fasteners in concrete after concrete is placed and completely cured. Use operators that are licensed by powder-actuated tool manufacturer. Install fasteners according to powder-actuated tool manufacturer's operating manual.
  - 2. Install mechanical-expansion anchors in concrete after concrete is placed and completely cured. Install fasteners according to manufacturer's written instructions.
- F. Install hangers and supports complete with necessary inserts, bolts, rods, nuts, washers, and other accessories.
- G. Piping Hanger Spacing:

Pipe Size	Distance From Sleeve In Wall, End, Offset Or Corner to Hanger (Max.)	Hanger Spacing (Max.)
Up to 1¼"	2'-0"	8'-0"
1½, 2"	3'-0"	10'-0"
2½" & Up	3'-0"	12'-0"

- H. Equipment Support Installation: Fabricate from welded-structural-steel shapes.
- I. Install hangers and supports to allow controlled thermal and seismic movement of piping systems, to permit freedom of movement between pipe anchors, and to facilitate action of expansion joints, expansion loops, expansion bends, and similar units.
- J. Install lateral bracing with pipe hangers and supports to prevent swaying.
- K. Install building attachments within concrete slabs or attach to structural steel. Install additional attachments at concentrated loads, including valves, flanges, and strainers, NPS 2-1/2 and larger and at changes in direction of piping. Install concrete inserts before concrete is placed; fasten inserts to forms and install reinforcing bars through openings at top of inserts.
- L. Load Distribution: Install hangers and supports so piping live and dead loads and stresses from movement will not be transmitted to connected equipment.
- M. Pipe Slopes: Install hangers and supports to provide indicated pipe slopes and so maximum pipe deflections allowed by ASME B31.9 (for building services piping) are not exceeded.
- N. Insulated Piping: Comply with the following:
  - 1. Attach clamps and spacers to piping.
    - a. Piping Operating above Ambient Air Temperature: Clamp may project through insulation.
    - b. Piping Operating below Ambient Air Temperature: Use thermal-hanger shield insert with clamp sized to match OD of insert.

- c. Do not exceed pipe stress limits according to ASME B31.9 for building services piping.
- 2. Install MSS SP-58, Type 39, protection saddles if insulation without vapor barrier is indicated. Fill interior voids with insulation that matches adjoining insulation.
- 3. Install MSS SP-58, Type 40, protective shields on cold piping with vapor barrier. Shields shall span an arc of 180 degrees.
- 4. Shield Dimensions for Pipe: Not less than the following:
  - a. NPS 1/4 to NPS 3-1/2: 12 inches long and 0.048 inch thick.
  - b. NPS 4: 12 inches long and 0.06 inch thick.
  - c. NPS 5 and NPS 6: 18 inches long and 0.06 inch thick.
  - d. NPS 8 to NPS 14: 24 inches long and 0.075 inch thick.
  - e. NPS 16 to NPS 24: 24 inches long and 0.105 inch thick.
- 5. Pipes NPS 8 and Larger: Include wood inserts.
- 6. Insert Material: Length at least as long as protective shield.
- 7. Thermal-Hanger Shields: Install with insulation same thickness as piping insulation.

### 3.3 EQUIPMENT SUPPORTS

- A. Fabricate structural-steel stands to suspend equipment from structure overhead or to support equipment above floor.
- B. Grouting: Place grout under supports for equipment and make smooth bearing surface.
- C. Provide lateral bracing, to prevent swaying, for equipment supports.

### 3.4 METAL FABRICATIONS

- A. Cut, drill, and fit miscellaneous metal fabrications for trapeze pipe hangers and equipment supports.
- B. Fit exposed connections together to form hairline joints. Field weld connections that cannot be shop welded because of shipping size limitations.
- C. Field Welding: Comply with AWS D1.1 procedures for shielded metal arc welding, appearance and quality of welds, and methods used in correcting welding work, and with the following:
  - 1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
  - 2. Obtain fusion without undercut or overlap.
  - 3. Remove welding flux immediately.
  - 4. Finish welds at exposed connections so no roughness shows after finishing and contours of welded surfaces match adjacent contours.

3.5 ADJUSTING

- A. Hanger Adjustments: Adjust hangers to distribute loads equally on attachments and to achieve indicated slope of pipe.

3.6 PAINTING

- A. Touch Up: Clean field welds and abraded areas of shop paint. Paint exposed areas immediately after erecting hangers and supports. Use same materials as used for shop painting. Comply with SSPC-PA 1 requirements for touching up field-painted surfaces.
  - 1. Apply paint by brush or spray to provide minimum dry film thickness of 2.0 mils.
- B. Galvanized Surfaces: Clean welds, bolted connections, and abraded areas and apply galvanizing-repair paint to comply with ASTM A 780.

**END OF SECTION 22 0529**

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**SECTION 22 0553**  
**IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section Includes:
  - 1. Equipment labels.
  - 2. Warning signs and labels.
  - 3. Pipe labels.
  - 4. Valve tags.

**1.3 SUBMITTALS**

- A. Product Data: For each type of product indicated.

**PART 2 - PRODUCTS**

**2.1 MANUFACTURERS**

- A. Subject to compliance with requirements, provide products by one of the following:
  - 1. Craftmark Pipe Markers.
  - 2. Seton Identification Products.

**2.2 EQUIPMENT LABELS**

- A. Metal Labels for Equipment:
  - 1. Material and Thickness: Brass, 0.032-inch Stainless steel, 0.025-inch Aluminum, 0.032-inch or anodized aluminum, 0.032-inch minimum thickness, and having predrilled or stamped holes for attachment hardware.
  - 2. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
  - 3. Minimum Letter Size: 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
  - 4. Fasteners: Stainless-steel rivets or self-tapping screws.
  - 5. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.
- B. Plastic Labels for Equipment:

1. Material and Thickness: Multilayer, multicolor, plastic labels for mechanical engraving, 1/8 inch thick, and having predrilled holes for attachment hardware.
  2. Letter Color: Black.
  3. Background Color: White.
  4. Maximum Temperature: Able to withstand temperatures up to 160 deg F.
  5. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
  6. Minimum Letter Size: 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
  7. Fasteners: Stainless-steel rivets or self-tapping screws.
  8. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.
- C. Label Content: Include equipment's Drawing designation or unique equipment number, Drawing numbers where equipment is indicated (plans, details, and schedules), plus the Specification Section number and title where equipment is specified.
- D. Equipment Label Schedule: For each item of equipment to be labeled, on 8-1/2-by-11-inch bond paper. Tabulate equipment identification number and identify Drawing numbers where equipment is indicated (plans, details, and schedules), plus the Specification Section number and title where equipment is specified. Equipment schedule shall be included in operation and maintenance data.

## 2.3 WARNING SIGNS AND LABELS

- A. Material and Thickness: Multilayer, multicolor, plastic labels for mechanical engraving, 1/8 inch thick, and having predrilled holes for attachment hardware.
- B. Letter Color: Black.
- C. Background Color: Yellow.
- D. Maximum Temperature: Able to withstand temperatures up to 160 deg F.
- E. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
- F. Minimum Letter Size: 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
- G. Fasteners: Stainless-steel rivets or self-tapping screws.
- H. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.
- I. Label Content: Include caution and warning information, plus emergency notification instructions.



## 2.4 PIPE LABELS

- A. General Requirements for Manufactured Pipe Labels: Preprinted, color-coded, with lettering indicating service, and showing flow direction.
- B. Self-Adhesive Pipe Labels: Printed plastic with contact-type, permanent-adhesive backing.
- C. Pipe Label Contents: Include identification of piping service using same designations or abbreviations as used on Drawings, pipe size, and an arrow indicating flow direction.
  - 1. Flow-Direction Arrows: Integral with piping system service lettering to accommodate both directions or as separate unit on each pipe label to indicate flow direction.
  - 2. Lettering Size: At least 1-1/2 inches high.

## 2.5 VALVE TAGS

- A. Valve Tags: Stamped or engraved with 1/4-inch letters for piping system abbreviation and 1/2-inch numbers.
  - 1. Tag Material: Brass, 0.032-inch minimum thickness, and having predrilled or stamped holes for attachment hardware.
  - 2. Fasteners: Brass beaded chain.

# PART 3 - EXECUTION

## 3.1 PREPARATION

- A. Clean piping and equipment surfaces of substances that could impair bond of identification devices, including dirt, oil, grease, release agents, and incompatible primers, paints, and encapsulants.

## 3.2 EQUIPMENT LABEL INSTALLATION

- A. Install or permanently fasten labels on each major item of mechanical equipment.
- B. Locate equipment labels where accessible and visible.

## 3.3 PIPE LABEL INSTALLATION

- A. Locate pipe labels where piping is exposed or above accessible ceilings in finished spaces; machine rooms; accessible maintenance spaces such as shafts, tunnels, and plenums; and exterior exposed locations as follows:
  - 1. Near each valve and control device.
  - 2. Near each branch connection, excluding short takeoffs for fixtures and terminal units. Where flow pattern is not obvious, mark each pipe at branch.
  - 3. Near penetrations through walls, floors, ceilings, and inaccessible enclosures.
  - 4. At access doors, manholes, and similar access points that permit view of concealed piping.
  - 5. Near major equipment items and other points of origination and termination.

6. Spaced at maximum intervals of 25 feet along each run. Reduce intervals to 15 feet in areas of congested piping and equipment.

B. Pipe Label Color Schedule:

1. Domestic Water Piping:
  - a. Background Color: White.
  - b. Letter Color: Green.
2. Fire Protection
  - a. Background Color: Red.
  - b. Letter Color: White.
3. Natural Gas
  - a. Background Color: Green.
  - b. Letter Color: White.

3.4 VALVE-TAG INSTALLATION

- A. Install tags on valves and control devices in piping systems, except check valves, valves within factory-fabricated equipment units, shutoff valves, faucets, convenience and lawn-watering hose connections, and similar roughing-in connections of end-use fixtures and units. List tagged valves in a valve schedule.
- B. Valve-Tag Application Schedule: Tag valves according to size, shape, and color scheme and with captions similar to those indicated in the following subparagraphs:
  1. Valve-Tag Size and Shape:
    - a. Cold Water: 1-1/2 inches, round.
    - b. Hot Water: 1-1/2 inches, round.
  2. Valve-Tag Colors:
    - a. Cold Water: Natural.
    - b. Hot Water: Natural.
  3. Letter Colors:
    - a. Cold Water: White.
    - b. Hot Water: White.

**END OF SECTION 22 0553**

**SECTION 22 0719  
PLUMBING PIPING INSULATION**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes insulating the following plumbing piping services:
  - 1. Domestic cold-water piping.
  - 2. Domestic hot-water piping.
  - 3. Domestic recirculating hot-water piping.
  - 4. Supplies and drains for handicap-accessible lavatories and sinks.

**1.3 ACTION SUBMITTALS**

- A. Product Data: For each type of product indicated. Include thermal conductivity, water-vapor permeance thickness, and jackets (both factory- and field-applied).

**1.4 QUALITY ASSURANCE**

- A. Surface-Burning Characteristics: For insulation and related materials, as determined by testing identical products according to ASTM E 84 by a testing agency acceptable to authorities having jurisdiction. Factory label insulation and jacket materials and adhesive, mastic, tapes, and cement material containers, with appropriate markings of applicable testing agency.
  - 1. Insulation Installed Indoors: Flame-spread index of 25 or less, and smoke-developed index of 50 or less.
- B. Comply with the following applicable standards and other requirements specified for miscellaneous components:
  - 1. Supply and Drain Protective Shielding Guards: ICC A117.1.

**1.5 DELIVERY, STORAGE, AND HANDLING**

- A. Packaging: Insulation material containers shall be marked by manufacturer with appropriate ASTM standard designation, type and grade, and maximum use temperature.

**1.6 COORDINATION**

- A. Coordinate sizes and locations of supports, hangers, and insulation shields specified in Section 220529 "Hangers and Supports for Plumbing Piping and Equipment."

- B. Coordinate clearance requirements with piping Installer for piping insulation application. Before preparing piping Shop Drawings, establish and maintain clearance requirements for installation of insulation and field-applied jackets and finishes and for space required for maintenance.

## 1.7 SCHEDULING

- A. Schedule insulation application after pressure testing systems and, where required, after installing and testing heat tracing. Insulation application may begin on segments that have satisfactory test results.

## PART 2 - PRODUCTS

### 2.1 INSULATION MATERIALS

- A. Comply with requirements in "Piping Insulation Schedule, General," and "Indoor Piping Insulation Schedule" articles for where insulating materials shall be applied.
- B. Products shall not contain asbestos, lead, mercury, or mercury compounds.
- C. Products that come in contact with stainless steel shall have a leachable chloride content of less than 50 ppm when tested according to ASTM C 871.
- D. Foam insulation materials shall not use CFC or HCFC blowing agents in the manufacturing process.
- E. Flexible Elastomeric Insulation: Closed-cell, sponge- or expanded-rubber materials. Comply with ASTM C 534, Type I for tubular materials and Type II for sheet materials.
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Aeroflex USA, Inc.
    - b. Armacell LLC.
    - c. K-Flex USA.
    - d. RBX Corporation; Insul-Sheet 1800 and Insul-Tube 180.
- F. Mineral-Fiber, Preformed Pipe Insulation:
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Johns Manville; a Berkshire Hathaway company.
    - b. Knauf Insulation.
    - c. Owens Corning.
  - 2. Type I, 850 Deg F Materials: Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 547, Type I, Grade A, with factory-applied ASJ-SSL. Factory-applied jacket requirements are specified in "Factory-Applied Jackets" Article.

### 2.2 INSULATING CEMENTS

- A. Mineral-Fiber, Hydraulic-Setting Insulating and Finishing Cement: Comply with ASTM C 449/C 449M.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Insulco, Division of MFS, Inc.; SmoothKote.
    - b. P. K. Insulation Mfg. Co., Inc.; PK No. 127, and Quik-Cote.

- c. Rock Wool Manufacturing Company; Delta One Shot.

## 2.3 ADHESIVES

- A. Materials shall be compatible with insulation materials, jackets, and substrates and for bonding insulation to itself and to surfaces to be insulated, unless otherwise indicated.
- B. Flexible Elastomeric: Comply with MIL-A-24179A, Type II, Class I.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Aeroflex USA Inc.; Aero seal.
    - b. Armacell LCC; 520 Adhesive.
    - c. RBX Corporation; Rubatex Contact Adhesive.
- C. Mineral-Fiber Adhesive: Comply with MIL-A-3316C, Class 2, Grade A.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Childers Products, Division of ITW; CP-82.
    - b. Foster Products Corporation, H. B. Fuller Company; 85-20.
    - c. ITW TACC, Division of Illinois Tool Works; S-90/80.
    - d. Marathon Industries, Inc.; 225.
    - e. Mon-Eco Industries, Inc.; 22-25.
- D. ASJ Adhesive, and FSK and PVDC Jacket Adhesive: Comply with MIL-A-3316C, Class 2, Grade A for bonding insulation jacket lap seams and joints.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Childers Products, Division of ITW; CP-82.
    - b. Foster Products Corporation, H. B. Fuller Company; 85-20.
    - c. ITW TACC, Division of Illinois Tool Works; S-90/80.
    - d. Marathon Industries, Inc.; 225.

## 2.4 MASTICS

- A. Materials shall be compatible with insulation materials, jackets, and substrates; comply with MIL-C-19565C, Type II.
- B. Vapor-Barrier Mastic: Water based; suitable for indoor and outdoor use on below ambient services.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Childers Products, Division of ITW; CP-35.
    - b. Foster Products Corporation, H. B. Fuller Company; 30-90.
    - c. ITW TACC, Division of Illinois Tool Works; CB-50.
    - d. Marathon Industries, Inc.; 590.
    - e. Mon-Eco Industries, Inc.; 55-40.
    - f. Vimasco Corporation; 749.
  - 2. Water-Vapor Permeance: ASTM E 96, Procedure B, 0.013 perm at 43-mil dry film thickness.
  - 3. Service Temperature Range: Minus 20 to plus 180 deg F.
  - 4. Solids Content: ASTM D 1644, 59 percent by volume and 71 percent by weight.
  - 5. Color: White.
- C. Breather Mastic: Water based; suitable for indoor and outdoor use on above ambient services.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Childers Products, Division of ITW; CP-10.
    - b. Foster Products Corporation, H. B. Fuller Company; 35-00.

- c. ITW TACC, Division of Illinois Tool Works; CB-05/15.
- d. Marathon Industries, Inc.; 550.
- e. Mon-Eco Industries, Inc.; 55-50.
- f. Vimasco Corporation; WC-1/WC-5.
- 2. Water-Vapor Permeance: ASTM F 1249, 3 perms at 0.0625-inch dry film thickness.
- 3. Service Temperature Range: Minus 20 to plus 200 deg F.
- 4. Solids Content: 63 percent by volume and 73 percent by weight.
- 5. Color: White.

## 2.5 FACTORY-APPLIED JACKETS

- A. Insulation system schedules indicate factory-applied jackets on various applications. When factory-applied jackets are indicated, comply with the following:
  - 1. ASJ: White, kraft-paper, fiberglass-reinforced scrim with aluminum-foil backing; complying with ASTM C 1136, Type I.

## 2.6 TAPES

- A. ASJ Tape: White vapor-retarder tape matching factory-applied jacket with acrylic adhesive, complying with ASTM C 1136.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Avery Dennison Corporation, Specialty Tapes Division; Fasson 0835.
    - b. Compac Corp.; 104 and 105.
    - c. Ideal Tape Co., Inc., an American Biltrite Company; 428 AWF ASJ.
    - d. Venture Tape; 1540 CW Plus, 1542 CW Plus, and 1542 CW Plus/SQ.
  - 2. Width: 3 inches.
  - 3. Thickness: 11.5 mils.
  - 4. Adhesion: 90 ounces force/inch in width.
  - 5. Elongation: 2 percent.
  - 6. Tensile Strength: 40 lbf/inch in width.
  - 7. ASJ Tape Disks and Squares: Precut disks or squares of ASJ tape.

## 2.7 SECUREMENTS

- A. Aluminum Bands: ASTM B 209, Alloy 3003, 3005, 3105, or 5005; Temper H-14, 0.020 inch thick, 1/2 inch wide with wing or closed seal.
  - 1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Childers Products; Bands.
    - b. PABCO Metals Corporation; Bands.
    - c. RPR Products, Inc.; Bands.
- B. Insulation Pins and Hangers:
  - 1. Metal, Adhesively Attached, Perforated-Base Insulation Hangers: Baseplate welded to projecting spindle that is capable of holding insulation, of thickness indicated, securely in position indicated when self-locking washer is in place. Comply with the following requirements:
    - a. Products: Subject to compliance with requirements, provide one of the following:
      - 1) AGM Industries, Inc.; Tactoo Insul-Hangers, Series T.
      - 2) GEMCO; Perforated Base.
      - 3) Midwest Fasteners, Inc.; Spindle.
    - b. Baseplate: Perforated, galvanized carbon-steel sheet, 0.030 inch thick by 2 inches square.

- c. Spindle: Aluminum, fully annealed, 0.106-inch- diameter shank, length to suit depth of insulation indicated.
  - d. Adhesive: Recommended by hanger manufacturer. Product with demonstrated capability to bond insulation hanger securely to substrates indicated without damaging insulation, hangers, and substrates.
- 2. Insulation-Retaining Washers: Self-locking washers formed from 0.016-inch- thick, aluminum sheet, with beveled edge sized as required to hold insulation securely in place but not less than 1-1/2 inches in diameter.
  - a. Products: Subject to compliance with requirements, provide one of the following:
    - 1) AGM Industries, Inc.; RC-150.
    - 2) GEMCO; R-150.
    - 3) Midwest Fasteners, Inc.; WA-150.
    - 4) Nelson Stud Welding; Speed Clips.
  - b. Protect ends with capped self-locking washers incorporating a spring steel insert to ensure permanent retention of cap in exposed locations.
- 3. Nonmetal Insulation-Retaining Washers: Self-locking washers formed from 0.016-inch-thick nylon sheet, with beveled edge sized as required to hold insulation securely in place but not less than 1-1/2 inches in diameter.
  - a. Products: Subject to compliance with requirements, provide one of the following:
    - 1) GEMCO.
    - 2) Midwest Fasteners, Inc.
- C. Staples: Outward-clinching insulation staples, nominal 3/4-inch- wide, stainless steel or Monel.
- D. Wire: 0.062-inch soft-annealed, stainless steel.
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. C & F Wire.
    - b. Childers Products.
    - c. PABCO Metals Corporation.
    - d. RPR Products, Inc.

### **PART 3 - EXECUTION**

#### **3.1 PREPARATION**

- A. Surface Preparation: Clean and dry surfaces to receive insulation. Remove materials that will adversely affect insulation application.
- B. Coordinate insulation installation with the trade installing heat tracing. Comply with requirements for heat tracing that apply to insulation.
- C. Mix insulating cements with clean potable water; if insulating cements are to be in contact with stainless-steel surfaces, use demineralized water.

#### **3.2 GENERAL INSTALLATION REQUIREMENTS**

- A. Install insulation materials, accessories, and finishes with smooth, straight, and even surfaces; free of voids throughout the length of equipment and piping including fittings, valves, and specialties.

- B. Install insulation materials, forms, vapor barriers or retarders, jackets, and thicknesses required for each item of equipment and pipe system as specified in insulation system schedules.
- C. Install accessories compatible with insulation materials and suitable for the service. Install accessories that do not corrode, soften, or otherwise attack insulation or jacket in either wet or dry state.
- D. Install insulation with longitudinal seams at top and bottom of horizontal runs.
- E. Install multiple layers of insulation with longitudinal and end seams staggered.
- F. Do not weld brackets, clips, or other attachment devices to piping, fittings, and specialties.
- G. Keep insulation materials dry during application and finishing.
- H. Install insulation with tight longitudinal seams and end joints. Bond seams and joints with adhesive recommended by insulation material manufacturer.
- I. Install insulation with least number of joints practical.
- J. Where vapor barrier is indicated, seal joints, seams, and penetrations in insulation at hangers, supports, anchors, and other projections with vapor-barrier mastic.
  - 1. Install insulation continuously through hangers and around anchor attachments.
  - 2. For insulation application where vapor barriers are indicated, extend insulation on anchor legs from point of attachment to supported item to point of attachment to structure. Taper and seal ends at attachment to structure with vapor-barrier mastic.
  - 3. Install insert materials and install insulation to tightly join the insert. Seal insulation to insulation inserts with adhesive or sealing compound recommended by insulation material manufacturer.
  - 4. Cover inserts with jacket material matching adjacent pipe insulation. Install shields over jacket, arranged to protect jacket from tear or puncture by hanger, support, and shield.
- K. Apply adhesives, mastics, and sealants at manufacturer's recommended coverage rate and wet and dry film thicknesses.
- L. Install insulation with factory-applied jackets as follows:
  - 1. Draw jacket tight and smooth.
  - 2. Cover circumferential joints with 3-inch- wide strips, of same material as insulation jacket. Secure strips with adhesive and outward clinching staples along both edges of strip, spaced 4 inches o.c.
  - 3. Overlap jacket longitudinal seams at least 1-1/2 inches. Install insulation with longitudinal seams at bottom of pipe. Clean and dry surface to receive self-sealing lap. Staple laps with outward clinching staples along edge at 2 inches o.c.
    - a. For below ambient services, apply vapor-barrier mastic over staples.
  - 4. Cover joints and seams with tape as recommended by insulation material manufacturer to maintain vapor seal.
  - 5. Where vapor barriers are indicated, apply vapor-barrier mastic on seams and joints and at ends adjacent to pipe flanges and fittings.
- M. Cut insulation in a manner to avoid compressing insulation more than 75 percent of its nominal thickness.
- N. Finish installation with systems at operating conditions. Repair joint separations and cracking due to thermal movement.



- O. Repair damaged insulation facings by applying same facing material over damaged areas. Extend patches at least 4 inches beyond damaged areas. Adhere, staple, and seal patches similar to butt joints.
- P. For above ambient services, do not install insulation to the following:
  - 1. Vibration-control devices.
  - 2. Testing agency labels and stamps.
  - 3. Nameplates and data plates.
  - 4. Handholes.

### 3.3 PENETRATIONS

- A. Insulation Installation at Underground Exterior Wall Penetrations: Terminate insulation flush with sleeve seal. Seal terminations with flashing sealant.
- B. Insulation Installation at Aboveground Exterior Wall Penetrations: Install insulation continuously through wall penetrations.
  - 1. Seal penetrations with flashing sealant.
  - 2. For applications requiring only indoor insulation, terminate insulation inside wall surface and seal with joint sealant. For applications requiring indoor and outdoor insulation, install insulation for outdoor applications tightly joined to indoor insulation ends. Seal joint with joint sealant.
  - 3. Extend jacket of outdoor insulation outside wall flashing and overlap wall flashing at least 2 inches.
  - 4. Seal jacket to wall flashing with flashing sealant.
- C. Insulation Installation at Interior Wall and Partition Penetrations (That Are Not Fire Rated): Install insulation continuously through walls and partitions.
- D. Insulation Installation at Fire-Rated Wall and Partition Penetrations: Install insulation continuously through penetrations of fire-rated walls and partitions.
  - 1. Comply with requirements in Division 07 Section "Penetration Firestopping" and fire-resistive joint sealers.
- E. Insulation Installation at Floor Penetrations:
  - 1. Pipe: Install insulation continuously through floor penetrations.
  - 2. Seal penetrations through fire-rated assemblies. Comply with requirements in Division 07 Section "Penetration Firestopping."

### 3.4 GENERAL PIPE INSULATION INSTALLATION

- A. Requirements in this article generally apply to all insulation materials except where more specific requirements are specified in various pipe insulation material installation articles.
- B. Insulation Installation on Fittings, Valves, Strainers, Flanges, and Unions:
  - 1. Install insulation over fittings, valves, strainers, flanges, unions, and other specialties with continuous thermal and vapor-retarder integrity, unless otherwise indicated.
  - 2. Insulate pipe elbows using preformed fitting insulation or mitered fittings made from same material and density as adjacent pipe insulation. Each piece shall be butted tightly against adjoining piece and bonded with adhesive. Fill joints, seams, voids, and irregular surfaces with insulating cement finished to a smooth, hard, and uniform contour that is uniform with adjoining pipe insulation.

3. Insulate tee fittings with preformed fitting insulation or sectional pipe insulation of same material and thickness as used for adjacent pipe. Cut sectional pipe insulation to fit. Butt each section closely to the next and hold in place with tie wire. Bond pieces with adhesive.
  4. Insulate valves using preformed fitting insulation or sectional pipe insulation of same material, density, and thickness as used for adjacent pipe. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker. For valves, insulate up to and including the bonnets, valve stuffing-box studs, bolts, and nuts. Fill joints, seams, and irregular surfaces with insulating cement.
  5. Insulate strainers using preformed fitting insulation or sectional pipe insulation of same material, density, and thickness as used for adjacent pipe. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker. Fill joints, seams, and irregular surfaces with insulating cement. Insulate strainers so strainer basket flange or plug can be easily removed and replaced without damaging the insulation and jacket. Provide a removable reusable insulation cover. For below ambient services, provide a design that maintains vapor barrier.
  6. Insulate flanges and unions using a section of oversized preformed pipe insulation. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker.
  7. Cover segmented insulated surfaces with a layer of finishing cement and coat with a mastic. Install vapor-barrier mastic for below ambient services and a breather mastic for above ambient services. Reinforce the mastic with fabric-reinforcing mesh. Trowel the mastic to a smooth and well-shaped contour.
- C. Insulate instrument connections for thermometers, pressure gages, pressure temperature taps, test connections, flow meters, sensors, switches, and transmitters on insulated pipes, vessels, and equipment. Shape insulation at these connections by tapering it to and around the connection with insulating cement and finish with finishing cement, mastic, and flashing sealant.
- D. Install removable insulation covers at locations indicated. Installation shall conform to the following:
1. Make removable flange and union insulation from sectional pipe insulation of same thickness as that on adjoining pipe. Install same insulation jacket as adjoining pipe insulation.
  2. When flange and union covers are made from sectional pipe insulation, extend insulation from flanges or union long at least two times the insulation thickness over adjacent pipe insulation on each side of flange or union. Secure flange cover in place with stainless-steel or aluminum bands. Select band material compatible with insulation and jacket.
  3. Construct removable valve insulation covers in same manner as for flanges except divide the two-part section on the vertical center line of valve body.
  4. When covers are made from block insulation, make two halves, each consisting of mitered blocks wired to stainless-steel fabric. Secure this wire frame, with its attached insulation, to flanges with tie wire. Extend insulation at least 2 inches over adjacent pipe insulation on each side of valve. Fill space between flange or union cover and pipe insulation with insulating cement. Finish cover assembly with insulating cement applied in two coats. After first coat is dry, apply and trowel second coat to a smooth finish.
  5. Unless a PVC jacket is indicated in field-applied jacket schedules, finish exposed surfaces with a metal jacket.

### 3.5 FLEXIBLE ELASTOMERIC INSULATION INSTALLATION

- A. Seal longitudinal seams and end joints with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.

- B. Insulation Installation on Pipe Flanges:
  - 1. Install pipe insulation to outer diameter of pipe flange.
  - 2. Make width of insulation section same as overall width of flange and bolts, plus twice the thickness of pipe insulation.
  - 3. Fill voids between inner circumference of flange insulation and outer circumference of adjacent straight pipe segments with cut sections of sheet insulation of same thickness as pipe insulation.
  - 4. Secure insulation to flanges and seal seams with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
- C. Insulation Installation on Pipe Fittings and Elbows:
  - 1. Install mitered sections of pipe insulation.
  - 2. Secure insulation materials and seal seams with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
- D. Insulation Installation on Valves and Pipe Specialties:
  - 1. Install preformed valve covers manufactured of same material as pipe insulation when available.
  - 2. When preformed valve covers are not available, install cut sections of pipe and sheet insulation to valve body. Arrange insulation to permit access to packing and to allow valve operation without disturbing insulation.
  - 3. Install insulation to flanges as specified for flange insulation application.
  - 4. Secure insulation to valves and specialties and seal seams with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.

### 3.6 MINERAL-FIBER INSULATION INSTALLATION

- A. Insulation Installation on Straight Pipes and Tubes:
  - 1. Secure each layer of preformed pipe insulation to pipe with wire or bands and tighten bands without deforming insulation materials.
  - 2. Where vapor barriers are indicated, seal longitudinal seams, end joints, and protrusions with vapor-barrier mastic and joint sealant.
  - 3. For insulation with factory-applied jackets on above ambient surfaces, secure laps with outward clinched staples at 6 inches o.c.
  - 4. For insulation with factory-applied jackets on below ambient surfaces, do not staple longitudinal tabs but secure tabs with additional adhesive as recommended by insulation material manufacturer and seal with vapor-barrier mastic and flashing sealant.
- B. Insulation Installation on Pipe Flanges:
  - 1. Install preformed pipe insulation to outer diameter of pipe flange.
  - 2. Make width of insulation section same as overall width of flange and bolts, plus twice the thickness of pipe insulation.
  - 3. Fill voids between inner circumference of flange insulation and outer circumference of adjacent straight pipe segments with mineral-fiber blanket insulation.
  - 4. Install jacket material with manufacturer's recommended adhesive, overlap seams at least 1 inch, and seal joints with flashing sealant.
- C. Insulation Installation on Pipe Fittings and Elbows:
  - 1. Install preformed sections of same material as straight segments of pipe insulation when available.
  - 2. When preformed insulation elbows and fittings are not available, install mitered sections of pipe insulation, to a thickness equal to adjoining pipe insulation. Secure insulation materials with wire or bands.

- D. Insulation Installation on Valves and Pipe Specialties:
1. Install preformed sections of same material as straight segments of pipe insulation when available.
  2. When preformed sections are not available, install mitered sections of pipe insulation to valve body.
  3. Arrange insulation to permit access to packing and to allow valve operation without disturbing insulation.
  4. Install insulation to flanges as specified for flange insulation application.

### 3.7 PIPING INSULATION SCHEDULE, GENERAL

- A. Acceptable preformed pipe and tubular insulation materials and thicknesses are identified for each piping system and pipe size range. If more than one material is listed for a piping system, selection from materials listed is Contractor's option.
- B. Items Not Insulated: Unless otherwise indicated, do not install insulation on the following:
1. Chrome-plated pipes and fittings unless there is a potential for personnel injury.

### 3.8 INDOOR PIPING INSULATION SCHEDULE

- A. Domestic Hot and Recirculated Hot Water: Insulation shall be one of the following:
1. Flexible Elastomeric: 1 inch thick.
  2. Mineral-Fiber, Preformed Pipe Insulation, Type I: 1 inch thick.
- B. Domestic Chilled Water (Potable): Insulation shall be one of the following:
1. Flexible Elastomeric: 1/2 inch thick.
  2. Mineral-Fiber, Preformed Pipe Insulation, Type I: 1/2 inch thick.

**END OF SECTION 22 0719**

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**SECTION 22 1116  
DOMESTIC WATER PIPING**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section Includes:
  - 1. Under-building slab and aboveground domestic water pipes, tubes, fittings, and specialties inside the building.
  - 2. Specialty valves.
  - 3. Flexible connectors.

**1.3 SUBMITTALS**

- A. Product Data: For each type of product indicated.

**1.4 QUALITY ASSURANCE**

- A. Piping materials shall bear label, stamp, or other markings of specified testing agency.
- B. Comply with NSF 61 for potable domestic water piping and components.

**PART 2 - PRODUCTS**

**2.1 PIPING MATERIALS**

- A. Comply with requirements in "Piping Schedule" Article for applications of pipe, tube, fitting materials, and joining methods for specific services, service locations, and pipe sizes.

**2.2 COPPER TUBE AND FITTINGS**

- A. Hard Copper Tube: ASTM B 88, Type L water tube, drawn temper.
  - 1. Cast-Copper Solder-Joint Fittings: ASME B16.18, pressure fittings.
  - 2. Wrought-Copper Solder-Joint Fittings: ASME B16.22, wrought-copper pressure fittings.
  - 3. Bronze Flanges: ASME B16.24, Class 150, with solder-joint ends.
  - 4. Copper Unions: MSS SP-123, cast-copper-alloy, hexagonal-stock body, with ball-and-socket, metal-to-metal seating surfaces, and solder-joint or threaded ends.
  - 5. Copper Pressure-Seal-Joint Fittings:

- a. Manufacturers: Subject to compliance with requirements, provide products by one of the following available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
  - 1) Elkhart Products Corporation; Industrial Division.
  - 2) NIBCO INC.
  - 3) Viega; Plumbing and Heating Systems.
- b. Wrought-copper fitting with EPDM-rubber O-ring seal in each end.

## 2.3 PIPING JOINING MATERIALS

- A. Pipe-Flange Gasket Materials: AWWA C110, rubber, flat face, 1/8 inch thick or ASME B16.21, nonmetallic and asbestos free, unless otherwise indicated; full-face or ring type unless otherwise indicated.
- B. Metal, Pipe-Flange Bolts and Nuts: ASME B18.2.1, carbon steel unless otherwise indicated.
- C. Solder Filler Metals: ASTM B 32, lead-free alloys. Include water-flushable flux according to ASTM B 813.
- D. Brazing Filler Metals: AWS A5.8/A5.8M, BCuP Series, copper-phosphorus alloys for general-duty brazing unless otherwise indicated.

## 2.4 SPECIALTY VALVES

- A. Comply with requirements in Division 22 Section "Ball Valves for Plumbing Piping" for general-duty metal valves.
- B. Comply with requirements in Division 22 Section "Domestic Water Piping Specialties" for balancing valves, drain valves, backflow preventers, and vacuum breakers.

## 2.5 PIPING INSTALLATION

- A. Drawing plans, schematics, and diagrams indicate general location and arrangement of domestic water piping. Indicated locations and arrangements are used to size pipe and calculate friction loss, expansion, and other design considerations. Install piping as indicated unless deviations to layout are approved on Coordination Drawings.
- B. Install copper tubing under building slab according to CDA's "Copper Tube Handbook."
- C. Install shutoff valve immediately upstream of each dielectric fitting.
- D. Install domestic water piping level and plumb.
- E. Install piping concealed from view and protected from physical contact by building occupants unless otherwise indicated and except in equipment rooms and service areas.
- F. Install piping indicated to be exposed and piping in equipment rooms and service areas at right angles or parallel to building walls. Diagonal runs are prohibited unless specifically indicated otherwise.

- G. Install piping above accessible ceilings to allow sufficient space for ceiling panel removal, and coordinate with other services occupying that space.
- H. Install piping adjacent to equipment and specialties to allow service and maintenance.
- I. Install piping to permit valve servicing.
- J. Install nipples, unions, special fittings, and valves with pressure ratings the same as or higher than system pressure rating used in applications below unless otherwise indicated.
- K. Install piping free of sags and bends.
- L. Install fittings for changes in direction and branch connections.
- M. Install unions in copper tubing at final connection to each piece of equipment, machine, and specialty.
- N. Install thermometers on outlet piping from each water heater.

## 2.6 JOINT CONSTRUCTION

- A. Ream ends of pipes and tubes and remove burrs. Bevel plain ends of steel pipe.
- B. Remove scale, slag, dirt, and debris from inside and outside of pipes, tubes, and fittings before assembly.
- C. Brazed Joints: Join copper tube and fittings according to CDA's "Copper Tube Handbook," "Brazed Joints" Chapter.
- D. Soldered Joints: Apply ASTM B 813, water-flushable flux to end of tube. Join copper tube and fittings according to ASTM B 828 or CDA's "Copper Tube Handbook."
- E. Pressure-Sealed Joints: Join copper tube and pressure-seal fittings with tools recommended by fitting manufacturer.
- F. Flanged Joints: Select appropriate asbestos-free, nonmetallic gasket material in size, type, and thickness suitable for domestic water service. Join flanges with gasket and bolts according to ASME B31.9.

## 2.7 VALVE INSTALLATION

- A. General-Duty Valves: Comply with requirements in Division 22 Section "General-Duty Valves for Plumbing Piping" for valve installations.
- B. Install shutoff valve close to water main on each branch and riser serving plumbing fixtures or equipment, on each water supply to equipment, and on each water supply to plumbing fixtures that do not have supply stops. Use ball valves for piping NPS 4 and smaller.
- C. Install drain valves for equipment at base of each water riser, at low points in horizontal piping, and where required to drain water piping. Drain valves are specified in Division 22 Section "Domestic Water Piping Specialties."
  - 1. Hose-End Drain Valves: At low points in water mains, risers, and branches.

2. Stop-and-Waste Drain Valves: Instead of hose-end drain valves where indicated.

## 2.8 HANGER AND SUPPORT INSTALLATION

- A. Comply with requirements in Division 22 Section "Hangers and Supports for Plumbing Piping and Equipment" for pipe hanger and support products and installation.
  1. Vertical Piping: MSS Type 8 or 42, clamps.
  2. Individual, Straight, Horizontal Piping Runs:
    - a. 100 Feet and Less: MSS Type 1, adjustable, steel clevis hangers.
    - b. Longer Than 100 Feet: MSS Type 43, adjustable roller hangers.
  3. Base of Vertical Piping: MSS Type 52, spring hangers.
- B. Support vertical piping and tubing at base and at each floor.
- C. Rod diameter may be reduced one size for double-rod hangers, to a minimum of 3/8 inch.

## 2.9 CONNECTIONS

- A. Drawings indicate general arrangement of piping, fittings, and specialties.
- B. Install piping adjacent to equipment and machines to allow service and maintenance

## 2.10 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
- B. Piping Inspections:
  1. Do not enclose, cover, or put piping into operation until it has been inspected and approved by authorities having jurisdiction.
  2. During installation, notify authorities having jurisdiction at least one day before inspection must be made. Perform tests specified below in presence of authorities having jurisdiction:
    - a. Roughing-in Inspection: Arrange for inspection of piping before concealing or closing-in after roughing-in and before setting fixtures.
    - b. Final Inspection: Arrange final inspection for authorities having jurisdiction to observe tests specified below and to ensure compliance with requirements.
  3. Reinspection: If authorities having jurisdiction find that piping will not pass tests or inspections, make required corrections and arrange for reinspection.
  4. Reports: Prepare inspection reports and have them signed by authorities having jurisdiction.
- C. Piping Tests:
  1. Fill domestic water piping. Check components to determine that they are not air bound and that piping is full of water.



2. Test for leaks and defects in new piping and parts of existing piping that have been altered, extended, or repaired. If testing is performed in segments, submit a separate report for each test, complete with diagram of portion of piping tested.
3. Leave new, altered, extended, or replaced domestic water piping uncovered and unconcealed until it has been tested and approved. Expose work that was covered or concealed before it was tested.
4. Cap and subject piping to static water pressure of 50 psig above operating pressure, without exceeding pressure rating of piping system materials. Isolate test source and allow to stand for four hours. Leaks and loss in test pressure constitute defects that must be repaired.
5. Repair leaks and defects with new materials and retest piping or portion thereof until satisfactory results are obtained.
6. Prepare reports for tests and for corrective action required.

D. Domestic water piping will be considered defective if it does not pass tests and inspections.

E. Prepare test and inspection reports.

## 2.11 CLEANING

A. Clean and disinfect potable domestic water piping as follows:

1. Purge new piping and parts of existing piping that have been altered, extended, or repaired before using.
2. Use purging and disinfecting procedures prescribed by authorities having jurisdiction; if methods are not prescribed, use procedures described in either AWWA C651 or AWWA C652 or follow procedures described below:
  - a. Flush piping system with clean, potable water until dirty water does not appear at outlets.
  - b. Fill and isolate system according to either of the following:
    - 1) Fill system or part thereof with water/chlorine solution with at least 50 ppm of chlorine. Isolate with valves and allow to stand for 24 hours.
    - 2) Fill system or part thereof with water/chlorine solution with at least 200 ppm of chlorine. Isolate and allow to stand for three hours.
  - c. Flush system with clean, potable water until no chlorine is in water coming from system after the standing time.
  - d. Submit water samples in sterile bottles to authorities having jurisdiction. Repeat procedures if biological examination shows contamination.

B. Prepare and submit reports of purging and disinfecting activities.

C. Clean interior of domestic water piping system. Remove dirt and debris as work progresses.

## 2.12 PIPING SCHEDULE

A. Transition and special fittings with pressure ratings at least equal to piping rating may be used in applications below unless otherwise indicated.

B. Flanges and unions may be used for aboveground piping joints unless otherwise indicated.

- C. Aboveground domestic water piping, shall be one of the following:
  - 1. Hard copper tube, ASTM B 88, Type L, cast or wrought copper solder-joint fittings; and soldered joints.
  - 2. Hard copper tube, ASTM B 88, Type L, copper pressure-seal-joint fittings; and pressure-sealed joints.

## 2.13 VALVE SCHEDULE

- A. Drawings indicate valve types to be used. Where specific valve types are not indicated, the following requirements apply:
  - 1. Shutoff Duty: Use ball valves for piping NPS 4 and smaller.
  - 2. Throttling Duty: Use ball valves for piping NPS 4 and smaller.
- B. Use check valves to maintain correct direction of domestic water flow to and from equipment.

## PART 3 - EXECUTION

### 3.1 PIPING INSTALLATION

- A. Drawing plans, schematics, and diagrams indicate general location and arrangement of domestic water piping. Indicated locations and arrangements are used to size pipe and calculate friction loss, expansion, and other design considerations. Install piping as indicated unless deviations to layout are approved on coordination drawings.
- B. Install shutoff valve, hose-end drain valve, strainer, pressure gage, and test tee with valve inside the building at each domestic water-service entrance. Comply with requirements for pressure gages in Section 22 0519 "Meters and Gages for Plumbing Piping" and with requirements for drain valves and strainers in Section 22 1119 "Domestic Water Piping Specialties."
- C. Install shutoff valve immediately upstream of each dielectric fitting.
- D. Install piping concealed from view and protected from physical contact by building occupants unless otherwise indicated and except in equipment rooms and service areas.
- E. Install piping indicated to be exposed and piping in equipment rooms and service areas at right angles or parallel to building walls. Diagonal runs are prohibited unless specifically indicated otherwise.
- F. Install piping above accessible ceilings to allow sufficient space for ceiling panel removal, and coordinate with other services occupying that space.
- G. Install piping to permit valve servicing.
- H. Install nipples, unions, special fittings, and valves with pressure ratings the same as or higher than the system pressure rating used in applications below unless otherwise indicated.
- I. Install piping free of sags and bends.
- J. Install fittings for changes in direction and branch connections.

- K. Install unions in copper tubing at final connection to each piece of equipment, machine, and specialty.
- L. Install thermometers on inlet and outlet piping from each water heater. Comply with requirements for thermometers in Section 22 0519 "Meters and Gages for Plumbing Piping."
- M. Install sleeves and escutcheons for piping penetrations. Comply with requirements specified in Section 22 0500 "Common Work Results for Plumbing".

### 3.2 JOINT CONSTRUCTION

- A. Ream ends of pipes and tubes and remove burrs. Bevel plain ends of steel pipe.
- B. Remove scale, slag, dirt, and debris from inside and outside of pipes, tubes, and fittings before assembly.
- C. Brazed Joints for Copper Tubing: Comply with CDA's "Copper Tube Handbook," "Brazed Joints" chapter.
- D. Soldered Joints for Copper Tubing: Apply ASTM B 813, water-flushable flux to end of tube. Join copper tube and fittings according to ASTM B 828 or CDA's "Copper Tube Handbook."
- E. Pressure-Sealed Joints for Copper Tubing: Join copper tube and pressure-seal fittings with tools recommended by fitting manufacturer.
- F. Joints for Dissimilar-Material Piping: Make joints using adapters compatible with materials of both piping systems.

### 3.3 TRANSITION FITTING INSTALLATION

- A. Install transition couplings at joints of dissimilar piping.

### 3.4 DIELECTRIC FITTING INSTALLATION

- A. Install dielectric fittings in piping at connections of dissimilar metal piping and tubing.
- B. Dielectric Fittings for NPS 2 and Smaller: Use dielectric couplings.
- C. Dielectric Fittings for NPS 2-1/2 and larger: Use dielectric flanges.

### 3.5 HANGER AND SUPPORT INSTALLATION

- A. Comply with requirements for pipe hanger, support products, and installation in Section 22 0529 "Hangers and Supports for Plumbing Piping and Equipment."
  - 1. Vertical Piping: MSS Type 8 or 42, clamps.
  - 2. Individual, Straight, Horizontal Piping Runs:
    - a. 100 Feet and Less: MSS Type 1, adjustable, steel clevis hangers.
- B. Support vertical piping and tubing at base and at each floor.

- C. Rod diameter may be reduced one size for double-rod hangers, to a minimum of 3/8 inch.
- D. Install hangers for copper tubing with the following maximum horizontal spacing and minimum rod diameters:
  - 1. NPS 3/4 and Smaller: 60 inches with 3/8-inch rod.
  - 2. NPS 1 and NPS 1-1/4: 72 inches with 3/8-inch rod.
  - 3. NPS 1-1/2 and NPS 2: 96 inches with 3/8-inch rod.
  - 4. NPS 2-1/2: 108 inches with 1/2-inch rod.
  - 5. NPS 3 to NPS 5: 10 feet with 1/2-inch rod.
- E. Install supports for vertical copper tubing every 10 feet.
- F. Support piping and tubing not listed in this article according to MSS SP-69 and manufacturer's written instructions.

### 3.6 CONNECTIONS

- A. Drawings indicate general arrangement of piping, fittings, and specialties.
- B. When installing piping adjacent to equipment and machines, allow space for service and maintenance.
- C. Connect domestic water piping to exterior water-service piping. Use transition fitting to join dissimilar piping materials.
- D. Connect domestic water piping to water-service piping with shutoff valve; extend and connect to the following:
  - 1. Water Heaters: Cold-water inlet and hot-water outlet piping in sizes indicated, but not smaller than sizes of water heater connections.
  - 2. Plumbing Fixtures: Cold- and hot-water-supply piping in sizes indicated, but not smaller than that required by plumbing code.
  - 3. Equipment: Cold- and hot-water-supply piping as indicated, but not smaller than equipment connections. Provide shutoff valve and union for each connection. Use flanges instead of unions for NPS 2-1/2 and larger.

### 3.7 IDENTIFICATION

- A. Identify system components. Comply with requirements for identification materials and installation in Section 22 0553 "Identification for Plumbing Piping and Equipment."

### 3.8 FIELD QUALITY CONTROL

- A. Perform the following tests and inspections:
  - 1. Piping Inspections:
    - a. Do not enclose, cover, or put piping into operation until it has been inspected and approved by authorities having jurisdiction.
    - b. During installation, notify authorities having jurisdiction at least one day before inspection must be made. Perform tests specified below in presence of authorities having jurisdiction:

- 1) Roughing-in Inspection: Arrange for inspection of piping before concealing or closing in after roughing in and before setting fixtures.
  - 2) Final Inspection: Arrange for authorities having jurisdiction to observe tests specified in "Piping Tests" Subparagraph below and to ensure compliance with requirements.
- c. Reinspection: If authorities having jurisdiction find that piping will not pass tests or inspections, make required corrections and arrange for reinspection.
  - d. Reports: Prepare inspection reports and have them signed by authorities having jurisdiction.
2. Piping Tests:
- a. Fill domestic water piping. Check components to determine that they are not air bound and that piping is full of water.
  - b. Test for leaks and defects in new piping and parts of existing piping that have been altered, extended, or repaired. If testing is performed in segments, submit a separate report for each test, complete with diagram of portion of piping tested.
  - c. Leave new, altered, extended, or replaced domestic water piping uncovered and unconcealed until it has been tested and approved. Expose work that was covered or concealed before it was tested.
  - d. Cap and subject piping to static water pressure of 50 psig above operating pressure, without exceeding pressure rating of piping system materials. Isolate test source and allow it to stand for four hours. Leaks and loss in test pressure constitute defects that must be repaired.
  - e. Repair leaks and defects with new materials, and retest piping or portion thereof until satisfactory results are obtained.
  - f. Prepare reports for tests and for corrective action required.
- B. Domestic water piping will be considered defective if it does not pass tests and inspections.
- C. Prepare test and inspection reports.

### 3.9 ADJUSTING

- A. Perform the following adjustments before operation:
1. Close drain valves, hydrants, and hose bibbs.
  2. Open shutoff valves to fully open position.
  3. Open throttling valves to proper setting.
  4. Adjust balancing valves in hot-water-circulation return piping to provide adequate flow.
    - a. Manually adjust ball-type balancing valves in hot-water-circulation return piping to provide hot-water flow in each branch.
    - b. Adjust calibrated balancing valves to flows indicated.
  5. Remove plugs used during testing of piping and for temporary sealing of piping during installation.
  6. Remove and clean strainer screens. Close drain valves and replace drain plugs.
  7. Remove filter cartridges from housings and verify that cartridges are as specified for application where used and are clean and ready for use.
  8. Check plumbing specialties and verify proper settings, adjustments, and operation.

### 3.10 CLEANING

- A. Clean non-potable domestic water piping as follows:
  - 1. Purge new piping and parts of existing piping that have been altered, extended, or repaired before using.
  - 2. Use purging procedures prescribed by authorities having jurisdiction or; if methods are not prescribed, follow procedures described below:
    - a. Flush piping system with clean, potable water until dirty water does not appear at outlets.
    - b. Submit water samples in sterile bottles to authorities having jurisdiction. Repeat procedures if biological examination shows contamination.
- B. Prepare and submit reports of purging and disinfecting activities. Include copies of water-sample approvals from authorities having jurisdiction.
- C. Clean interior of domestic water piping system. Remove dirt and debris as work progresses.

### 3.11 PIPING SCHEDULE

- A. Transition and special fittings with pressure ratings at least equal to piping rating may be used in applications below unless otherwise indicated.
- B. Flanges and unions may be used for aboveground piping joints unless otherwise indicated.
- C. Fitting Option: Extruded-tee connections and brazed joints may be used on aboveground copper tubing.
- D. Under-building-slab, domestic water, building-service piping: comply with the requirements for exterior piping in Section 33 for "Site Domestic and Fire Suppression Water Distribution Piping".
- E. Aboveground domestic water piping, NPS 2 and smaller, shall be one of the following:
  - 1. Hard copper tube, ASTM B 88, Type L; wrought-copper, solder-joint fittings; and soldered joints.
  - 2. Hard copper tube, ASTM B 88, Type L; copper pressure-seal-joint fittings; and pressure-sealed joints.
- F. Aboveground domestic water piping, NPS 2-1/2 and larger, shall be one of the following:
  - 1. Hard copper tube, ASTM B 88, Type L; wrought-copper, solder-joint fittings; and soldered joints.
  - 2. Hard copper tube, ASTM B 88, Type L Hard copper tube, ASTM B 88, Type L; grooved-joint, copper-tube appurtenances; and grooved joints.
- G. Aboveground, combined domestic water-service and fire-service-main piping, NPS 4 to NPS 12, shall be one of the following:
  - 1. Plain-end, ductile-iron pipe; grooved-joint, ductile-iron-pipe appurtenances; and grooved joints.

3.12 VALVE SCHEDULE

- A. Drawings indicate valve types to be used. Where specific valve types are not indicated, the following requirements apply:
  - 1. Shutoff Duty: Use ball valves.
  - 2. Throttling Duty: Use ball valves.
  - 3. Hot-Water Circulation Piping, Balancing Duty: Memory-stop balancing valves.
  - 4. Drain Duty: Hose-end drain valves.
- B. Use check valves to maintain correct direction of domestic water flow to and from equipment.

**END OF SECTION 22 1116**

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**SECTION 22 1119**  
**DOMESTIC WATER PIPING SPECIALTIES**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following domestic water piping specialties:
  - 1. Vacuum breakers.
  - 2. Temperature-actuated water mixing valves.
  - 3. Strainers.
  - 4. Wall hydrants.
  - 5. Water hammer arresters.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Field quality-control test reports.
- C. Operation and maintenance data.

1.4 PERFORMANCE REQUIREMENTS

- A. Minimum Working Pressure for Domestic Water Piping Specialties: 125 psig, unless otherwise indicated.

1.5 QUALITY ASSURANCE

- A. NSF Compliance:
  - 1. Comply with NSF 14, "Plastics Piping Components and Related Materials," for plastic domestic water piping components.
  - 2. Comply with NSF 61, "Drinking Water System Components - Health Effects; Sections 1 through 9."

**PART 2 - PRODUCTS**

2.1 VACUUM BREAKERS

- A. Pipe-Applied, Atmospheric-Type Vacuum Breakers:

1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
2. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Ames Co.
  - b. Cash Acme.
  - c. Conbraco Industries, Inc.
  - d. FEBCO; SPX Valves & Controls.
  - e. Rain Bird Corporation.
  - f. Toro Company (The); Irrigation Div.
  - g. Watts Industries, Inc.; Water Products Div.
  - h. Zurn Plumbing Products Group; Wilkins Div.
3. Standard: ASSE 1001.
4. Size: NPS 1/4 to NPS 3, as required to match connected piping.
5. Body: Bronze.
6. Inlet and Outlet Connections: Threaded.
7. Finish: Rough bronze or chrome plated.

B. Hose-Connection Vacuum Breakers:

1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
2. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - a. Arrowhead Brass Products, Inc.
  - b. Cash Acme.
  - c. Conbraco Industries, Inc.
  - d. Legend Valve.
  - e. MIFAB, Inc.
  - f. Prier Products, Inc.
  - g. Watts Industries, Inc.; Water Products Div.
  - h. Woodford Manufacturing Company.
  - i. Zurn Plumbing Products Group; Light Commercial Operation.
  - j. Zurn Plumbing Products Group; Wilkins Div.
3. Standard: ASSE 1001.
4. Body: Bronze, nonremovable, with manual drain.
5. Outlet Connection: Garden-hose threaded complying with ASME B1.20.7.
6. Finish: Rough bronze or chrome plated.

## 2.2 HOSE BIBBS

- A. Hose Bibbs: Basis-of-Design Product: Provide the product listed in the plumbing fixture schedule or equivalent product by one of the following:
1. Smith, Jay R. Mfg. Co.; Division of Smith Industries, Inc.
  2. Watts Drainage Products Inc.
  3. Woodford Manufacturing Company.
  4. Zurn Plumbing Products Group; Light Commercial Operation.

## 2.3 WALL AND ROOF HYDRANTS

- A. Nonfreeze Wall Hydrants: Basis-of-Design Product: Provide the product listed in the plumbing fixture schedule or equivalent product by one of the following:
- a. Smith, Jay R. Mfg. Co.; Division of Smith Industries, Inc.

- b. Tyler Pipe; Wade Div.
- c. Watts Drainage Products Inc.
- d. Woodford Manufacturing Company.
- e. Zurn Plumbing Products Group; Light Commercial Operation.

## 2.4 DRAIN VALVES

- A. Ball-Valve-Type, Hose-End Drain Valves:
  - 1. Standard: MSS SP-110 for standard-port, two-piece ball valves.
  - 2. Pressure Rating: 400-psig minimum CWP.
  - 3. Size: NPS 3/4.
  - 4. Body: Copper alloy.
  - 5. Ball: Chrome-plated brass.
  - 6. Seats and Seals: Replaceable.
  - 7. Handle: Vinyl-covered steel.
  - 8. Inlet: Threaded or solder joint.
  - 9. Outlet: Threaded, short nipple with garden-hose thread complying with ASME B1.20.7 and cap with brass chain.

## 2.5 WATER HAMMER ARRESTERS

- A. Water Hammer Arresters:
  - 1. Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. AMTROL, Inc.
    - b. Josam Company.
    - c. MIFAB, Inc.
    - d. PPP Inc.
    - e. Sioux Chief Manufacturing Company, Inc.
    - f. Smith, Jay R. Mfg. Co.; Division of Smith Industries, Inc.
    - g. Tyler Pipe; Wade Div.
    - h. Watts Drainage Products Inc.
    - i. Zurn Plumbing Products Group; Specification Drainage Operation.
  - 2. Standard: ASSE 1010 or PDI-WH 201.
  - 3. Type: Metal bellows or Copper tube with piston.
  - 4. Size: ASSE 1010, Sizes AA and A through F or PDI-WH 201, Sizes A through F.

## 2.6 FLEXIBLE CONNECTORS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - 1. Flex Pression Ltd.
  - 2. Flex-Hose Co., Inc.
  - 3. Metraflex Company (The).

### **PART 3 - EXECUTION**

#### **3.1 INSTALLATION**

- A. Refer to Division 22 Section "Common Work Results for Plumbing" for piping joining materials, joint construction, and basic installation requirements.
- B. Install water hammer arresters in water piping according to PDI-WH 201.
- C. Piping installation requirements are specified in other Division 22 Sections. Drawings indicate general arrangement of piping and specialties.

#### **3.2 FIELD QUALITY CONTROL**

- A. Remove and replace malfunctioning domestic water piping specialties and retest as specified above.

#### **3.3 ADJUSTING**

- A. Set field-adjustable temperature set points of temperature-actuated water mixing valves.

**END OF SECTION 22 1119**

**SECTION 22 3300**  
**ELECTRIC DOMESTIC WATER HEATERS**

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Base Bid:

- 1. Plumbing contractor provide:

- a. Furnish and Install electric heat pump domestic water heater(s) and circulating pump(s) as shown on plan sheets.

1.3 SUBMITTALS

- A. Provide product information for the water heater and circulating pump(s).
- B. Provide O&M manuals.

**PART 2 - PRODUCTS**

2.1 ELECTRIC WATER HEATER

- A. Basis of Design:

- 1. Provide product make and model listed in plumbing schedule on sheet P501. Equivalent products may be provided from the other manufacturers listed in the plumbing schedule.

- B. General:

- 1. Water heater(s) shall be as specified on plan sheets.
  - 2. Heater(s) shall be listed by Underwriters' Laboratories.
  - 3. Heater(s) shall have 150 psi working pressure and be equipped with extruded high density anode rod.
  - 4. All internal surfaces of the heater(s) exposed to water shall be glass-lined with an alkaline borosilicate composition that has been fused to steel by firing at a temperature range of 1600°F.

5. Electric heating elements shall be medium watt density with zinc plated copper sheath. Each element shall be controlled by an individually mounted thermostat and high temperature cutoff switch.
6. The outer jacket shall be of baked enamel finish and shall be provided with full size control compartment for performance of service and maintenance through hinged from panels and shall enclose the tank with foam insulation.
7. The drain valve shall be located in the front for ease of servicing.
8. Heater tank shall have a three year limited warranty.

C. Approved Manufacturers:

1. Rheem.
2. A.O. Smith.
3. Bradford White.

## 2.2 CIRCULATING PUMP – BUILDING HOT WATER SYSTEM

A. Basis of Design:

1. Provide product make and model listed in plumbing schedule. Equivalent products may be provided from the other manufacturers listed in the plumbing schedule.

B. Pump:

1. In line circulating pumps shall be horizontal, system lubricated and specifically designed for quiet operation in potable water applications.
2. Pumps shall have an all bronze body and shall be suitable for 230F operation at 150 psig working pressure.
3. Motors shall have built-in thermal overload protectors and shall be non-overloading at any point on the pump curve.
4. The circulating pump shall be capable of supplying 10 GPM at a minimum of 8 ft TDH when powered by 115 volt, 60 hz, single phase electrical supply.
5. The pump shall be Model NBF-22 as manufactured by ITT Bell & Gossett or approved equal.

C. Automatic Timer:

1. The circulating pump shall be supplied with an integral automatic timer, programmable to turn the circulator ON and OFF automatically at preset times.
2. The timer shall be Model TC-1 as manufactured by ITT Bell & Gossett or approved equal.

D. Aquastat:

1. Aquastat shall be strap-on type with visible control point scale and external adjustment. Temperature range shall be adjustable from 65F to 200F.
2. The aquastat shall provide ON and OFF control for the circulating pump.
3. Aquastat shall be Model L6006C as manufactured by Honeywell Inc.

E. Control:

1. The pump shall only circulate water when the ON time conditions are met and when water temperature is low enough to cause the aquastat to switch ON.

## 2.3 EXPANSION TANK

### A. Basis of Design:

1. Provide product make and model listed in plumbing schedule. Equivalent products may be provided from the other manufacturers listed in the plumbing schedule.

### B. Expansion tank shall be a pre-charged vertical, steel expansion tank with integral heavy duty butyl diaphragm and Polypropylene or butyl lined dome to completely isolate the water from the shell.

### C. The tank shall be approved for use with domestic potable water systems and designed for a maximum working pressure of 150 psi and maximum working temperature of 200F.

### D. The tank shall have 0.302"-32 charging valve connection (standard tire valve) to facilitate on-site charging of the tank.

### E. The tank shall be Model PT-12 as manufactured by ITT Bell & Gossett, or engineer approved equal listed in the plumbing schedule.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install electric heat pump water heater, expansion tank and circulating pump in the configuration shown on the drawings and in accordance with the manufacturer's recommendations.

## END OF SECTION 22 3300

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**SECTION 22 4000  
PLUMBING FIXTURES**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUBMITTALS**

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Diagram power, signal, and control wiring.
- C. Operation and maintenance data.

**1.3 DEFINITIONS**

- A. ABS: Acrylonitrile-butadiene-styrene plastic.
- B. Accessible Fixture: Plumbing fixture that can be approached, entered, and used by people with disabilities.
- C. FRP: Fiberglass-reinforced plastic.
- D. PMMA: Polymethyl methacrylate (acrylic) plastic.
- E. PVC: Polyvinyl chloride plastic.
- F. Solid Surface: Nonporous, homogeneous, cast-polymer-plastic material with heat-, impact-, scratch-, and stain-resistance qualities.

**1.4 QUALITY ASSURANCE**

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. Regulatory Requirements: Comply with requirements in ICC A117.1, "Accessible and Usable Buildings and Facilities"; Public Law 90-480, "Architectural Barriers Act"; and Public Law 101-336, "Americans with Disabilities Act"; for plumbing fixtures for people with disabilities.
- C. NSF Standard: Comply with NSF 61, "Drinking Water System Components--Health Effects," for fixture materials that will be in contact with potable water.
- D. Select combinations of fixtures and trim, faucets, fittings, and other components that are compatible.

## **PART 2 - PRODUCTS**

### **2.1 PLUMBING FIXTURES**

#### **A. Basis of Design:**

1. Provide product make and model listed in plumbing schedule on drawings. Equivalent products may be provided from the other manufacturers.

## **PART 3 - EXECUTION**

### **3.1 INSTALLATION**

- A. Assemble plumbing fixtures, trim, fittings, and other components according to manufacturers' written instructions.
- B. Install off-floor supports, affixed to building substrate, for wall-mounting fixtures.
  - 1. Use carrier supports with waste fitting and seal for back-outlet fixtures.
  - 2. Use carrier supports without waste fitting for fixtures with tubular waste piping.
  - 3. Use chair-type carrier supports with rectangular steel uprights for accessible fixtures.
- C. Install back-outlet, wall-mounting fixtures onto waste fitting seals and attach to supports.
- D. Install floor-mounting fixtures on closet flanges or other attachments to piping or building substrate.
- E. Install wall-mounting fixtures with tubular waste piping attached to supports.
- F. Install fixtures level and plumb according to roughing-in drawings.
- G. Install water-supply piping with stop on each supply to each fixture to be connected to water distribution piping. Attach supplies to supports or substrate within pipe spaces behind fixtures. Install stops in locations where they can be easily reached for operation.
- H. Install trap and tubular waste piping on drain outlet of each fixture to be directly connected to sanitary drainage system.
- I. Install tubular waste piping on drain outlet of each fixture to be indirectly connected to drainage system.
- J. Install flushometer valves for accessible water closets and urinals with handle mounted on wide side of compartment. Install other actuators in locations that are easy for people with disabilities to reach.
- K. Install toilet seats on water closets.
- L. Install faucet-spout fittings with specified flow rates and patterns in faucet spouts if faucets are not available with required rates and patterns. Include adapters if required.

- M. Install water-supply flow-control fittings with specified flow rates in fixture supplies at stop valves.
- N. Install faucet flow-control fittings with specified flow rates and patterns in faucet spouts if faucets are not available with required rates and patterns. Include adapters if required.
- O. Install escutcheons at piping wall and ceiling penetrations in exposed, finished locations and within cabinets and millwork. Use deep-pattern escutcheons if required to conceal protruding fittings. Escutcheons are specified in Division 22 Section "Common Work Results for Plumbing."
- P. Seal joints between fixtures and walls, floors, and countertops using sanitary-type, one-part, mildew-resistant silicone sealant. Match sealant color to fixture color.

### 3.2 CONNECTIONS

- A. Piping installation requirements are specified in other Division 22 Sections. Drawings indicate general arrangement of piping, fittings, and specialties.
- B. Connect fixtures with water supplies, stops, and risers, and with traps, soil, waste, and vent piping. Use size fittings required to match fixtures.
- C. Ground equipment according to NEC.
- D. Connect wiring according to NEC.

### 3.3 FIELD QUALITY CONTROL

- A. Verify that installed plumbing fixtures are categories and types specified for locations where installed.
- B. Check that plumbing fixtures are complete with trim, faucets, fittings, and other specified components.
- C. Inspect installed plumbing fixtures for damage. Replace damaged fixtures and components.
- D. Test installed fixtures after water systems are pressurized for proper operation. Replace malfunctioning fixtures and components, then retest. Repeat procedure until units operate properly.
- E. Install fresh batteries in sensor-operated mechanisms.

### 3.4 PROTECTION

- A. Provide protective covering for installed fixtures and fittings.
- B. Do not allow use of plumbing fixtures for temporary facilities unless approved in writing by Owner.

**END OF SECTION 22 4000**

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**SECTION 22 5000**  
**FACILITY NATURAL GAS PIPING**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section Includes:
  - 1. Pipes, tubes, and fittings.
  - 2. Piping specialties.
  - 3. Piping and tubing joining materials.
  - 4. Valves.

**1.3 SUBMITTALS**

- A. Product Data: For each type of product indicated.
- B. Welding certificates.
- C. Field quality-control reports.
- D. Operation and maintenance data.

**1.4 PERFORMANCE REQUIREMENTS**

- A. Minimum Operating-Pressure Ratings:
  - 1. Piping and Valves: 100 psig minimum unless otherwise indicated.
  - 2. Service Regulators: 100 psig Insert value minimum unless otherwise indicated.
- B. Natural-Gas System Pressure within Buildings: 0.5 psig or less.
- C. Delegated Design: Design restraints and anchors for natural-gas piping and equipment, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.

**1.5 QUALITY ASSURANCE**

- A. Steel Support Welding Qualifications: Qualify procedures and personnel according to AWS D1.1/D1.1M, "Structural Welding Code - Steel."

- B. Pipe Welding Qualifications: Qualify procedures and operators according to ASME Boiler and Pressure Vessel Code.
- C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

## **PART 2 - PRODUCTS**

### **2.1 PIPES, TUBES, AND FITTINGS**

- A. Steel Pipe: ASTM A 53/A 53M, black steel, Schedule 40, Type E or S, Grade B.
  - 1. Malleable-Iron Threaded Fittings: ASME B16.3, Class 150, standard pattern.
  - 2. Wrought-Steel Welding Fittings: ASTM A 234/A 234M for butt welding and socket welding.
  - 3. Unions: ASME B16.39, Class 150, malleable iron with brass-to-iron seat, ground joint, and threaded ends.
  - 4. Protective Coating for Underground Piping: Factory-applied, three-layer coating of epoxy, adhesive, and PE.
    - a. Joint Cover Kits: Epoxy paint, adhesive, and heat-shrink PE sleeves.

### **2.2 JOINING MATERIALS**

- A. Joint Compound and Tape: Suitable for natural gas.
- B. Welding Filler Metals: Comply with AWS D10.12/D10.12M for welding materials appropriate for wall thickness and chemical analysis of steel pipe being welded.
- C. Brazing Filler Metals: Alloy with melting point greater than 1000 deg F complying with AWS A5.8/A5.8M. Brazing alloys containing more than 0.05 percent phosphorus are prohibited.

### **2.3 MANUAL GAS SHUTOFF VALVES**

- A. General Requirements for Metallic Valves, NPS 4 and Smaller: Comply with ASME B16.33.
  - 1. CWP Rating: 125 psig.
  - 2. Threaded Ends: Comply with ASME B1.20.1.
  - 3. Dryseal Threads on Flare Ends: Comply with ASME B1.20.3.
  - 4. Tamperproof Feature: Locking feature for valves indicated in "Underground Manual Gas Shutoff Valve Schedule" and "Aboveground Manual Gas Shutoff Valve Schedule" Articles.
  - 5. Listing: Listed and labeled by an NRTL acceptable to authorities having jurisdiction for valves 1 inch and smaller.
  - 6. Service Mark: Valves shall have initials "WOG" permanently marked on valve body.
- B. Two-Piece, Full-Port, Bronze Ball Valves with Bronze Trim: MSS SP-110.
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

- a. BrassCraft Manufacturing Company; a Masco company.
  - b. Conbraco Industries, Inc.; Apollo Div.
  - c. Lyall, R. W. & Company, Inc.
  - d. McDonald, A. Y. Mfg. Co.
  - e. Perfection Corporation; a subsidiary of American Meter Company.
2. Body: Bronze, complying with ASTM B 584.
  3. Ball: Chrome-plated bronze.
  4. Stem: Bronze; blowout proof.
  5. Seats: Reinforced TFE; blowout proof.
  6. Packing: Threaded-body packnut design with adjustable-stem packing.
  7. Ends: Threaded, flared, or socket as indicated in "Underground Manual Gas Shutoff Valve Schedule" and "Aboveground Manual Gas Shutoff Valve Schedule" Articles.
  8. CWP Rating: 600 psig.
  9. Listing: Valves NPS 1 and smaller shall be listed and labeled by an NRTL acceptable to authorities having jurisdiction.
  10. Service: Suitable for natural-gas service with "WOG" indicated on valve body.
- C. Bronze Plug Valves: MSS SP-78.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Lee Brass Company.
    - b. McDonald, A. Y. Mfg. Co.
  2. Body: Bronze, complying with ASTM B 584.
  3. Plug: Bronze.
  4. Ends: Threaded, socket, as indicated in "Underground Manual Gas Shutoff Valve Schedule" and "Aboveground Manual Gas Shutoff Valve Schedule" Articles.
  5. Operator: Square head or lug type with tamperproof feature where indicated.
  6. Pressure Class: 125 psig.
  7. Listing: Valves NPS 1 and smaller shall be listed and labeled by an NRTL acceptable to authorities having jurisdiction.
  8. Service: Suitable for natural-gas service with "WOG" indicated on valve body.

## 2.4 PRESSURE REGULATORS

- A. General Requirements:
1. Single stage and suitable for natural gas.
  2. Steel jacket and corrosion-resistant components.
  3. Elevation compensator.
  4. End Connections: Threaded for regulators NPS 2 and smaller.
- B. Line Pressure Regulators: Comply with ANSI Z21.80.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  2. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
    - a. Actaris.
    - b. American Meter Company.

- c. Eclipse Combustion, Inc.
  - d. Fisher Control Valves and Regulators; Division of Emerson Process Management.
  - e. Invensys.
  - f. Maxitrol Company.
  - g. Richards Industries; Jordan Valve Div.
- 3. Body and Diaphragm Case: Cast iron or die-cast aluminum.
  - 4. Springs: Zinc-plated steel; interchangeable.
  - 5. Diaphragm Plate: Zinc-plated steel.
  - 6. Seat Disc: Nitrile rubber resistant to gas impurities, abrasion, and deformation at the valve port.
  - 7. Orifice: Aluminum; interchangeable.
  - 8. Seal Plug: Ultraviolet-stabilized, mineral-filled nylon.
  - 9. Single-port, self-contained regulator with orifice no larger than required at maximum pressure inlet, and no pressure sensing piping external to the regulator.
  - 10. Pressure regulator shall maintain discharge pressure setting downstream, and not exceed 150 percent of design discharge pressure at shutoff.
  - 11. Overpressure Protection Device: Factory mounted on pressure regulator.
  - 12. Atmospheric Vent: Factory- or field-installed, stainless-steel screen in opening if not connected to vent piping.
  - 13. Maximum Inlet Pressure: 5 psig.

## 2.5 DIELECTRIC UNIONS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - 1. Capitol Manufacturing Company.
  - 2. Central Plastics Company.
  - 3. Hart Industries International, Inc.
  - 4. McDonald, A. Y. Mfg. Co.
  - 5. Watts Regulator Co.; Division of Watts Water Technologies, Inc.
  - 6. Wilkins; Zurn Plumbing Products Group.
- B. Minimum Operating-Pressure Rating: Insert pressure.
- C. Combination fitting of copper alloy and ferrous materials.
- D. Insulating materials suitable for natural gas.
- E. Combination fitting of copper alloy and ferrous materials with threaded, brazed-joint, plain, or welded end connections that match piping system materials.

## PART 3 - EXECUTION

### 3.1 INDOOR PIPING INSTALLATION

- A. Comply with the International Fuel Gas Code for installation and purging of natural-gas piping.
- B. Drawing plans, schematics, and diagrams indicate general location and arrangement of piping systems. Indicated locations and arrangements are used to size pipe and calculate friction loss,



expansion, and other design considerations. Install piping as indicated unless deviations to layout are approved on Coordination Drawings.

- C. Arrange for pipe spaces, chases, slots, sleeves, and openings in building structure during progress of construction, to allow for mechanical installations.
- D. Install piping in concealed locations unless otherwise indicated and except in equipment rooms and service areas.
- E. Install piping indicated to be exposed and piping in equipment rooms and service areas at right angles or parallel to building walls. Diagonal runs are prohibited unless specifically indicated otherwise.
- F. Install piping above accessible ceilings to allow sufficient space for ceiling panel removal.
- G. Locate valves for easy access.
- H. Install natural-gas piping at uniform grade of 2 percent down toward drip and sediment traps.
- I. Install piping free of sags and bends.
- J. Install fittings for changes in direction and branch connections.
- K. Fire-Barrier Penetrations: Maintain indicated fire rating of walls, partitions, ceilings, and floors at pipe penetrations. Seal pipe penetrations with firestop materials.
- L. Verify final equipment locations for roughing-in.
- M. Comply with requirements in Sections specifying gas-fired appliances and equipment for roughing-in requirements.
- N. Drips and Sediment Traps: Install drips at points where condensate may collect, including service-meter outlets. Locate where accessible to permit cleaning and emptying. Do not install where condensate is subject to freezing.
  - 1. Construct drips and sediment traps using tee fitting with bottom outlet plugged or capped. Use nipple a minimum length of 3 pipe diameters, but not less than 3 inches long and same size as connected pipe. Install with space below bottom of drip to remove plug or cap.
- O. Extend relief vent connections for service regulators, line regulators, and overpressure protection devices to outdoors and terminate with weatherproof vent cap.
- P. Conceal pipe installations in walls, pipe spaces, utility spaces, above ceilings, below grade or floors, and in floor channels unless indicated to be exposed to view.
- Q. Use eccentric reducer fittings to make reductions in pipe sizes. Install fittings with level side down.
- R. Connect branch piping from top or side of horizontal piping.
- S. Install unions in pipes adjacent to each valve and at final connection to each piece of equipment.
- T. Do not use natural-gas piping as grounding electrode.

- U. Install strainer on inlet of each line-pressure regulator and automatic or electrically operated valve.

### 3.2 VALVE INSTALLATION

- A. Install manual gas shutoff valve for each gas appliance ahead of corrugated stainless-steel tubing or copper connector.
- B. Install regulators and overpressure protection devices with maintenance access space adequate for servicing and testing.

### 3.3 PIPING JOINT CONSTRUCTION

- A. Ream ends of pipes and tubes and remove burrs.
- B. Remove scale, slag, dirt, and debris from inside and outside of pipe and fittings before assembly.
- C. Threaded Joints:
  - 1. Thread pipe with tapered pipe threads complying with ASME B1.20.1.
  - 2. Cut threads full and clean using sharp dies.
  - 3. Ream threaded pipe ends to remove burrs and restore full inside diameter of pipe.
  - 4. Apply appropriate tape or thread compound to external pipe threads unless dryseal threading is specified.
  - 5. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged. Do not use pipe sections that have cracked or open welds.
- D. Welded Joints:
  - 1. Construct joints according to AWS D10.12/D10.12M, using qualified processes and welding operators.
  - 2. Bevel plain ends of steel pipe.
  - 3. Patch factory-applied protective coating as recommended by manufacturer at field welds and where damage to coating occurs during construction.

### 3.4 HANGER AND SUPPORT INSTALLATION

- A. Install hangers for horizontal steel piping with the following maximum spacing and minimum rod sizes:
  - 1. NPS 1 and Smaller: Maximum span, 96 inches; minimum rod size, 3/8 inch.
  - 2. NPS 1-1/4: Maximum span, 108 inches; minimum rod size, 3/8 inch.
  - 3. NPS 1-1/2 and NPS 2: Maximum span, 108 inches; minimum rod size, 3/8 inch.

### 3.5 CONNECTIONS

- A. Connect to utility's gas main according to utility's procedures and requirements.
- B. Install natural-gas piping electrically continuous, and bonded to gas appliance equipment grounding conductor of the circuit powering the appliance according to NFPA 70.

- C. Install piping adjacent to appliances to allow service and maintenance of appliances.
- D. Connect piping to appliances using manual gas shutoff valves and unions. Install valve within 72 inches of each gas-fired appliance and equipment. Install union between valve and appliances or equipment.
- E. Sediment Traps: Install tee fitting with capped nipple in bottom to form drip, as close as practical to inlet of each appliance.

### 3.6 FIELD QUALITY CONTROL

- A. Test, inspect, and purge natural gas according to the International Fuel Gas Code and authorities having jurisdiction.
- B. Natural-gas piping will be considered defective if it does not pass tests and inspections.
- C. Prepare test and inspection reports.

### 3.7 INDOOR PIPING SCHEDULE

- A. Aboveground, branch piping shall be the following:
  - 1. Steel pipe with malleable-iron fittings and threaded joints.

### 3.8 ABOVEGROUND MANUAL GAS SHUTOFF VALVE SCHEDULE

- A. Valves shall be the following:
  - 1. Two-piece, full-port, bronze ball valves with bronze trim.

**END OF SECTION 23 1123**

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