

# MIDWESTERN BUILT

## FITNESS

### A NEW FACILITY for MIDWESTERN BUILT - JOPLIN

10<sup>th</sup> and Virginia Ave., Joplin, MO 64801

#### PROJECT MANUAL

Issue Date: 02/23/2021

CIVIL:



STRUCTURAL:



ARCHITECT:



MEP:



CONTRACTOR:



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SECTION 00 11 13 – ADVERTISEMENT FOR BIDS

**YOU ARE HEREBY INVITED TO PROVIDE PROPOSALS FOR THE FOLLOWING PROJECT:**

A NEW Facility for:  
**MIDWESTERN BUILT**

**For The Owner:**  
Midwestern Development  
Joplin, MO 64801

**To The Construction Manager:**  
R.E. Smith Construction Co.  
1036 W. 2<sup>nd</sup> St.  
Joplin, MO 64801  
(417) 623-4545

**THE PROJECT:**

The Project Site is located at 10<sup>th</sup> and Virginia Ave., in the city of Joplin, the state of MO and the county of Jasper.

General:

The CM is soliciting bids for this project through multiple bid packages from subcontractors. Refer to Scopes of Work in Section 00 20 00.

**The Project** consists of Construction of a 16,500 sqft Metal Building including Sitework, Site Utilities, Concrete Foundations and Slabs, Masonry, Misc Steel, Rough Carpentry, Millwork, Hollow Metal and Wood Doors, Aluminum Framed Entrances and Windows, Metal Stud Framing, Gypsum Board, Acoustical Ceilings, Tile, Carpet, Resilient Flooring, Painting, Plumbing, HVAC, Electrical, Special Systems.

**BID PERIOD:**

Bid Packages <March 1, 2021 through March 18, 2021>

**PRE-BID CONFERENCE:**

A pre-bid conference will be held on **March 10, 2021, 10:00 am**, at the CM's office at 1036 W. 2<sup>nd</sup> St., Joplin, MO 64801. The Pre-Bid is not mandatory but attendance is strongly recommended and will be used as a qualification at post-bid interviews. Face Coverings are required if meeting in person. A zoom Meeting is active for this meeting and here is the link:  
Topic: MIDWESTERN BUILT-JOPLIN PRE-BID MEETING  
Time: Mar 10, 2021 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83008219750?pwd=NHkrVndSQ3UyK0pEZXFkYUpYZFhtZz09>

Meeting ID: 830 0821 9750

Passcode: 006180

**BIDDING:**

Bid Package proposals for the **New Facility for Midwestern Built**, shall be received by:

**R.E. Smith Construction Company**  
**1036 W. 2<sup>nd</sup> St, Joplin, MO 64801**  
**Attention: Clint Walton**

no later than **2:00 p.m. CT, March 18, 2021**. See Section 00 21 13 Instructions to Bidders for more information. Bids will be opened privately with the Owner. The Bid Form, all bid submittal requirements must all be received as described herein and in Section 00 19 00 Submission for Bids and Instruction to Bidders to be considered a Complete Bid Proposal.

The bidders understand that the CM and the Owner reserves the right to award the contract to the **lowest and best responsible bidder**, and to reject any or all bids and/ or to waive any and all technicalities or informalities in the bidding. (Refer to Division 00 documents for a clarification on evaluating lowest responsible bidder). No bids may be withdrawn for a period of **forty five (45)** days subsequent to the specified time for receipt of bids.

**BID DOCUMENTS, DRAWINGS AND SPECIFICATIONS:**

Bid Documents, Drawings and Specifications and other related contract information are available for review at the following locations:

\*\*Tri-State Area Contractors Association, Joplin, MO (417-627-9392)

\*\*R.E. Smith Construction; [www.resmithconst.com](http://www.resmithconst.com) (417-623-4545)

\*\*Hard Copies of plans and specifications and other related contract information may be obtained at the bidders own expense through any of the above \*\* marked locations, or as the bidder so chooses.

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**Any questions related to Bid Document procurement or clarifications are to be directed to the CM:**

**R.E. Smith Construction Company**

Attn: Clint Walton

[estimating@resmithconst.com](mailto:estimating@resmithconst.com)

1036 W. 2<sup>nd</sup> Street

Joplin, MO 64801

(417) 623 4545

**RETAINAGE:**

The Owner shall retain an amount of 10% of the cost of construction throughout the Construction Period. The retainage will not be reduced during the project and will be released as a part of the final pay application after all other requirements of the CM have been met.

**PREVAILING WAGE:**

This project DOES NOT comply with the current MO DOL Prevailing Wage Order for Jasper County, MO.

**TAX EXEMPT STATUS**

ALL BIDS SHALL include Sales tax on material.

**PERFORMANCE AND PAYMENT BOND:**

A Performance and Payment Bond may be required of the successful bidders in the amount of 100% of the contract amount. The bond amount will need to be listed on the bid form in the space provided. It shall not be included in the Bid Package total.

**WITHDRAWAL OF BIDS:**

Bids may not be withdrawn for a period of (45) forty five days.

**DAMAGES:**

Real Damages/Delay Damages in the amount of \$500.00 per calendar day and Liquidated damages in the amount of \$500.00 per calendar day may be assessed every day that work is not completed per the Construction Schedule and after the scheduled final completion date is not achieved.

END OF SECTION 00 11 13

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**SECTION 00 19 00 - SUBMISSION OF BIDS**

**ALL BIDS ARE DUE NO LATER THAN 2:00 p.m. CT on March 18, 2021 as follows:**

1. **Hand Delivered and Mailed Bids** are to be delivered:
  - a. In a Sealed envelope bearing the following:

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R.E. Smith Construction Company  
1036 W. 2<sup>nd</sup> St.  
Joplin, MO 64801  
Attn: Clint Walton

Bidding: A New Facility  
For:  
Midwestern Built  
Joplin, MO

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- b. Include the Bid Form Section 00 41 00 filled out in its entirety.
  
2. **Faxed bids** are to be faxed to: **417-782-6738**
  - a. Include the Bid Form section 00 41 00 filled out in its entirety.
  
3. **Electronic Mail (e-mail) bids** are to be emailed to:  
[estimating@resmithconst.com](mailto:estimating@resmithconst.com)
  - a. Include the Bid Form section 00 41 00 filled out in its entirety.
  
4. No other bidding types will be accepted.

End of Section 00 19 00

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**SECTION 00 20 00 - SCOPES OF WORK (BID PACKAGES)**

**SCOPES OF WORK (BID PACKAGES)**

| Common Requirements | Provisions (Applicable to <u>ALL</u> Bid Packages) |
|---------------------|--|
| Bid Package 04      | Masonry  |
| Bid Package 05      | Structural Steel                                   |
| Bid Package 06      | Millwork   |
| Bid Package 07A     | Fiber Cement Siding                                |
| Bid Package 08      | Storefronts/Glazing                                |
| Bid Package 09      | Metal Studs/Gyp Board/Ceilings/Insulation          |
| Bid Package 09A     | Flooring   |
| Bid Package 09B     | Painting   |
| Bid Package 21      | Fire Sprinkler                                     |
| Bid Package 22      | Plumbing   |
| Bid Package 23      | HVAC   |
| Bid Package 26      | Electrical   |
| Bid Package 32      | Asphalt Paving                                     |

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**Common Requirements**

**Provisions (Applicable to ALL Bid Packages)**

A. This Common Requirements Section is to be included by ALL Bid packages and include, but are not limited to the following:

1. You are bidding on a project that is under a Construction Management at Risk contract. The Construction Manager at Risk is RE Smith Construction Co. If your company enters into an agreement with RE Smith Construction all requirements of this section will be included in your agreement. RE Smith Construction **will not** enter into any agreement with Subcontractors or Suppliers who have in the past displayed unethical behavior or business practices or who supports unethical or illegal behaviors or business practices. An example of unethical behavior is if a company provided a deduct cost on an alternate on the bid day bid form and then in the future is asked for the deduct and the company provides less than the bid day deduct amount.
2. Your bid shall include all items per plans and specifications for a complete system unless noted otherwise. If you would like to provide a product that is not listed in the plans or specifications as an equal, you must do so during the bidding period and get approval to use said product from the Construction Manager (furthermore known as CM) via addendum.
3. ALL WORK is to be performed from approved shop drawings and product data. It is the Subcontractor's responsibility to confirm work is performed based on the most up to date and current project documents.
4. The Notice to Proceed is anticipated to be issued no later than the week of April 1, 2021. If the Notice to proceed is delayed the project schedule will be amended accordingly with no detriment to Owner.
5. Final Completion is scheduled for October 1, 2021.
6. The CM's Project Manager, as assigned, shall be the Final Decision Maker on all matters concerning the CM's documents.
7. Testing and Inspections as defined by the Project Documents is by the Construction Manager.
  - a. All Subcontractors are to notify the CM at least 24 hours in advance for ALL tests per plans and specs that require third party testing
  - b. If it is necessary, by no fault of the Owner or CM, to re-test/re-inspect due to a Subcontractors' inability to perform as required or initial test is non-conforming, the cost of the re-test/re-inspection will bear solely on the Subcontractor.
8. Excessive use of any on-site utilities will not be tolerated and the CM reserves the right to charge Subcontractor's or terminate the use of the utility (ies) for said Subcontractors. Excessive use includes but is not limited to faulty water hoses, electrical devices that remain on while not in use, etc.



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- a. The Electrical Bid Package, Bid Package 26 will Provide and maintain interior temporary lighting as required in all areas that work occurs in by provisions of OSHA CFR 1926 Subpart D standard number 1926.53 (Table D-3).  
Subcontractors working outside the interior building envelope will be required to provide their own temporary lighting as required for their bid package to be completed with-in the project schedule.
9. The CM will provide temporary toilets and dumpsters as required for construction.
10. It is every Subcontractors responsibility to clean-up all work areas of their own debris/materials as was created by their work. Final Clean-Up is by Bid Package 08A Subcontractor.
  - a. Trash/debris is to be collected by the Subcontractor and deposited into jobsite dumpsters as required daily or as directed by the CM. This includes sweeping each work area.
  - b. All conveyance, moving and transporting of Construction debris will be the responsibility of the Subcontractor who created the trash/debris.
11. All Layout and staking as required to complete this bid package in its entirety. CM will provide control points and benchmarks only.
12. Shoring, blocking, bracing etc. necessary to complete any work with-in their respective Bid package is the sole responsibility of that subcontractor.
13. All excavations are to be per Safety Requirements, OSHA and R.E. Smith Construction Safety Policies.
14. Coordinate with the CM and other trades as necessary to ensure the overall project schedule is met.
  - a. Includes but not limited to
    - i. Progress Meetings
    - ii. Work in place
    - iii. Pre-Installation Meetings
    - iv. Submittals
    - v. RFI's
    - vi. ASI's and SI's
    - vii. PR's and CO's
15. Subcontractors shall schedule pre-installation meetings for all work of their scope and schedule and notify the CM at least 30 days in advance of work starting. If work occurs less than 30 days prior to start of project then the preinstallation meeting shall be scheduled at the first opportunity. Agenda is to be provided and the meeting is to be facilitated by the Subcontractor and the agenda and all questions arising from this meeting that cannot be answered in the documents will be sent in an RFI document provided from the Subcontractor initiating the meeting to the CM for clarification and response back to the entire project team.
16. Coordination and requirements in purchasing and maintaining of any and all permits, inspections, verification, utility locates, tap fees as needed and requirements of and by any and all State, Federal and Local Authorities Having Jurisdiction.

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17. This Job Site is NON-SMOKING/NON-VAPING and any person(s) violating this requirement shall be subject to a \$100 fine/occurrence.
18. This job WILL utilize an internet based Construction Document Collaboration platform/website; ALL documents for the project (Submittals, RFI's, PR's, ASI's/SI's, Pay Applications, Meeting Minutes, Schedules, Closeout Documents, other items deemed necessary by CM) will be completed using this website.
  - a. All information will be available to all subcontractors on the platform and it is the Subcontractors responsibility to respond with-in 48 hours to the CM of any costs associated to newly uploaded ASI's, SI's, PR's,RFP's etc. After 48 hours a no cost change will be entered for the Subcontractor if no response is received by the CM and any costs associated with the work of the Bid Package will bear solely on the Subcontractor.
  - b. ALL SUBCONTRACTORS INCLUDE AN ALLOWANCE IN YOUR BID OF \$400.00 for use of this service.**
19. Plans and Specifications are available for viewing/download at the locations described in the Project Manual.
  - a. Plans and Specifications may be available for view and download on the project platform after bidding for awarded subcontractors.
  - b. Any and all costs that arise from the Subcontractor procuring any documents for this project bears solely on the Subcontractor.
20. Submittals are considered here-in to be time sensitive where-in all submittals need to be collected by the Subcontractor per specific sections included in their relative scopes of work and uploaded to the project submittal platform, in the correlating section no later than by the dates set in the Submittal Schedule or as needed per the project schedule.
21. Include all Safety Requirements including but not limited to, OSHA, R.E. Smith Construction Company other Authorities having Jurisdiction and are to be adhered to at all times. Fall Protection is the duty of each individual Subcontractor until such time as temporary or permanent guardrails are in place.
  - a. Safety is of the utmost concern to R.E. Smith Construction and unsafe acts will not be tolerated.
    - i. Unsafe conditions shall be reported to the Site Superintendent immediately
    - ii. Unsafe Practices shall be reported to the Site Superintendent immediately
    - iii. Hard Hats and Safety Glasses (ANSI Z87.1) are required at all times. No shorts, tennis shoes, cut-off t-shirts or other inappropriate attire will be permitted.
    - iv. High-Reflectivity(HR) jacket, HR vest or HR shirt must be worn at all times on site.
22. All Subcontractors, Subcontractors employees, Subcontractors Third-Tier Subcontractors, Visitors etc. before coming on site must have on adequate PPE (Hard

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- Hat and Safety Glasses, High-Reflectivity vest/shirt minimum) and will be required to Sign-In and Sign-out at the Superintendent's Job Site Trailer.
23. This job requires all employees of all Subcontractor Companies performing work to have at minimum a 10 hour OSHA construction hazard training class. The class is to be approved by OSHA and the employee must maintain on their person or in close proximity proof of such training.
    - a. Employees will be required to show at start of work, proof of the training and this information will be recorded on site. The Subcontractor must also provide this information to R.E. Smith Construction's Project Manager/ home office in .pdf form or uploaded to the Project website prior to employees doing work.
  24. Include all requirements of the Subcontract between R.E. Smith Construction Company and the Subcontractor as included in Attachment. No changes to the contract will be allowed. After execution of the contract or after the Notice to Proceed has been sent to the Subcontractor, the CM may at any time direct the Subcontractor to do extra work and the CM has sole discretion as to whether extra work is done as an invoice or as a Change Order. Email approvals from the CM's Project Manager to the Subcontractor shall be approved and work shall proceed the same as if there was a signed copy of the Change.
  25. Any Safety related item installed by other Bid Packages that needs to be removed, moved, altered etc. to allow work of this Bid Package, is to be removed by this Bid Package and re-installed by this Bid Package in the appropriate manner after this Bid Package work is complete in subject area.
  26. No exclusions to a bid package will be allowed. If any exclusion is listed on a bid form, the bid will be identified as non-responsive.
  27. Hoisting, Conveying, Moving of all material, tools, equipment etc. is the duty of each Subcontractor for their own scope of work.
  28. Where/When/If the word Contractor, General Contractor or similar is written in the plans and/or specifications this will mean to be by the Sub-Contractor of that Scope of Work/Bid Package. All work of this project is included in the Bid Packages except those items expressly written as by the CM or Owner and will fall to the relevant Bid Packages/Scopes of Work as can be reasonably inferred by similar work of the project.
  29. Subcontractors and Suppliers are responsible for providing the **most stringent** in any case of any discrepancies found in the project documents so that the CM, if any instances are brought into question, the Owner/Architect/CM can decide between the two instances.
  30. Subcontractors may be required to include the cost of their performance and payment bond. Include this amount in the location indicated on the bid form in the amount of 100% of the contract sum. If proposal is accepted and Bonds are required they shall be on the standard form of the AIA Document A312 with such Sureties as may be approved by the CM.
  31. Bids shall be made on the Bid Form included in the project manual.
    - a. Bids shall be submitted as discussed in the project manual.

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32. A Preliminary Construction Schedule from the CM will be provided as soon as possible. It is imperative that each Subcontractor reviews the schedule as failure to meet the schedule will result in the Subcontractor being held responsible for Liquidated and/or Real Damages as indicated in the project manual. This schedule will be revised at each progress meeting throughout the project and Subcontractors are to adhere to the dates as scheduled.
- a. Real Damages are defined as:
    - i. Damages that affect the schedule and can be assessed by the CM when a Subcontractor misses a scheduled commencement/start of a task per the Construction Schedule and that task is not completed by the scheduled completion date/time.
    - ii. Damages that affect another Subcontractor due to this Subcontractors inability or unwillingness to complete tasks per the Construction Schedule or as previously agreed.
    - iii. Incidences by a Subcontractor that affect the project adversely by delaying the projects tasks related to their untimely start or end date.
    - iv. Incidences that affect the overall project schedule.
  - b. Subcontractors shall provide their own schedule at maximum 7 days after a NTP is sent to them by the CM. They will have input on items of the project schedule as made by the CM, as the Schedule of Values will mirror the Project schedule, as well as progress meetings but the completion date is set and the CM will ultimately schedule as appropriate to meet this deadline.
33. On projects mandated by Prevailing Wage or the Davis Bacon Act: Certified/Signed payroll reports will be required of ALL WORKERS who perform work on this project and will be submitted in duplicate no later than with the current month's payment applications.
- a. If no work occurs for a certain week but the Subcontractor has worked previous weeks, A "NO-WORK" week payroll report will be sent. This can be used up to one month for no work.
34. Payment Applications will be required and must be on AIA G702 with schedule of Values AIA G703 or similar. The Schedule of Values will be broken out sufficiently and approved by the CM prior to any payments.
- a. All Material and/or Lower-Tier Subcontractor Invoices for the current pay period must accompany each Pay Application.
  - b. Partial or Full Lien Releases/Waivers must accompany the Pay Application starting with Pay App #2 and must be on the Approved Subcontractor Supplier List. Lien Releases must be provided by all suppliers or lower-tier subs as well as for the Subcontractor itself.
35. Progress Meetings will be held bi-weekly or as needed and a representative from each Subcontractor whose work will be starting in the next two weeks is required to attend. After the initial meeting the Subcontractors representative will be required to attend all Progress Meetings until 1 month after the Subcontractors work is completed or Final Completion is met whichever is first. The CM may call for a Subcontractor to

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- come ahead of or after the Subcontractors initial/last meeting date if deemed necessary. The representative in attendance must be able to speak for and make decisions on behalf of the Subcontractor Company.
36. The Subcontractor must be able to maintain sufficient manpower, tools, equipment etc. to meet the Construction Schedule including overtime, night, weekend, holiday work, etc.
  37. Cold Weather Protection as required is to be included.
  38. Time lost due to weather conditions must be made up by Subcontractors.
  39. The Subcontractor, at all times, must have on site a Competent Person, Superintendent or Foreman whom which the CM can discuss day to day activities and who has the authority to make company level decisions concerning manpower, equipment and material for their Scope of Work.
  40. Parking will only be allowed in designated areas as approved by the CM.
    - a. Light Duty Trucks, Vans, SUV's and Cars will be only allowable vehicles
    - b. Any unauthorized parking will result in a \$100.00 fine multiplied per offense up to 3, where-in after the subject vehicle will be towed at the vehicle owner's expense.
  41. A Designated area for consumption of food and beverages may be established by the CM for use by all subcontractors and their employees. Trash/debris generated during consumption is to be deposited in dumpsters/trash receptacles by the Consuming Subcontractor and their employees prior to leaving this area. No radios will be allowed on site at any time.
  42. Temporary lay-down area/Storage area will be located as directed by the CM. Space is limited and may be on a first come first served basis at the discretion of the CM. Any exterior containers, trailers or other storage devices are the sole responsibility of the Subcontractor.
  43. Delivery of materials for the Subcontractor is to be done by the Subcontractor having sufficient forces on site to offload so at the time of delivery.
  44. Subcontractors are required to do their own take-off for their scope of work and not rely on any quantities stated or shown on plans.
  45. All spoils created by Subcontractor are to be disposed of Offsite at locations procured by the Subcontractor.
  46. All Subcontractors are responsible for their own licenses that may be required by State, Local or Federal Jurisdictions' before any work on this project may commence. Any and all costs for license(s) will be paid by the subcontractor.
  47. All Subcontractors are responsible for procurement and purchasing any and all licenses, permits, tap fees, special inspections, other fees with-in their Bid Package.
  48. Storage of material inside of any building is prohibited unless approved by the CM.
  49. The Bid Packages, as compiled, including specification sections and verbiage are to be bid as a complete system, including all components for the complete system. When work is associated with a specific bid package but the associated specification section is not listed in the bid package it is the same as if the section was listed.
  50. The Owner and CM reserves the right to reject any and all bids.

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51. The CM will only award agreements/contracts/POs based on the lowest responsible qualified proposal, provided it is in the best interest of the Owner and/or CM.
- a. To determine the lowest responsible qualified proposal the CM will evaluate proposals based on at least the following considerations:
    - i. Total amount of proposal including Base Bid and Alternate Bids
    - ii. Completed Bid Form
    - iii. Bidders bonding rate and capacity
    - iv. Sufficiency of Bidders financial resources
    - v. Evaluation of Bidders labor rates and available manpower, personnel and other resources.
    - vi. Bidders ability to perform in accordance with the Contract Documents
    - vii. Bidders history of performance working under the CM
    - viii. Evaluation of Bidders Safety Record
    - ix. Bidders history of compliance with applicable laws, codes, rules, regulations
    - x. Past, Current or Pending litigation and the amounts and nature there-in
52. A Post bid interview may be required of Subcontractors at the discretion of the CM. Those Subcontractors that the Post-Bid Interview is deemed required of will be contacted with-in 48 hours after Bid opening with specifics on the meeting.
53. It is the responsibility of the Subcontractor to be aware of the project in its entirety including all other bid packages and the inclusions and exclusions there-in.
54. Any discrepancies, questions or RFI's of any sort in Bid Packages, Plans, Specifications etc., are to be asked in written form either e-mail or mail to the attention of the CM per the Project Documents.
55. By providing and signing the Bid Form you hold RE Smith Construction, the Owner and The Design Team and its employees harmless and agree to all terms as set forth on the Bid Form and in the plans and specifications of which this document is a part.



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**Bid Package 04 Masonry**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all Masonry as required per the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 04 - Masonry**

- Concrete Masonry Units SPLITFACE (including masonry rebar material where required) MANUFACTURERS FULL RANGE OF COLORS

**Division 07 – Thermal & Moisture Protection**

- Water Repellents (as required by the system/specifications)
- Thermal Insulation  
As it relates to insulation requirements of masonry walls.
- Joint Sealants  
As it relates to filling joints in masonry applications and at dis-similar materials abutting masonry work.
- Expansion Control  
As it relates to expansion control requirements in masonry applications.

**Additional bid package requirements:**

1. Hoisting of all materials.
2. Prepare and clean footings/bearing location, as required, prior to starting any masonry work
3. Layout of all masonry walls, embeds in masonry and architectural and structural control and expansion joints in masonry applications. CM will provide control points and benchmarks only.
4. Cold and hot weather requirements, including enclosures and protection of masonry to maintain the project schedule.
5. All bracing as needed/required.
6. Includes all grouting of HM frames as shown or specified regardless of the frame location.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 05**

**Structural Steel**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Structural Steel** as required per the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 05 – Metals**

- Structural Steel Framing
- Pipe and Tube Railings and Miscellaneous Metals
- Decorative Metal

**Additional bid package requirements:**

1. Erection of all steel and steel related items, with the exception of items that are embedded in cast in place concrete and masonry, such as lintels and anchor bolts. These items will be provided under this bid package, but installed under separate bid packages.
2. All decorative and pipe and tube railings will be furnished and installed under this bid package. *Include furnish and install of the metal slats/metal frame at exterior.*
3. Layout of all steel and steel related items. CM will provide control points and benchmarks only.
4. Includes all required field verification of all steel and steel related items, including handrails.
5. This bid package to include all connections including but not limited to welded, bolted connections >> steel to steel etc.. This package does not include any components of the Pre-Engineered Metal Building system.
6. Hoisting of all materials.
7. Include delivery of steel handrails to Bid Package 09B Subcontractor and pick-up and delivering to jobsite for installation under this Bid Package.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**



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**Bid Package 06 Millwork**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Millwork** as required per the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 06 – Wood, Plastics, and Composites**

- Architectural Woodwork and Plastic Laminate Casework

**Division 07 – Thermal & Moisture Protection**

- Joint Sealants

As it relates to filling joints at millwork applications and at dis-similar materials abutting work of this bid package.

**Division 11 – Equipment**

- Residential Appliances (By Owner)

As it relates to the coordination of sizes.

**Division 12 – Furnishings**

- Countertops

**Additional bid package requirements:**

1. Bid package will include furnishing and installation of all millwork, solid surface including integral sinks in bathroom vanities if shown.
2. Hoisting of all materials.
3. Furnish and Install all countertop brackets as required.
4. Furnish and Install all 2x bases for all Millwork. No particle board will be allowed.
5. Furnish and Install all closet rods and shelving in Closets/rooms as shown.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 07A**

**Fiber Cement Siding**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Fiber Cement Siding** as required per the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 07- Thermal & Moisture Protection**

- 074600 Fiber Cement Siding AND 074610 Fiber Cement Siding Accessories

Include all fasteners and flashing as required to provide a complete watertight system per the manufacturer.

- Joint Sealants

As it relates to filling joints/seams at this scope of works applications and abutting dissimilar materials.

- Expansion Control

As it relates to expansion control requirements in this scope of works applications.

**Additional bid package requirements:**

- 1) Include all required hoisting, scaffolding.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 08**

**Storefronts/Glazing**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Storefronts/Glazing** as required per the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements Complete**

**Division 07 – Thermal & Moisture Protection**

- Joint Sealants

As it relates to filling joints/seams at all glass/glazing applications and abutting dissimilar materials.

**Division 08 – Openings**

- Aluminum Framed Storefront Systems  
Includes all Entrances and Openings, both exterior and interior
- Door Hardware (Only as related to Storefront Door Units Furnish and Install)
- Glazing

**Additional bid package requirements:**

1. Provide Hardware complete per Sections above for Storefronts.
2. This Bid Package will furnish, install and remove temporary plywood closures at all framed openings with-in this bid package that glass has not been installed.
3. Provide alternate deduct pricing for the change described in Alternate Section of specifications.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 09**

**Metal Studs/Gyp Board/Ceilings**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Metal Studs/Gyp Board/Ceilings** as required per the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 06 - Woods and Plastics**

- Include the requirements for building the mechanical platform above the Kids Corner Restroom. Include 2x8 joists, 16” oc and ¾”plywood.
- 5/8” ZIP Sheathing System including flashings/tape for a watertight system  
As required on PEMB wall girts at Architectural Metal Panels and Fiber Cement Siding.

**Division 07 – Thermal & Moisture Protection**

- Thermal Insulation  
As it relates to insulation requirements of metal stud and/or wood framed walls, **ceilings**, and roof spaces.
- Firestopping  
As it relates to the requirements of metal stud and wood framed walls, ceilings, and roof spaces.
- Joint Sealants  
As it relates to filling joints/seams at gypsum board applications and abutting dissimilar materials.
- Expansion Control  
As it relates to expansion control requirements in gypsum board applications.

**Division 09 – Finishes**

- Gypsum Board Assemblies
- Non-Structural Metal Framing
- Acoustical Ceilings

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**Additional bid package requirements:**

1. Hoisting of all materials.
2. Include Painted/Vinyl Stencil of Fire Walls/Smoke Walls as required on sheetrock.
3. Provide, install, maintain and remove as needed or as directed by the CM any and all floor protection required during the tape and finishing process.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 09A**

**Flooring**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Flooring** as required per the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 07 – Thermal & Moisture Protection**

- Joint Sealants

As it relates to filling joints/seams at flooring applications and where this Bid Packages work abuts dis-similar materials.

- Expansion Control

As it relates to expansion control joints in flooring applications.

**Division 09 – Finishes**

- Ceramic/Porcelain Tiling
- Resilient Flooring (and Base)
- Tile Carpeting

**Additional bid package requirements:**

1. Layout of all flooring and related items including expansion joints in floor applications.
2. Includes all required floor patching, leveling and grinding as needed whether indicated or not as well as including requirements of normal variances in wall flatness.
3. Includes waxing/sealing of floor products as per the specifications or the manufacturers recommendation(s).
4. Perform moisture tests on substrates as required for installation of products here-in.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 09B**

**Painting**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Painting** as required per the contract documents, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 05 – Metals**

- Structural Steel Framing

As it relates to bondo-izing, priming and painting steel products and handrails exposed to view. Material and labor to be included under this bid package.

**Division 07 – Thermal & Moisture Protection**

- Joint Sealants

As it relates to filling joints/seams in painted walls, floors and ceiling applications and at all dis-similar materials with-in painted areas.

**Division 09 – Finishes**

- Exterior Painting
- Interior Painting

**Additional bid package requirements:**

1. Includes the protection of all flooring, walls, doors, frames, fixtures and devices during the painting process.
2. Includes, but not limited to, the caulking of interior door frames, and the interior joint between windows and drywall.
3. Include all required surface preparation before applying products of this scope.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 21**

**Fire Sprinkler**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Fire Sprinkler** as required per the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 07 – Thermal & Moisture Protection**

- Firestopping

As it relates to the requirements of fire sprinkler system between walls, through walls and floors etc.

**Division 21 – Fire Sprinkler Suppression System COMPLETE**

**Division 22 Plumbing, 23 HVAC, 26 Electrical, 27 Communications, 28 Security** – As required for coordination

**Additional bid package requirements:**

1. This bid package will include all related fire suppression items from 1'-0" above finish floor.
2. Include all required permits, tap fees, inspection fees and impact fees.
3. Includes the engineered stamped design of the fire suppression system.
4. Include requirements of the AHJ and all submittals to and approval from the AHJ.
5. Include all required access panels as needed as they relate to the fire suppression/sprinkler system.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**



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**Bid Package 22**

**Plumbing**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Plumbing** as required per code, the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 03 – Concrete**

- Cast-in-Place Concrete

As it relates to Thrust blocks or concrete at or behind plumbing piping or materials.

**Division 07 – Thermal & Moisture Protection**

- Firestopping

As it relates to the requirements of the plumbing system.

- Joint Sealants

As it relates to caulking of fixtures with-in this bid package.

**Division 11- Equipment**

- Residential Appliances (By Owner)

As it relates to the plumbing requirements/hook-up of the owner provided appliances.

**Division 21 – Fire Sprinkler**

As it relates to coordination and other requirements.

**Division 22 – Plumbing COMPLETE**

**Division 23 HVAC, 26 Electrical – As required for coordination**

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**Division 31 – Earthwork**

- Earth Moving  
As required for this bid package
- Excavation & Fill  
As required for this bid package
- Dewatering  
As required for this bid package

**Division 33 – Site Utilities**

- Domestic Water
- Sanitary Sewer
- Fire Line
- Gas Line

**Additional bid package requirements:**

1. Include all required permits, tap fees and impact fees.
2. Offsite removal of related spoils shall be included in this bid package.
3. Include all requirements of tying into structures or other items/piping/work.
4. All underground piping, including but not limited to water lines/mains, sanitary sewer lines/mains and fire lines/mains. Including proper trenching and backfilling of these lines.
5. Fire line shall be installed to a point 1'-0" above finish floor including the flange as part of this bid package.
6. Include temporary water installation as directed by CM.
7. Include all required access panels as needed as they relate to Plumbing.
8. Include downspout adapters at the building downspout to UG piping.
9. All condensate piping is to be included in this bid package starting at the unit.
10. Furnish and install sleeves of sufficient size for new underground piping to pass through where required through/under new concrete as required for plumbing items.
11. Include all trenching, backfilling, compaction as required for all related below grade plumbing operations complete.
12. Include all work required for site gas line as required that which is not taken care of by local Gas Utility Company.

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13. Furnish and Install Mop and Broom holder at all Mop Sinks Bobrick Model B-223 or equal.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 23 HVAC**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **HVAC** as required per code, the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 07 – Thermal & Moisture Protection**

- Fireproofing  
As it relates to the requirements of the HVAC system through floors, walls, ceilings etc.
- Joint Sealants  
As it relates to the HVAC system

**Division 11- Equipment**

- Residential Appliances (By Owner)  
As required for coordination as needed by this Bid Package

**Division 23 HVAC COMPLETE**

**Division 21 Fire Sprinkler, 22 Plumbing, 26 Electrical**

As it relates to coordination and other HVAC requirements

**Additional bid package requirements:**

1. This Bid Package Contractor will provide and maintain a temporary heating and cooling system. The temp heating system will maintain a heating temperature at all times of 60 degrees and 20% RH during finishing operations. The cooling system will maintain a maximum of 75 degrees and a maximum of 65% RH during finishing operations. The NEW HVAC system may be utilized if the system is cleaned, temporary filters two MERV higher than specified are used and these filters are replaced bi-weekly during construction period and properly maintained and returned to like new conditions with no detriment to warranty.
2. Include all required access panels as they relate to HVAC.
3. Include all trenching, backfilling, compaction as required for all related below grade HVAC operations complete.
4. Furnish and install sleeves of sufficient size for new underground piping to pass through where required through/under new concrete where required for HVAC items.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 26 Electrical**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Electrical** as required per code, the contract documents, common requirements, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 07 – Thermal & Moisture Protection**

- Firestopping

As it relates to the requirements of this Bid Package through walls, ceilings, floors etc..

- Joint Sealants

As it relates to the requirements of this Bid Package.

**Division 11- Equipment**

- Residential Appliances (By Owner)

As it relates to the electrical requirements/hook-up of owner provided appliances.

**Division 21 Fire Sprinkler, 22 Plumbing, 23 HVAC**

As it relates to Electrical powering/hooks-up of Mechanical items/systems.

**Division 26 – Electrical COMPLETE**

**Division 27 – Communications COMPLETE**

**Division 28 – Electronic Safety and Security COMPLETE**

**Division 31 – Earthwork**

Earth Moving

As required for Electrical Utilities

Excavation & Fill

As required for Electrical Utilities

Dewatering

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As required for Electrical Utilities

**Additional bid package requirements:**

1. Include all required permits, tap fees and impact fees.
2. Provide and maintain temporary power as explained:
  - a. At the jobsite trailer locations (maximum 3) hook-up trailer to temporary power.
  - b. At the start of footings one each Service location at each building with a minimum of six (6) 20 amp GFCI duplex receptacles will be required.
  - c. As the second floor of each building becomes accessible, service is to be expanded so that power is accessible to any location with-in 100' either way.
  - d. As the third floor of each building becomes accessible, service is to be expanded so that power is accessible to any location with-in 100' either way.
3. Provide and maintain interior temporary lighting as required by provisions of OSHA CFR 1926 Subpart D standard number 1926.53 (Table D-3) and/or the specifications (Pre-Installation Conference with CM required). Excluded are Exterior Work applications that include but are not limited to, concrete work, brick work, EIFS work, metal panel work, roofing and sheet metal work, Storefront/Curtainwall/Glazing work etc.
4. Include an allowance of \$5,000.00 for electrical work not called for in plans and specs.
5. This Bid package shall include conduit for all trades/bid packages.
6. Includes all required underground work for electrical, data and communications.
7. Offsite removal of all related spoils shall be included in this Bid Package.
8. Install all required access panels as they relate to Electrical.
9. Furnish and install sleeves of sufficient size for new conduit to pass through where required through/under new concrete where required for electrical items.
10. Include all trenching, backfilling, compaction as required for all below grade electrical work complete.
  - a. When electric lines install under rock, concrete or asphalt it shall be backfilled with rock compacted.
  - b. When electric lines install under dirt/landscaping it shall be backfilled with dirt and compacted.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

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**Bid Package 32**

**Asphalt Paving**

Provide all material, labor, equipment, tools, supervision and other items necessary to complete all **Asphalt Paving** as required per the contract documents, bidding documents, this Scope of Work, and other items as issued by Addenda. Contract specifically includes, but is not limited to, the following:

**Division 00 – Procurement and Contracting Requirements**

**Division 01 – General Requirements**

**Division 31 – Earthwork**

- Earthmoving/Fill

As required for base rock under asphalt paving and curb and gutter

**Division 32 – Exterior Improvements**

Asphalt Paving

**Additional bid package requirements:**

1. This bid package includes furnish and install per AHJ of all crushed stone under all asphalt paving and concrete curb and gutter when shown.

**No exclusions to a bid package will be allowed. If any exclusions are listed on a bid form, the bid will be identified as non-responsive.**

End of Section 00 20 00



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**SECTION 00 21 13 – INSTRUCTIONS TO BIDDERS**

1. **THE WORK**

Plans and Specifications are the work required, upon the conditions set forth in the Advertisement for Bidders, the complete set of Construction Documents and the information here-in.

2. **SECURING PROJECT DOCUMENTS**

**All Bidders are hereby directed to:**

\*\*RE Smith Construction Plan Room (417-623-4545) <http://resmithconst.com/plan-room-2/>

\*\*Tri-State Area Contractors Association, Joplin, MO (417-627-9392)

\*\*Hard Copies of plans and specifications and other related contract information may be obtained at the bidders own expense through any of the above \*\* marked locations, or as the bidder so chooses.

**Any questions related to obtaining bidding or bid documents are to be directed to the CM:**

**R.E. Smith Construction Company**

Attn: Clint Walton  
1036 W. 2<sup>nd</sup> Street  
Joplin, MO 64801  
(417) 623 4545

[estimating@resmithconst.com](mailto:estimating@resmithconst.com)

3. **INTERPRETATION OF CONTRACT DOCUMENTS**

A. If any person contemplating submitting a bid for construction of the Work is in doubt as to the true meaning of any part of the proposed Contract Documents, or finds discrepancies in, or omissions from any part of the proposed Contract Documents, he shall submit to the CM a request for interpretation thereof not later than five (5) days before bids will be opened. The person submitting the request shall be responsible for its prompt delivery.

B. Interpretation or correction of proposed Contract Documents will be made only by Addendum. Distribution of Addenda will be via electronic distribution from the CM. Neither the Owner nor Architect will be responsible for any other explanations or interpretations of the proposed Contract Documents other than that via Addenda. Bidders shall not assume that a discrepancy or conflict thereby voids or omits any item entirely from the contract.

C. Discrepancies, conflicts, ambiguities, and errors, or issues which may have more than one interpretation, should initially be submitted to the CM who will forward the issue to the

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Architect who will make the interpretation. In absence of an interpretation issued by addendum, the default position shall be for the bidder to bid the more restrictive and/or more costly interpretation which gives the owner the option of either. Items in the drawings that are not specifically called out in the drawings but can be reasonably inferred to be a part of the project will be considered a part of the Work.

4. **SUBSTITUTIONS**

- A. Specific materials and manufactures for all disciplines have been specifically selected to meet requirements and substitutions will meet all requirements to be considered acceptable. Substitution requests provided in accordance with section 01 25 00 will be reviewed on these basis and any products not approved in the bidding process as described herein will not be accepted during the execution of the Work and it will be the responsibility of the Subcontractor requesting substitution to provide the specified or approved product. Substitution requests that are not approved by addenda during the bidding process are considered rejected.

5. **ADDENDA**

- A. Addenda will be released by the CM to be distributed to ALL LOCATIONS DESCRIBED ABOVE at the close of business on Friday's during the bidding process. Revisions, clarifications, interpretations, and substitution request approvals will be contained in the addenda.

6. **EXAMINATION OF DOCUMENTS AND SITE OF WORK**

- A. Before submitting a bid, each bidder shall examine the Drawings carefully, shall read the Specifications and all other proposed Contract Documents, and shall visit the site of the Work. Each bidder shall fully inform himself prior to bidding as to the existing conditions and limitations under which the Work is to be performed. Bidders shall review all documents made available to him by the owner, and shall include in his bid a sum to cover the cost of items necessary to perform the Work to a completed and operational condition and as set forth in the proposed Contract Documents. No allowance will be made to a bidder because of lack of such examination or knowledge that is determined by the architect that could have been reasonably inferred by inspection. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination.

7. **PREPARATION OF BIDS**

- A. In order to receive consideration, make bids in accordance with the following:
- B. Make bids upon the form provided (Section 00 41 13 Bid Form), properly signed and with

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all items filled out. Do not change the wording of the bid form, and do not add words to the bid form. Unauthorized conditions, limitations, or provisions attached to the bid may be cause for rejection of the bid. If alterations by erasure or interlineations are made for any reason, explain over such erasure or interlineations with a signed statement from the bidder. See section 00 11 13 Advertisement for Bids and section 00 19 00 Submission of Bids for information on bid delivery date and methods.

C. Hand Delivered and Mailed Bids

- a. Bids must include completed bid form Section 00 41 13. No bids received after the time fixed for receiving them will be considered. Late bids will be discarded.

D. Optional Bidding Method

- a. Electronic Mail (e-mail) and facsimile bids **will be allowed**. E-mail and Facsimile Bids must include completed bid form Section 00 41 13. No bids received after the time fixed for receiving them will be considered. Late bids will be discarded.

E. Telephone bids **will not be** accepted.

F. Address bids to and deliver to the address as given, on or before the day and hour set for receiving the bids. Enclose mailed and hand delivered bid in a sealed envelope bearing the information as set forth in the Submission of Bids Section 00 19 00. Submit only the signed copy of the bid. It is the sole responsibility of the bidder to see that the bid is prepared and received properly and on time.

G. All proposals must be properly signed and submitted as set forth in the Instructions to Bidders. Each Bidder shall specify in his proposal, in figures, the lump sum price or the unit price for each of the separate items listed in the proposal. The proposal shall not contain interlineations, alterations, or erasures except as noted in Paragraph below. The Bidder shall show the products of the respective unit prices and quantities in the amount column provided for that purpose. These extensions shall be totaled and in case of errors or discrepancies in extensions, the unit prices shall govern. All entries on the proposal form shall be in ink or typed. All errors in extensions or totals will be corrected by the CM and such corrected extensions and totals will be used in comparing bids.

H. A Bidder may alter or correct a unit price, lump sum bid, or extension entered on the proposal form by crossing out the figure with ink and entering a new unit price, lump sum bid, or extension above or below in ink, and initialing the alteration or correction. If an alteration or correction of a unit price or lump sum bid is **not** initialed, the original unit price or lump sum bid will be assumed to be correct. All corrections must be made before any bids have been opened.

I. No Bidder shall stipulate in his proposal any conditions not contained in the specifications

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or standard proposal form contained in the contract documents.

- J. Bids are to be presented by the method(s) allowed, on the bid date and at the bid time delivered to the place specified in the Advertisement for Bids or announced under separate cover. Bidders shall be responsible for actual delivery of proposals during business hours, and it shall not be sufficient to show that a proposal was dispatched in time to be received before scheduled closing time for receipt of bid.

8. **SUBMISSION OF BIDS**

- A. Bids shall be delivered to the CM, R.E. Smith Construction Company, in accordance with Section 00 19 00.
- B. Bidders are allowed to bid Multiple Bid Packages; **each bid package is to be sent independent of the other bid package**. For example, if Subcontractor A wishes to bid, Bid Package 04 and Bid Package 05 they would submit one Bid for Bid package 04 and a separate Bid for Bid Package 05. Bids that are received with more than one bid package identified will be rejected.

9. **WITHDRAWAL OF BIDS**

- A. A bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for reading bids.
- B. No bidder may withdraw his bid for a period of **Forty Five calendar days** after the date set for opening thereof, and bids shall be subject to acceptance by the Owner during this period.

10. **AWARD OR REJECTION OF BIDS**

- A. General: The Contract, if awarded, will be awarded to the **lowest and best responsible qualified bidder** complying with the terms set forth herein, in the interest of the Owner, subject to the CM and Owner's right to reject any or all bids and to waive informality and irregularity in the bids and in the bidding. The Contract Sum may be determined by the sum of the base bid, and/or the sum of any or all bid alternates, **in any order**, which the Owner may chose to add or delete from the base bid.
- B. Conditions of Award: Award of Contract will be based on the following factors in combination and in no particular order:
1. **PROPOSED CONTRACT AMOUNT:** Award will be based upon the best value of sum of base bid and any or all bid alternates the Owner may wish to accept. The Owner may accept Bid Alternates in any order and combination.
  2. **BIDDERS QUALIFICATIONS:** Award of Contract will be made to a bidder who is experienced and qualified in similar size and types of projects, with a history of successful projects completed on time and with supportive references. The goal of this

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section is to maximize likelihood of project success and minimize risk to the owner:

3. **BEST BID EVALUATION:** includes a subjective evaluation, by the owner and CM, based on lowest apparent bid and:
  1. Compliance with bid requirements.
  2. Financial history and ability to remain financially strong during the construction and warranty period.
  3. A bidder who is unable to demonstrate ability, and/or history to schedule, manage, and complete the project through cooperative, systematic process, according to the Contract, may be disqualified and have their bid rejected.
  4. Performance history of the Subcontractor with Owner and the CM.
4. See Section 00 20 00 Scopes of Work – for Further items related to Evaluation of Subcontractor bids

## 11. EXECUTION OF AGREEMENT

- A. The form of agreement between the CM and subcontractor shall be the Contractor's/CM's form. No erasures, modifications, changes etc. to this document will be allowed. If the Subcontractor marks-up or attempts to make changes to the agreement the CM will charge \$500/hour for review and consideration of the changes. An emailed Notice TO Proceed may be used as notice of award and the Subcontractor agrees that if given a Notice TO Proceed, they will start work immediately, the same as if they had an executed contract.
- B. The Subcontractors to whom Contracts are awarded shall, within seven calendar days after notice of award and receipt of Agreement forms from the CM, sign and deliver required copies to the CM. The date of the Agreement signed by the CM and Owner starts the clock on the Construction Time. However, the date of Substantial Completion and Final Completion is fixed by the Project Schedule. Submittal Data is to be submitted no later than that date as set forth by the CM.
- C. At or prior to delivery of the signed Agreement, the bidder to whom the Subcontract is awarded shall submit to the CM those Certificates of Insurance required by the Contract Documents and as are required by the Owner.
- D. Certificates of Insurance shall be approved by the CM and the Owner before the successful bidder may proceed with the Work. Failure to provide Certificates of Insurance in a form satisfactory to the CM and Owner shall subject the successful bidder to loss of time from the allowable construction period equal to the time of delay in furnishing the required material. Refusal of successful bidder to provide certificates of insurance that is satisfactory to the CM and Owner shall be cause for disqualification of this bid.

## 12. CONSTRUCTION TIME AND LIQUIDATED DAMAGES

The CM requires each sub-contractor to coordinate **all work** and cooperate with the CM and Owner regarding partial occupancy for purposes of installing furniture and equipment, and

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prepping of spaces for full occupancy.

- A. Commencement: It is expected that Subcontracts will be awarded within (5) days of bid open opening, but no later than (30) thirty days, and that the Work shall commence immediately after the Notice to Proceed.
- B. Real damages, Delay damages and Liquidated damages will be in effect for this project.
- C. Weather Days: The Subcontractor agrees to comply consistently with the Project Schedule provided by the CM. Schedule compliance is a condition of the bid. The Bidder agrees the days to complete the project includes allowance for inclement weather. No extension to the schedule will be allowed due to weather or labor relations issues unless the owner and architect determine they are extreme exceptions to common industry tolerances. Determining Common Industry Tolerance is a subjective judgment made by the Architect.

**13. MATERIALS AVAILABILITY**

- A. Prior to bidding, the Subcontractor shall confirm with their subcontractors and material suppliers that all major materials, suppliers and subcontractors, which may impact the critical path of the Construction Schedule (See Section 00 20 00), are able to be delivered and/or provided such that the project schedule and substantial completion date are not adversely affected. The subcontractor shall immediately notify the CM and the CM will notify the Architect and/or Owner of any such conflicts and adversities, prior to issuance of final addendum, prior to bidding.
- B. The Subcontractor bears sole and full responsibility for compliance with terms of the contract for time and completion, (except as such terms may be modified by contract modification procedures upon timely notification by the Subcontractor.)

END OF SECTION 00 21 13

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SECTION 00 25 13 - PREBID MEETINGS

1.1 PREBID MEETING

- A. The CM will conduct a Pre-bid meeting at the time and date as indicated in Section 00 11 13.
- B. Attendance:
  - 1. Subcontractors: Attendance at Pre-bid meeting is recommended see Section 00 11 13.
- C. Agenda: Pre-bid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
  - 1. Procurement and Contracting Requirements:
    - a. Advertisement for Bids.
    - b. Instructions to Bidders.
    - c. Bid Form and Attachments.
    - d. Bid Submittal Requirements.
  - 2. Communication during Bidding Period:
    - a. Obtaining documents.
    - b. Bidder's Requests for Information.
    - c. Bidder's Substitution Request/Prior Approval Request.
    - d. Addenda.
  - 3. Contracting Requirements:
    - a. Agreement.
    - b. The General Conditions.
    - c. The Supplementary Conditions.
    - d. Other Owner requirements.
  - 4. Construction Documents:
    - a. Scopes of Work.
    - b. Temporary Facilities.
    - c. Use of Site.
    - d. Work Restrictions.
    - e. Alternates, Allowances, and Unit Prices.
    - f. Substitutions and Material Selection
  - 5. Separate Contracts:
    - Bid packages
    - a. Work of Other Contracts.
  - 6. Schedule:
    - a. Project Schedule.
    - b. Contract Time.

- 
- c. Liquidated Damages.
  - d. Other Bidder Questions.
7. Site/facility visit or walkthrough.
- D. Minutes: The CM will record and distribute meeting minutes and the sign in sheet to attendees via addenda. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.

END OF DOCUMENT 00 25 13



**SECTION 00 41 13 – BID FORM**

**LUMP SUM BID for BID PACKAGE # \_\_\_\_\_**

Date: \_\_\_\_\_

TO: **R.E. Smith Construction Company**

estimating@resmithconst.com  
1036 W. 2<sup>nd</sup> Street  
Joplin, MO 64802  
(417) 623-4545

COMPANY NAME:

\_\_\_\_\_

(Hereinafter called "Bidder")

- 1. The Bidder**, in accordance with the Drawings and Specifications for the **New Facility for Midwestern Built** project, prepared by Corner Greer and Associates and R.E. Smith Construction Company for the project entitled:

**A New Facility for MIDWESTERN BUILT**

having examined the Drawings and Specifications with related documents and the site of the proposed work, and being familiar with all the conditions pertaining to the construction of the project and related work, including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies to construct the project in accordance with the Contract Documents, within the time set forth herein at the prices stated below. These prices are to cover all expenses, including any and all taxes and fees required by local ordinances, which are incurred in performing the work required under the Contract Documents, of which this Bid is a part.

**2. ADDENDA:**

The Bidder acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

**3. BID PRICING:**

In the following Bid, the amount shall be shown in both words and figures.

A. BASE BID:

The Bidder agrees to furnish all labor, materials, tools, and equipment required to complete the construction work shown on the Drawings and called for in the Specifications for the sum of:

\_\_\_\_\_ Dollars

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

B. ALTERNATES:

- a. Alternate #1 Remove Storefront Windows at Open Patio (See Elevation 1 / A401 and ADD 2- Full View Overhead doors 12'-0" Wide x 10'-0" Tall that match OH Doors on Virginia Ave Elevation:

ADD / DEDUCT \$ \_\_\_\_\_

- b. Alternate #2 VOLUNTARY ALTERNATE:

ADD/DEDUCT/NO CHANGE \$ \_\_\_\_\_

- c. Alternate #3 VOLUNTARY ALTERNATE:

ADD/DEDUCT/NO CHANGE \$ \_\_\_\_\_

C. PERFORMANCE AND PAYMENT BOND:

Bidder shall state only the additional cost for adding a performance and payment bond to their Base Bid Pricing. \$ \_\_\_\_\_

Bidder shall state only the additional or reduced cost for adding a performance and payment bond to their Alternate Bid Pricing. \$ \_\_\_\_\_

D. UNIT PRICES:

*Complete this section only when it is applicable to the Bid Package.*

1. Excavation of unclassified or unsuitable material haul off site \$ \_\_\_\_\_/cu.yd.

- 2. Excavation of unclassified or unsuitable material stockpile on site \$\_\_\_\_\_/cu.yd.
- 3. Additional Fill; in place from off-site material. \$\_\_\_\_\_/cu.yd.
- 4. Engineered Fill; in place from off-site material. \$\_\_\_\_\_/cu.yd.
- 5. Additional Fill; in place from on-site material. \$\_\_\_\_\_/cu.yd.
- 6. Rock excavation:
  - 1) Mass Rock \$\_\_\_\_\_/cu.yd.
  - 2) Trench Rock up to 10 feet below adjacent grade. \$\_\_\_\_\_/cu.yd.

4. **BIDDER'S SIGNATURE:**

\_\_\_\_\_  
Signature of Bidding Company Officer

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Telephone Number

Licensed to do business in  
Joplin:  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
Address for Communications

(Each Bidder must complete the bid form by manually signing on the proper signature line above and supplying the required information called for in connection with the signature. The information called for is necessary in the proper preparation of the contract and performance bond. Each in the Bidder must supply the data called for "Statement of Bidder's Qualifications.") BY SIGNING ABOVE the Bidder acknowledges all descriptions and understands the items explained and described in the BID FORM INFORMATION document included as pages 4 through 6 of this Bid Form.

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## **BID FORM INFORMATION**

### 1. UNIT PRICES:

For changing specified quantities of work from those indicated by the Contract Drawings and Specifications, upon written instructions of the Owner and CM, the following Unit Prices shall prevail in accordance with the General Conditions.

The following Unit Prices shall include all labor, overhead and profit, materials, equipment, appliances, bailing, shoring, shoring removal, and all costs require to cover the finished work of the several kinds of work called for.

The following Unit Prices are required where applicable to particular Base Bid and/or Alternates being submitted.

Only a single Unit Price shall be given and it shall apply for either MORE or LESS work than that shown on the Drawings or called for in the Specifications as indicated to be included in the Base Bid and/or Alternates. In the event that more or less units than so indicated are actually furnished, Change Orders will be issued for the increased or decreased amount as approved by the Architect and CM.

The Bidder understands that the Owner and CM will not be liable for any Unit Price or any amount in excess of the Base Bid and any Alternate(s) accepted at time of award of contract, except as expressed in written Change Orders duly executed and delivered by the Owner and CM.

### 2. PROJECT COMPLETION:

Commencement: Subcontractor agrees to commence work on this project as directed by the CM with-in 48 hours of Notice or as the Project Schedule dictates.

Lowest and Best Bid: The Subcontractor acknowledges time is of the essence for this project. The Subcontractor acknowledges and agrees that the Owner and CM reserves the option of selecting the Subcontractor based on the **Lowest and Best Responsible Bid**. The Bidder agrees to hold the Owner, Architect and CM harmless and will make no claim against the Architect, Owner or CM for awarding a Lowest Responsible Bid. Refer to Sect. 00 21 13 Instructions to Bidders and Section 00 20 00 Scopes Of Work, for clarification of issues the Owner and CM may choose to consider in determining lowest responsible bid.

3. BIDDER'S ACKNOWLEDGMENTS:

The Bidder declares that he has had an opportunity to examine the site of the work and he has examined the Contract Documents therefore; that he has carefully prepared his Bid upon the basis thereof, that he has carefully examined and checked this Bid and the materials, equipment, and labor required thereunder, the cost thereof, and his figures therefor, and hereby states that the amount, or amounts, set forth in this Bid is, or are, correct and that no mistake or error has occurred in this Bid or in the Bidder's computations upon which this Bid is based, and the Bidder agrees that he will make no claim for reformation, modifications, revisions, or correction of this Bid after the scheduled closing time for the receipt of Bids.

In submitting this Bid, it is agreed that it may not be withdrawn for a period of forty five (45) days after the scheduled closing time for receipt of Bids.

The Bidder understands that the Owner and CM reserves the right to award the contract to the lowest and best responsible bidder and to reject any or all bids and / or to waive any technicalities or informalities in the bidding.

4. BIDDER'S CERTIFICATE:

The Bidder hereby certifies:

- a) That his bid is genuine and is not made in the interest of, or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation.
- b) That he has not directly or indirectly induced or solicited any other bidder to; a) put in a false or sham bid, or b) not provide their supplier, manufacturer or subcontractors bids to the CM.
- c) That he has not solicited or induced any person, firm or corporation to refrain from bidding.
- d) That he has not sought by collusion or otherwise to obtain for himself any advantage over any other Bidder or over the Owner or CM.
- e) That he will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin in connection with the performance of the work.
- h) That he is familiar with the requirements for primary responsibility to coordinate the work and will comply with the conditions of the contract and cooperate with the Architect and CM in fulfilling his administration responsibilities to the contract.

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- i) That he will comply with requirements for the Project Schedule and that schedule will become one of the communication devices for communicating project progress to the Architect, Owner and CM.
- j) That Lowest and Best Responsible Bid will prevail over Lowest Bid.
- k) That this is NOT a Prevailing Wage Project.
- l) That this project DOES NOT qualify for Tax Exempt Status and the bid reflects inclusion of all required state, local and federal taxes.

**END OF BID FORM SECTION 00 41 00**

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SECTION 01 01 00 - SUMMARY OF THE WORK

RELATED DOCUMENTS

Drawings and general provisions of Contract including General and Supplementary General Conditions and other Division 1 Specification Sections apply to this Section. This section is intended to assist the bidder, when selected, in understanding the scope of work intended in the documents. Work described herein is for orientation; refer to the Documents for the specific scope of work.

PROJECT DESCRIPTION-GENERAL

The Project Site is at 10<sup>th</sup> and Virginia Ave in Joplin, MO.

The CM is soliciting bids for the project, A New Facility for Midwestern Built through multiple bid packages from subcontractors. Refer to the documents for the Work and condition requirements. Refer to bid packages in the Scopes of Work Section 00 20 00.

**The Project** consists of Construction of a 16,500 sqft Building including Site Grading, Site Utility Development, Site Grading, Concrete Foundations, Masonry, Misc. Steel, Rough Carpentry, Metal Wall Panels, Fiber Cement Siding, Hollow Metal and Wood Doors, Aluminum Framed Entrances and Windows, Metal Stud Framing, Gypsum Board, Acoustical Ceilings, Tile, Carpet, Resilient Flooring, Painting, Fire Sprinkler, Plumbing, HVAC, Electrical, Special Systems, Concrete and Asphalt Paving.

**ACCESSIBILITY STANDARDS AND PROVISIONS FOR THE HANDICAPPED:** The project is to comply with the following standards: IBC 2018

American National Standard ICC/ANSI 117/1-2003

Americans with Disabilities Act and Architectural Barriers Act

Accessibility

Guidelines 2010 ED. It is a part of this project. (ADAAG)

The designers have endeavored to comply with these standards as the project design has developed. It is required of this contract that the Contractor and those trades involved in the execution of the work, and tradesmen familiar with the detail requirements of accessibility, notify the architect of deficiencies, or non compliance should they become aware of the inconsistency.

Nothing in this requirement is intended to extend design responsibility to the constructors and requirement of the Conditions of the contract. Designers are making every effort to have a compliant accessible facility and seek your review and input in achieving it.

**Partial owner Occupancy:** The Owner reserves the right to limited occupancy during construction. Limited occupancy is directed toward placing and installing Furnishings, Fixtures, and equipment in areas of the building (s), provided that such occupancy does not interfere with

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completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of Work. The contractor shall as a part of his work provides coordination and scheduling to allow the owners work, or work by separate contractors of the owner, and staff, to be done.

ALTERNATES

- #1 Delete Large Storefront Windows on South and Install 2 each full glass 10'x12' overhead doors.
- #2 Subcontractor Voluntary Alternate. This alternate must include ALL WORK required for proposed alternate.
- #3 Subcontractor Voluntary Alternate. This alternate must include ALL WORK required for proposed alternate.

END OF SECTION 01 01 00



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SECTION 01 26 00 – CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 00 and 01 Specification sections, apply to this section.

1.2 SUMMARY

- A. This section specifies administrative and procedural requirements for handling and processing Contract modifications.
1. Division 1 Section "Unit Prices" for administrative requirements governing use of unit prices.
  2. Division 1 Section "Application for Payment" for administrative procedures governing applications for payment.
  3. Division 1 Section "Product Substitutions" for administrative procedures for handling requests for substitutions made after award of the Contract.

1.3 CHANGES IN THE WORK

- A. **Supplemental instruction (SI)** authorizing minor changes in the Work, not involving an adjustment to the Contract Sum or Contract Time, will be issued by the Architect on AIA form G710, Architect's Supplemental Instructions. The Supplemental instruction (SI) is also used as a tool for summarizing actions. If a Subcontractor expects a cost for the work of the SI, then they will provide a COR per item B.1. below.

B. **Proposal Request (PR)**

1.Both the Architect and the CM may initiate and issue as an **PR** (Proposal Request). The subcontractor will respond no later than 72 hours after PR is released, if a claim is anticipated, as a **COR** (Change Order Request). The COR will include a suggested project cost(addition or deduction) and suggested time increase or decrease. If no claim is to be made the issue becomes an ASI. **To allow work to proceed timely between Change Order Approvals which are done monthly, an email or other written communication or a COR signed by the CM or Architect or Owners Representative will allow work to proceed with the recognition that the formal Change Order with incorporate that COR into the work. All DIRECTION of approval will come from the CM to the Subcontractor.**

1.4 CHANGE ORDER PROPOSAL REQUESTS

- A. **Owner Initiated Proposal Requests:** (PR) Proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time will be issued by the Architect, with a detailed description of the proposed change and supplemental or revised Drawings and

Specifications, Change Orders are to be kept up to date and current, monthly, to allow the owner to monitor the project budget.

1. Proposal requests issued by the Architect are for information only. Do not consider them an instruction either to stop work in progress, or to execute the proposed change.
2. Unless otherwise indicated in the proposal request, within 7 days of receipt of the proposal request, submit to the Architect for the Owner's review an estimate of cost necessary to execute the proposed change.
  - a. Include a list of quantities of products to be purchased and unit costs, along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
  - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.

**B. CM or Subcontractor-Initiated Change Order Requests:** When latent or other unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Architect.

1. Include a statement outlining the reasons for the change and the effect of the change on the Work within 10 days of occurrence of cause for change. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.
2. Include a list of quantities of products to be purchased and unit costs along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Comply with requirements in Section "Product Substitutions" if the proposed change in the Work requires the substitution of one product or system for a product or system specified.

#### *1.5 UNIT COST ALLOWANCES (If required)*

**A. Allowance Adjustment:** Base each Change Order Request for an allowance cost adjustment solely on the difference between the actual purchase amount and the unit cost allowance, multiplied by the final measurement of work-in-place, with reasonable allowances, where applicable, for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

1. Submit substantiation of a change in scope of work claimed in the Change Order Request related to unit-cost allowances.
2. The Owner reserves the right to verify and modify the actual quantity of work-in-place by independent quantity survey, measure, or count.

**B. Claims must be submitted for increased costs within 10 days of the occurrence.**

#### **1.6 CONSTRUCTION CHANGE DIRECTIVE (Force Account)**

**A. Construction Change Directive (CCD):** When the Owner and Contractor are not in total agreement on the terms of a Change Order Proposal Request, the contractor may be required to proceed with the work through the CCD Process. the Architect may issue a Construction Change Directive on AIA Form G714, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order. **Terms will be based on time and material with allowed mark-up.** Work will be monitored by a designate of the Owner's representative.

1. The Construction Change Directive will contain a complete description of the change

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- in the Work and designate the method to be followed to determine change in the Contract Sum or Contract Time.
2. Requirements listed below for Change Orders apply to Construction Change Directives in determining changes to the Contract Sum or Time.
  3. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
  4. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.
  5. Ultimately the CCD becomes a Change Order.

**1.7 CHANGE ORDER PROCEDURES**

- A. Upon the Owner's approval of a Change Order Request, **the CM will issue a Change Order** for signatures of the Owner and Architect on form similar to the AIA Form G701, as provided in the Conditions of the Contract. Changes to the work shall be kept current on a monthly basis.  
To allow for timely decisions affecting work, the COR's are typically processed in weekly intervals as needed to keep the work flowing smoothly.
- B. Submit a complete itemized list of all material and labor in each proposal for change items as shown by example of attached sample itemized proposal.
- C. Deductive Change Orders shall include costs of the work plus percentages for contractor mark up to be deducted.
- D. Pre-approval of a COR: To accelerate decision making and assure the project proceeds in a timely manor, the Owner may entertain pre approving a Change Order Request. This is essentially a statement by the Owner that a Change Order will be accepted when processed in the future. The approved COR must be signed by the Contractor, Architect, and Owner to become an approved document.

**1.8 MAXIMUM ALLOWANCE FOR OVERHEAD AND PROFIT & LABOR BURDEN on Change Orders:** (Nothing in this requirement shall change the requirements of AIA Doc A201 Amended by MSSU).

- A. Labor costs per hour shall be included with labor burden identified, which shall not be less than actual labor rate. Identify any labor burden costs over and above the prevailing wage rate. Labor burden costs shall not include overhead and profit charges as identified below.
- B. The overhead and profit charge by the Contractor and all subcontractors shall be considered to include, but is not limited to: job site office expense, incidental job burdens, truck expense including mileage, small hand tools, project supervision including field supervision, company benefits and general office overhead. Percentages for overhead and profit charged for Change Orders shall be negotiable and may vary according to the nature, extent and complexity of the work involved. Percentage mark ups provided herein are intended to include the costs associated with all delay, disruption, extended job site presence and home office overhead resulting from the changed work.
- C. **The maximum allowable Overhead and Profit is a condition of the Contract and shall be as follows:**

|   | <u>Not to Exceed</u> |
|---|----------------------|
| A. To Subcontractor for work performed by his | 10%                  |

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own forces

- A. To Subcontractor for work performed by other than his own forces 5%

Percentages for overhead and profit will not be allowed on applicable taxes and bond Premiums. No Supervision or General Conditions or General Requirement costs will be allowed on any Change Orders or COR's unless approved by the CM.

- E. On proposals covering both increases and decreases in the amount of this contract, the application of overhead and profit shall be on the net change in the cost of the work. Proposals must show items to be deleted, if any, and the cost of the change shall be the result of the net difference to the base contract. Proposals are **not** to be determined by a re-bid of the entire scope of work except where changes significantly alter the entire scope of a particular trade.

- F. Change Orders shall be kept current within the month of the incident leading to the claim.

- 1.9 Submit a complete itemized list of all material and labor in each proposal for change items as shown by example of attached sample itemized proposal.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

PART 4 - SAMPLE SHEET (ATTACHED).

PART 4 - SAMPLE

SAMPLE PRICING SHEET

Project: Sprinkler Modification for XYZ Company  
 Location: Chicken Butt, Missouri  
 Labor Rate: \$27.00  
 Date: February 27, 2020  
 Estimator: Joe Smith

| Material                         | Units | Unit Measure | Material Per Unit | Man Hours Per Unit | Total Man Hrs. | Total         |
|----------------------------------|-------|--------------|-------------------|--------------------|----------------|---------------|
| 6" Tee                           | 1     | each         | \$45.00           | 2.000              | 2.0            | \$ 45.00      |
| less 6" ell                      | 1     | each         | \$30.00           | 0.000              | 0.0            | 30.00         |
| 6" sch 40 pipe                   | 15    | feet         | \$10.43           | 0.253              | 3.8            | 156.45        |
| 6" cap                           | 1     | each         | \$11.00           | 1.500              | 1.5            | 11.00         |
| 6" hanger                        | 1     | each         | \$12.00           | 0.400              | 0.4            | 12.00         |
| 4" saddle weld                   | 1     | each         | \$ 0.00           | 1.200              | 1.2            | 0.00          |
| 4" sch 40                        | 18    | feet         | \$ 4.44           | 0.183              | 3.3            | 79.92         |
| 4" ell                           | 3     | each         | \$13.39           | 2.000              | 6.0            | 40.17         |
| 4" hanger                        | 3     | each         | \$ 8.00           | 0.300              | 0.9            | 24.00         |
| 4" weld                          | 1     | each         | \$ 3.00           | 1.000              |                | 1.0           |
| 3.00                             |       |              |                   |                    |                |               |
| 1-1/2" cond sch 80               | 21    | feet         | \$ 1.63           | 0.080              |                | 1.7           |
| 34.23                            |       |              |                   |                    |                |               |
| 1-1/2" ell                       | 3     | each         | \$ 4.00           | 0.400              | 1.2            | 12.00         |
| 1-1/2" tee                       | 1     | each         | \$ 5.00           | 0.600              | 0.6            | 5.00          |
| 1-1/2" weld                      | 1     | each         | \$ 3.00           | 0.400              |                | 0.4           |
| 7.20                             |       |              |                   |                    |                |               |
| 3/4" tee                         | 1     | each         | \$ 1.50           | 0.300              |                | 0.3           |
| 1.50                             |       |              |                   |                    |                |               |
| 3/4" ell                         | 3     | each         | \$ 0.95           | 0.200              | 0.6            | 2.85          |
| 3/4" hanger                      | 2     | each         | \$ 2.50           | 0.200              |                | 0.4           |
| 5.00                             |       |              |                   |                    |                |               |
| <b>SUBTOTAL</b>                  |       |              |                   |                    | 28.4           |               |
| \$ 618.47                        |       |              |                   |                    |                |               |
| <b>SALES TAX (if applicable)</b> |       |              |                   |                    |                | 6.125%        |
| 37.88                            |       |              |                   |                    |                |               |
| <b>LABOR</b>                     | 28.4  | MH           |                   |                    |                |               |
| \$27.00                          |       |              |                   |                    |                | <u>765.96</u> |
| <b>SUBTOTAL</b>                  |       |              |                   |                    |                |               |
| \$1422.31                        |       |              |                   |                    |                |               |
| <b>10% OVERHEAD AND PROFIT</b>   |       |              |                   |                    |                |               |
| <u>142.23</u>                    |       |              |                   | <u>142.23</u>      |                |               |
| <b>TOTAL</b>                     |       |              |                   |                    |                | \$1,564.54    |

END OF SECTION 01 25 00

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SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes utilization of a EITHER a web based platform: **Submittal Exchange/Procore or Electronic Mail (e-mail)** as the tool for administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.
1. Email Submittals – as directed by CM

**ELECTRONIC SUBMITTAL PROCEDURES – Submittal Exchange/Procore**

- A. Summary:
1. Shop drawing and product data submittals shall be transmitted via upload to CM in electronic (PDF) format using Submittal Exchange, a website service designed specifically for transmitting submittals between construction team members.
  2. The CM will review all submittals and re-upload for Architect/engineer Review
  3. It is the subcontractor's responsibility to track their own submittals. For example, if the Bid Package 03 Concrete Subcontractor emails the reinforcing shop drawings to the CM it is THE SUBCONTRACTOR'S DUTY to follow-up with the CM to make sure that the submittal was received and when it is expected to be completely reviewed. IT IS NOT THE CM'S RESPONSIBILITY TO follow-up with the Subcontractor and delay damages will be assessed to all Subcontractors who fail to provide submittals in ample enough time to have their products reviewed to be able to order and then install per the schedule.
  4. The Architect will then release the submittal marked as Reviewed, Reviewed with Notes, Revise and Re-Submit or Rejected (or similar verbiage)
  5. It is the subcontractors responsibility to monitor the website for activity.
    - a. (E-mail invitation will be sent to each subcontractor by the CM after Award of Contract. Free Training is available through Submittal Exchange for all participants but must be set-up between the participant and Submittal Exchange )
  6. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
  7. The electronic submittal process is not intended for color samples, color charts, or physical material samples which will need to be MAILED to the CM for review prior to the CM transmitting to the Architect.

- B. Procedures:
1. Submittal Preparation – CM(Contractor) may use any or all of the following options:
    - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the Submittal Exchange website.
  2. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements and intent of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
  3. Contractor shall transmit each submittal using the Submittal Exchange website, [www.submittalexchange.com](http://www.submittalexchange.com). IF the project is set-up with this platform of deliverables.
  4. Architect / Engineer review comments will be made available on the Submittal Exchange website for downloading. Subcontractor will receive email notice of completed review in most cases but it is the responsibility of the Subcontractor to monitor the project website for changes and new uploads.
  5. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the CM and will be done electronically through submittal Exchange.
  6. The Contractor requires each subcontractor to submit **1 paper copy** of all reviewed submittals at project closeout for record purposes in accordance with Section 017700 – Closeout Submittals

#### **ELECTRONIC SUBMITTAL PROCEDURES – Electronic Mail (e-mail)**

- A. Summary:
1. Shop drawing and product data submittals shall be transmitted via email to the CM in electronic (PDF) format.
    1. The CM will review all submittals and transmit for Architect/engineer Review
    2. The Architect will then transmit the submittal marked as Reviewed, Reviewed with Notes, Revise and Re-Submit or Rejected (or similar verbiage) via email back to the CM.
    3. It is the subcontractor’s responsibility to track their own submittals. For example, if the Bid Package 03 Concrete Subcontractor emails the reinforcing shop drawings to the CM it is THE SUBCONTRACTOR’S DUTY to follow-up with the CM to make sure that the submittal was received and when it is expected to be completely reviewed. IT IS NOT THE CM’S RESPONSIBILITY TO follow-up with the Subcontractor and delay damages will be assessed to all Subcontractor’s who fail to provide submittals in ample enough time to have their products reviewed to be able to order and install per the schedule.
    4. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.



5. The electronic submittal process is not intended for color samples, color charts, or physical material samples which will need to be MAILED to the CM for review prior to the CM transmitting to the Architect.

B. Procedures:

1. Submittal Preparation – CM(Contractor) may use any or all of the following options:
  - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the Submittal Exchange or Procore website.
2. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements and intent of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
3. Contractor shall transmit each submittal using the Submittal Exchange/Procore website. IF the project is set-up with this platform of deliverables.
4. Architect / Engineer review comments will be made available on the Submittal Exchange website for downloading. Subcontractor will receive email notice of completed review in most cases but it is the responsibility of the Subcontractor to monitor the project website for changes and new uploads.
5. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the CM and will be done electronically through submittal Exchange.
6. The Contractor requires each subcontractor to submit **1 paper copy** of all reviewed submittals at project closeout for record purposes in accordance with Section 017700 – Closeout Submittals

C. Costs:

Each Subcontractor must include in their bid the amount of \$400.00 (four hundred dollars) for their use of Submittal Exchange/Procore services (if so applicable on this project) otherwise, email submittals will be utilized and no cost will be borne.

D. Internet Service and Equipment Requirements:

- a. Email address and Internet access at Subcontractor's main office or readily available device with the ability to accept, send and view websites and email.
- b. Adobe Acrobat ([www.adobe.com](http://www.adobe.com))
- c. Bluebeam PDF Revu ([www.bluebeam.com](http://www.bluebeam.com)), or other similar PDF review software for applying electronic stamps and comments.

1.3 DEFINITIONS



- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's or Owner's Representative's approval. Submittals may be rejected for not complying with requirements.

#### 1.4 SUBMITTAL PROCEDURES

- A. General: Electronic copies of CAD Drawings of the Contract Drawings will be provided by Architect and Engineer for Contractor's use in preparing submittals. Request documents through the CM.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities and the Project Schedule.
  - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals, return, and re-edit submittals returned for modification, concurrently for coordination.
    - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Submittals Schedule: Comply with requirements in Section 00 20 00 Scopes of Work attachment of Submittal Schedule and Division 1 for list of submittals and time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal.
  - 1. Initial Review: Allow 7 days for initial review of each submittal, (**12 days for steel**). Allow additional time if processing must be delayed to permit coordination with subsequent submittals. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  - 2. Concurrent Review: Where concurrent review of submittals by Architect's consultants, Owner, or other parties is required, allow 12 days for initial review of each submittal.
  - 3. Special Speed Submittal Processing: A special appeal in writing may be made by the CM to the Architect to expedite a submittal. (This is to speed the ordering or shop drawings process.) The Owner and Contractor agree hastened documents can result in omission and errors. Consequently, each agrees to hold the A/E harmless for lapses and omissions that can occur as a result of accelerated reviews.
  - 4. If intermediate submittal is necessary, process it in same manner as initial submittal.

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5. Allow 10 days for processing each resubmittal.
  6. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- E. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Provide a space approximately **4 by 5 inches** on label or beside title block to record Contractor's review and approval markings and action taken by Architect and Owner's Representative.
  3. Include the following information on label for processing and recording action taken:
    - a. Project name.
    - b. Date.
    - c. Name of Architect.
    - d. Name of CM.
    - e. Name and address of subcontractor.
    - f. Number and title of appropriate Specification Section.
    - g. Other necessary identification.
- F. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- G. Additional Copies:
1. When requested in writing by Owner, Architect, CM.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review, received from sources other than Contractor. The Contractor must stamp submittals approved prior to review by the Architect.
- I. Use for Construction: Use only final submittals with mark indicating action taken by Architect in connection with construction. Refer to Submittal Log for determining Dates of the Final Submittal.
- J. Verification of field conditions and measurements prior to fabrication and delivery: Actual condition field measurement prior to fabrication is the responsibility of the Contractor/sub-contractors. Do not rely on design documents as a resource for fabrication and installation. Field conditions change or often deviate from designed condition.

## PART 2 - PRODUCTS

### 2.1 ACTION SUBMITTALS

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- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
1. Submit to Submittal Exchange unless otherwise requested in writing.
  2. Number of Copies: Submit copies of each submittal, as follows, unless otherwise indicated:
    - a. Sample Submittal: Submit 3-each submittal where selection of options, color, pattern, texture, or similar characteristics is required. Architect, through Owner's Representative, will return submittal with options selected.
    - b. Final Submittal: Submit one paper copy where required for All warranty, operation and maintenance information to the CM when requested. CM will transmit to Architect for Approval and upon that approval the Architect will transmit to Owner's Representative and he will retain the Manual.
- B. 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 printed data are not suitable 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 written recommendations.
    - b. Manufacturer's product specifications.
    - c. Manufacturer's installation instructions.
    - d. Standard color charts.
    - e. Manufacturer's catalog cuts.
    - f. Wiring diagrams showing factory-installed wiring.
    - g. Printed performance curves.
    - h. Operational range diagrams.
    - i. Standard product operating and maintenance manuals.
    - j. Compliance with recognized trade association standards.
    - k. Compliance with recognized testing agency standards.
    - l. Application of testing agency labels and seals.
    - m. Notation of coordination requirements.
- C. 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: Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.

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- c. Fabrication and installation drawings.
  - d. Roughing-in and setting diagrams.
  - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
  - f. Shopwork manufacturing instructions.
  - g. Templates and patterns.
  - h. Schedules.
  - i. Design calculations.
  - j. Compliance with specified standards.
  - k. Notation of coordination requirements.
  - l. Notation of dimensions established by field measurement.
2. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
  3. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least **8-1/2 by 11 inches (215 by 280 mm)** but no larger than **24 by 36 inches (750 by 1000 mm)** in pdf format uploaded to submittal exchange website in the proper section and item location
- D. Coordination Drawings: Comply with requirements in Division 1 Section "Project Management and Coordination."
- E. Samples: Prepare physical units of materials or products, including the following:
1. Comply with requirements in Division 1 Section "Quality Requirements" for mockups.
  2. 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.
  3. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with the 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.
  4. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Architect's sample where so indicated. Attach label on unexposed side that includes the following:
    - a. Generic description of Sample.
    - b. Product name or name of manufacturer.
    - c. Sample source.

5. Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, provide the following:
  - a. Size limitations.
  - b. Compliance with recognized standards.
  - c. Availability.
  - d. Delivery time.
  
6. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
  - a. If variation in color, pattern, texture, or other characteristic is inherent in the product represented by a Sample, submit at least three sets of paired units that show approximate limits of the variations.
  - b. Refer to individual Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
  
7. Number of Samples for Initial Selection: Submit two (2) full sets 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. Number of Samples for Verification: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project Record Sample.
  - a. Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
  
9. 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.

- F. Product Schedule or List: The CM has prepared a Submittal Schedule indicating Bid Package, Spec Section and types of products required. Retain first paragraph below for projects with a construction manager.
- G. Schedule of Values: Comply with requirements in Division 1 Section "Payment Procedures."
- H. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
  - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
  - 2. Number and title of related Specification Section(s) covered by subcontract.
  - 3. Drawing number and detail references, as appropriate, covered by subcontract.

## 2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
- B. Contractor's Construction Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation."
- C. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.
- E. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- F. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements and, where required, is authorized for this specific Project.
- G. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements. Include evidence of manufacturing experience where required.

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- H. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements.
  - I. Material Test Reports (**BY CM**): Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements.
  - J. Preconstruction Test Reports (**BY OWNER**): : Prepare 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.
  - K. Field Test Reports(**BY OWNER**): Prepare reports written by a qualified testing agency, on testing agency's standard form, 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.
  - L. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements. 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.
  - M. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment.
  - N. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
  - O. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
    - 1. Preparation of substrates.
    - 2. Required substrate tolerances.
    - 3. Sequence of installation or erection.
    - 4. Required installation tolerances.
    - 5. Required adjustments.
    - 6. Recommendations for cleaning and protection.
  - P. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:



1. Name, address, and telephone number of factory-authorized service representative making report.
  2. Statement on condition of substrates and their acceptability for installation of product.
  3. Statement that products at Project site comply with requirements.
  4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  6. Statement whether conditions, products, and installation will affect warranty.
  7. Other required items indicated in individual Specification Sections.
- Q. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- R. Material Safety Data Sheets: Submit information directly to Owner. If submitted to Architect, Architect will not review this information but will return it with no action taken.

## PART 3 - EXECUTION

### 3.1 CONSTRUCTION MANAGER REVIEW

- A. General: **CM will not review submittals that do not bear the Subcontractors approval stamp and may return them without action.** Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

### 3.2 ARCHITECT'S ACTION

- A. General: **Architect will not review submittals that do not bear CM's approval stamp and may return them without action.**
- B. Action Submittals: CM will submit to Architect and Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:



1. Approved as Submitted, Approved as Noted, Revise and Resubmit.
- C. Informational Submittals: CM will review and submit to Architect who will review each submittal and will not return it, or will reject and return it if it does not comply with requirements. Architect will forward each submittal to Owner's Representative for distribution to appropriate party.
- D. Submittals not required by the Contract Documents will not be reviewed and may be discarded.

3.3 ADDITIONAL INFORMATION ON SUBMITTAL REQUIREMENTS:

- 1) Identify each document, shop drawing and material and equipment list, etc., similar to the following: Note: To assure adequate clarity to the project delivery process The CM and Architect reserves the right to require additional submittal data on a specification item without an increase in cost to the owner.

Example: CIP Concrete Mix Design  
Section 05 10 00 Structural Steel Shop Drawings  
Section 22 40 00 Plumbing Fixtures Product Data

Special Warranties, Certificates, and Operation and Maintenance Manuals – 1 Digital and 1 Paper copy shall be submitted to the CM before final payment will be made.

END OF SECTION 01 33 00

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SECTION 01 51 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection facilities.
- B. Temporary utilities include, but are not limited to, the following:
1. Water service and distribution.
  2. Sanitary facilities, including toilets, wash facilities, and drinking-water facilities.
  3. Electric power service.
  4. Lighting.
  5. Heat/cooling and temporary environmental conditions
  6. Telephone service.
- C. Support facilities include, but are not limited to, the following:
1. Project identification and temporary signs.
  2. Field offices.
  3. Protective barriers and security
  4. Fire protection
  5. Temporary roads
  6. Dewatering
  7. Waste disposal (trash)
  8. Storm-water, erosion control
- D. Related documents include the following:
1. Conditions of the Contract.
  2. Division 00, 01, 01 Section "Submittal Procedures" for procedures for submitting copies of implementation and termination schedule and utility reports.
  3. Divisions 2 through 33 for temporary heat, ventilation, and humidity control requirements for products in those Sections.

1.3 USE CHARGES

- A. General: Use charges are the cost or use charges for temporary facilities which are not chargeable to Owner or Architect and shall be included in the Contract Sum. Allow other

entities to use temporary services and facilities without cost, including, but not limited to, the following:

**(THE OWNER WILL PAY FOR COST OF USAGE OF TEMPORARY ELECTRIC AND WATER) Overuse or Excessive use of owner provided utilities' will be grounds for termination of use and over-user will be charged!**

1. Owner's 3<sup>rd</sup> party construction forces.
2. Occupants of Project./ CM and CM Forces, Contractor and contractor forces.
3. Architect.
4. Testing agencies.

- B. Water Service: All Subcontractors will need to bring their own water to use on site both potable and non-potable
- C. Telecommunication Services: Each subcontractor is responsible for their own telecommunication services. Every subcontractor will provide the CM with a list of names, job title, email address and phone numbers for all employees responsible for their scope of work and the respective duties of each employee. The CM will not provide phone, internet or fax services to any Subcontractor but will provide for a \$150.00/month internet services. The Architect and Owner are allowed to utilize the CM's telecommunication while on site with the assistance of the CM.
- D. Electric Power Service The Bid Package 26 Subcontractor shall hook-up the CM's Construction Trailers and make arrangements for temporary power as required for construction of the project. The OWNER shall pay for electric power service use, for electricity used by all entities engaged in construction activities at Project site. Propane gas used for testing, start ups, construction related heating and space conditioning prior to final completion shall be provided for by the Bid Package 23 Subcontractor as required.
- E. Sewer: The CM has made arrangements for temporary sanitation facilities for the entire construction period. The permanent toilet facilities may only be used under special requirements and approval of the CM and owner.

#### 1.4 QUALITY ASSURANCE

- A. Standards: Comply with ANSI A10.6, NECA's "Temporary Electrical Facilities," and NFPA 241.
1. Trade Jurisdictions: Assigned responsibilities for installation and operation of temporary utilities are not intended to interfere with trade regulations and union jurisdictions.
  2. Electric Service: Comply with Empire District Electric Requirements and NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Subcontractors shall Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Notify the CM's Site Superintendent as well at least 24 hours in advance , but it is ultimately on the Subcontractor to notify all entities and ensure test is performed.

#### 1.5 PROJECT CONDITIONS

- A. 1. Temporary Use of Permanent/ existing Facilities: Subcontractor/Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.
- B. Conditions of Use: The following conditions apply to use of temporary services and facilities by all parties engaged in the Work:
  - 1. Keep temporary services and facilities clean and neat.
  - 2. Relocate temporary services and facilities as required by progress of the Work.
  - 3. Coordinate all work with owners field representative prior to taking action.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. General: Provide new materials. Undamaged, previously used materials in serviceable condition may be used if approved by Architect. Provide materials suitable for use intended. If Specification Sections in paragraph below are not included in Project, add requirements here.

### 2.2 EQUIPMENT

- A. General: Provide equipment suitable for use intended.
- B. Field Offices of Subcontractors: As Approved by the CM. Power consumption is to be metered and consumption value is made payable back to the entity listed in paragraph 1.3A as the person responsible for paying utility costs.
- C. Self-Contained Toilet Units/Project Dumpsters: Single-occupant units of chemical, aerated recirculation, or combustion type; vented; fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material. The CM will provide Project Dumpsters for Construction Debris. Overuse or use not as intended on toilet units or dumpsters will result in the damaging subcontractor's company being charged 30 days worth of use and repair or replacement of the unit(s) if damaged or defaced.
- D. Electrical Outlets: Properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher-voltage outlets; equipped with ground-fault circuit interrupters, reset button, and pilot light.
- E. Power Distribution System Circuits: Where permitted and overhead and exposed for surveillance, wiring circuits, not exceeding 125-V ac, 20-A rating, and lighting circuits may be nonmetallic sheathed cable.
- F. First Aid Supplies: Comply with governing regulations. Bid Package 26 Subcontractor to discuss requirements of E. and F. in correlation with their Bid package requirements prior to commencing.

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- G. Fire Extinguishers: Provide hand-carried, portable UL-rated, class "A" fire extinguishers for temporary offices and similar spaces. In other locations provide hand-carried, portable, UL-rated, class "ABC" dry chemical extinguishers, or a combination of extinguishers of NFPA recommended classes for the exposures.
1. Comply with NFPA 10 and 241 for classification, extinguishing agent and size required by location and class of fire exposure. Each Subcontractor will be required to provide as their work commences in accordance with the above standards and CM Safety policies. Hot Work permits are to be issued by CM where/when required.
- H. Each subcontractor company is required to provide at minimum to their Job Foreman/Site Superintendent a cell phone with answering machine/voice mail set-up and all pertinent phone numbers of the Foreman and Project manager of the Subcontractor Company are to be given to CM as requested/needed.
- I. CM will Provide a min. of five (5) hard hats, high reflectivity vests and goggles/safety glasses to be made available to the Architect and visitors on the site during the construction period.
- J. Subcontractors who forget proper PPE will be required to either purchase proper PPE from the CM or leave the project site and return with proper PPE before starting work/being allowed onto the jobsite.**

## PART 3 - EXECUTION

### 3.1 INSTALLATION, GENERAL

- A. Facilities will be located where they will serve Project adequately and result in minimum interference with performance of the Work.

### 3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Subcontractors will Engage appropriate local utility company to install temporary service or connect to existing service. Where utility company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with utility company recommendations.
1. Arrange with utility company, and Owner for time when service can be interrupted, if necessary, to make connections for temporary services.
  2. Provide adequate capacity at each stage of construction. Before temporary utility is available, the Bid Package 22 and 26 Subcontractor shall provide trucked-in services of utilities with-in their scopes of work.
  3. Obtain easements to bring temporary utilities to Project site where Owner's easements cannot be used for that purpose.
- B. Sanitary Facilities: CM will Provide temporary toilets, and drinking-water. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities.

1. Disposable Supplies: Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Maintain adequate supply. Provide covered waste containers for disposal of used material.
  2. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy.
  3. Wash Facilities: Install wash facilities supplied with potable water at convenient locations for personnel who handle materials that require wash up. Dispose of drainage properly. Supply cleaning compounds appropriate for each type of material handled.
    - a. Provide safety showers, eyewash fountains, and similar facilities for convenience, safety, and sanitation of personnel.
  4. Drinking-Water Facilities: Provide Drinking water.
- C. Electric Power Service: BP 26 Subcontractor shall Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload-protected disconnecting means, automatic ground-fault interrupters, and main distribution switchgear.
1. Install electric power service underground, unless overhead service must be used.
  2. Install power distribution wiring overhead and rise vertically where least exposed to damage.
  3. Connect temporary service to Owner's existing power source, as directed by electric company officials.
- D. Electric Distribution: BP 26 Subcontractor shall Provide receptacle outlets adequate for connection of power tools and equipment.
1. Provide waterproof connectors to connect separate lengths of electrical power cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.
  2. Provide warning signs at power outlets other than 110 to 120 V.
  3. Provide metal conduit, tubing, or metallic cable for wiring exposed to possible damage. Provide rigid steel conduits for wiring exposed on grades, floors, decks, or other traffic areas.
  4. Provide metal conduit enclosures or boxes for wiring devices.
  5. Provide 4-gang outlets, spaced so **100-foot** extension cord can reach each area for power hand tools and task lighting. Provide a separate 125-V ac, 20-A circuit for each outlet.
- E. Lighting: BP 26 Subcontractor shall Provide temporary lighting with local switching that provides adequate illumination for construction operations and traffic conditions.
1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
  2. Install exterior-yard site lighting that will provide adequate illumination for construction operations, traffic conditions, and signage visibility when the Work is being performed.
- F. Heating and Cooling: BP 23 Subcontractor shall Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment from that specified that will not have a harmful effect on completed installations or elements being installed.
1. Maintain a minimum temperature of **50 deg F** in permanently enclosed portions of building for normal construction activities, and **65 deg F** for finishing activities and areas where finished Work has been installed.

A NEW FACILITY FOR:  
**MIDWESTERN BUILT**

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2. Use of facility environmental systems prior to substantial completion: The contractor may utilize facility HVAC systems for temporary construction. The HVAC subcontractor shall replace filters timely, maintain a log of filter replacement. Clean systems as required and provide new filters at the time of substantial completion and maintain the original manufacturers warranty.
- G. Ventilation and Humidity Control: BP 23 Subcontractor shall Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment from that specified that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- H. Temporary Roads and Paved Areas: WHEN INCLUDED IN THE BID PACKAGE SECTION: BP 31 Subcontractor shall Construct and maintain temporary roads and paved areas adequate to support loads and to withstand exposure to traffic during construction period. The plans will 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. The contractor shall take special care to assure off site clutter or mudding of streets is avoided. Comply with jurisdictional requirements for maintenance of streets and entrances.
1. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.
  2. Prepare sub-grade and install subbase and base for temporary roads and paved areas according to Division 31 Section "Earthwork."
  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 "Hot-Mix Asphalt Paving."
- \*\*\*BP 22 , 23 and 26 Subcontractors are directed to coordinate with the CM for all temporary facility information in this section compared to that in the Bid packages/scopes of Work prior to commencing.\*\*\*
- I. Traffic Controls: The CM will maintain traffic controls where required unless written to be provided in Subcontractor Bid Packages. NOTE: All earthwork and utility Subcontractors are to include correct and proper traffic control when doing work at, near or on City, County, State or Federal roads, streets and highways.
- J. Dewatering Facilities and Drains: All Subcontractors as Required shall Comply with requirements in applicable Division 31 Sections for temporary drainage and dewatering facilities and operations not directly associated with construction activities included in individual Sections. Where feasible, use same facilities. 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 property nor endanger permanent Work or temporary facilities.
  2. Before connection and operation of permanent drainage piping system, provide temporary drainage where roofing or similar waterproof deck construction is completed.
  3. Remove snow and ice as required to minimize accumulations.
- K. Project Identification and Temporary Signs: BP 08A Subcontractor or the CM when General Trades is not part of the Bid Packages bidding, shall provide and install Project identification sign. This Subcontractor shall provide a temporary 8'x4' painted plywood



construction sign identifying the project, the owner, the architect, the CM, and other items deemed appropriate by the Owner. The sign shall be placed in a prominent location near the entrance and maintained by the contractor for the duration of the project.

- L. The BP 08A Sub or CM, when General Trades is not part of the Bid Packages bidding, shall Install other signs where required to inform public and persons seeking entrance to Project and required for management of visitors, the public, and students as a part of the Contractors Safety Plan. Do not permit installation of unauthorized signs.
1. Prepare temporary signs to provide directional information to construction personnel and visitors.
  2. Construct signs of exterior-type Grade B-B high-density concrete form overlay plywood in sizes and thicknesses indicated. Support on posts or framing of preservative-treated wood or steel.
  3. Paint sign panel and applied graphics with exterior-grade alkyd gloss enamel over exterior primer.
- M. Waste Disposal Facilities: The CM will provide temporary dumpsters for construction and ALL SUBCONTRACTORS are to comply with:
1. Containment of construction related waste, trash, containers, boxes, and other refuse is the responsibility of the Contractor. Provide waste-collection containers in sizes adequate to handle waste from construction operations. Containerize and clearly label hazardous, dangerous, or unsanitary waste materials separately from other waste. Comply with but not only Division 1 Section "Execution Requirements" for progress cleaning requirements.
  2. If required by authorities having jurisdiction, provide separate containers, clearly labeled, for each type of waste material to be deposited. Retain paragraph above or paragraph and subparagraph below. Individual Project circumstances may require use of other construction aids and miscellaneous facilities, such as scaffolds, platforms, swing stages, ramps and bridges, incidental sheeting and shoring, and demolition waste chutes.

### 3.3 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: All Subcontractors shall Provide as necessary 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. Avoid using tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near Project site.
- B. Storm water Control: BP 31 Subcontractor shall provide, maintain and comply with erosion control requirements for the site during construction.
- C. Tree and Plant Protection: BP 31 Subcontractor shall Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from construction damage. **Protect tree root systems from damage, flooding, and erosion.** Refer to Summary of the work for other requirements.
- D. Site Enclosure Fence: BP 08A Subcontractor or the CM when General Trades is not part of the Bid Packages bidding, shall **Provide a Site Enclosure Fence as shown on the drawings. The plan will** Include a plan for construction personnel parking; staging and delivery of materials. Include temporary trailer parking for trades.



1. Before construction operations begin, install chain-link or approved safe barrier/ enclosure fence with lockable entrance gates. Locate where indicated, or enclose entire Project site or portion determined sufficient to accommodate construction operations. Install in a manner that will prevent people, dogs, and other animals from easily entering site except by entrance gates.
  2. Provide gates in sizes and at locations necessary to accommodate delivery vehicles and other construction operations.
  3. If necessary, provide a 2 gate system that is compatible with labor union requirements for shared operation..
  4. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Provide Owner with one set of keys.
- E. Security Enclosure and Lockup: BP 08A Subcontractor or CM when General Trades is not part of the Bid Packages bidding, shall furnish and Install substantial temporary enclosure around partially completed areas of construction as required. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- F. Barricades, Warning Signs, and Lights: BP 08A Subcontractor or the CM when General Trades is not part of the Bid Packages bidding, shall Comply with standards and code requirements for erecting structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and public of possible hazard. Where appropriate and needed, provide lighting, including flashing red or amber lights.
- G. Temporary Enclosures: BP 08A Subcontractor or the CM when General Trades is not part of the Bid Packages bidding, shall 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, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
  2. Vertical Openings: Close openings of **25 sq. ft.** or less with plywood or similar materials.
  3. Horizontal Openings: Close openings in floor or roof decks and horizontal surfaces with load-bearing, wood-framed construction.
  4. Install tarpaulins securely using fire-retardant-treated wood framing and other materials.
- H. Temporary Partitions (If required): BP 08A Subcontractor or the CM, when General Trades is not part of the Bid Packages bidding, shall Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
1. Construct dustproof partitions of not less than nominal **4-inch** studs, **5/8-inch** gypsum wallboard with joints taped on occupied side
  2. Insulate partitions to provide noise protection to occupied areas.
  3. Seal joints and perimeter. Equip partitions with dustproof doors and security locks.
  4. Protect air-handling equipment.
  5. Weather-strip openings.
- I. Temporary Fire Protection: All Subcontractors shall Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities as directed by the CM of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241.

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1. Provide fire extinguishers, installed on walls on mounting brackets, visible and accessible from space being served, with sign mounted above.
  - a. Field Offices: Class A stored-pressure water-type extinguishers.
  - b. Other Locations: Class ABC dry-chemical extinguishers or a combination of extinguishers of NFPA-recommended classes for exposures.
  - c. Locate fire extinguishers where convenient and effective for their intended purpose; provide not less than one extinguisher on each floor at or near each usable stairwell.
2. Store combustible materials in containers in fire-safe locations.
3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways, and other access routes for firefighting. Prohibit smoking in hazardous fire-exposure areas.
4. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition.
5. Permanent Fire Protection: At earliest feasible date in each area of Project, complete installation of permanent fire-protection facility, including connected services, and place into operation and use. Instruct key personnel on use of facilities.
6. Develop and supervise an overall fire-prevention and first-aid fire-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.
7. Provide hoses for fire protection of sufficient length to reach construction areas. 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.

### 3.4 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
  1. Locate field offices, storage sheds, sanitary facilities, and other temporary construction and support facilities for easy access.
  2. Provide incombustible construction for offices, shops, and sheds located within construction area or within **30 feet** of building lines. Comply with NFPA 241.
  3. 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. Project Identification and Temporary Signs: BP 08A Subcontractor or the CM when General Trades is not part of the Bid Packages bidding, shall furnish and install Project Signage as shown on plans. The sign will recognized the project, the owner, Architect, General contractor. Other signage is not permitted unless approved by the owner.
- C. Common-Use Field Office: The CM will Provide an insulated, weather-tight, air-conditioned field office for their use only and it shall be kept clean and orderly and provide e-mail capability to be used by Owner and Architect and by permission only to Subcontractors.

### 3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: The CM will Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and

intended uses. Coordinate activities regarding temporary facilities with the owner's representative at each project meeting.

- B. Maintenance: CM will Maintain their provided facilities in good operating condition until removal. Protect from damage caused by freezing temperatures and similar elements as well as each Subcontractor maintaining their provided facilities per their Bid Packages/scopes of Work.
  - 1. Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
  
- C. Termination and Removal: CM will Remove or direct Subcontractors to remove their 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. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements in Division I Section "Closeout Procedures."

END OF SECTION 01 50 00

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SECTION 01 77 00 – CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for project closeout, including but not limited to:
1. Inspection procedures, Substantial and Final Completion.
  2. Project record document submittal.
  3. Operating and maintenance manual submittal.
  4. Submittal of Release of Liens and warranties.
  5. Final cleaning.
- B. Closeout requirements for specific construction activities are included in the appropriate Sections or shall be per the submittals provided showing products by each Subcontractor.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. The Contractor shall list items that are incomplete in the request ( Punch List).

Scheduling the Substantial Completion Inspection:

1. Schedule the Substantial Completion Inspection for a time that the work for all Bid and Construction Packages can be observed at one inspection date and, should a follow up inspection be needed to verify punch list compliance, schedule that second inspection to occur at one inspection date. One Certificate of Substantial Completion will be issued for the project.
  2. Provide a schedule for when the Punch list items will be complete. Work shall not exceed 45 calendar days.
  3. Advise Owner of pending insurance and utility change-over requirements.
  - 4.. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, operating certificates and similar releases.
  5. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  6. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel. Submit test/adjust/balance records. Discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements.
  7. Complete final clean up requirements, including touch-up painting. Touch-up and otherwise repair and restore marred exposed finishes.
- B. **Observation Procedures:** On receipt of a request for inspection, the Architect will either proceed with inspection or advise the Contractor of unfilled requirements. The Architect will prepare the Certificate of Substantial Completion following the inspection, or advise the Contractor of construction that must be completed or corrected before the certificate

will be issued. Work must be sufficiently complete that the Architect can certify the final Pay Application within 45 days.

1. Upon written statement from the Contractor that the Work is complete, the Architect will repeat the inspection and notification procedure.
2. Results of the completed inspection will form the basis of requirements for final acceptance.
3. Release of Retainage or portions thereof will not be approved without Consent of Surety.
4. Release of retainage or portions thereof will be determined by a multiplier of three (2) applied to all remaining work not complete
5. Also see General and Supplementary General Conditions requirements.

#### 1.4 FINAL ACCEPTANCE

A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and payment, complete the following. List exceptions in the request. (See Supplementary General Conditions also.)

1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
2. Submit a copy of the Substantial Completion inspection list of items to be completed or corrected (punch list), stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the Architect.
4. Submit warranties.
5. **Submit consent of surety to final payment.**
6. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
3. Submit All Closeout Documents , record drawings, maintenance manuals, final project photographs, damage or settlement survey, property survey, and similar final record information.
8. Submit All Affidavits, Prevailing Wage Final Reports etc.
9. UPON FINAL PAYMENT FROM OWNER Submit Final Lien waivers,

#### B. ARCHITECT'S INSPECTION SUMMARY

1. **Architect will conduct one (1) inspection at notification for Substantial Completion.**
2. **Architect will conduct only one (1) re- inspection, for determining Substantial Completion.**
3. **Architect will conduct one (1) inspection for Final Completion.**
4. **Any additional inspections for Substantial Completion, partial completion inspections, or Final Completion will be at the cost of the Subcontractor(s) that is/are incomplete and has delayed Final Completion.**

#### 1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. The CM initiates the Punch List and provides it to the Architect, prior to the Inspection for Substantial Completion. The Architect will amend the List as a part of the Inspection process.
- B. Preparation: CM: Submit electronically one copy 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 and proceeding from lowest floor to highest floor.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
  - a. Project name.
  - b. Date.
  - c. Name of Architect.
  - d. Name of Contractor/CM.
  - e. Page number.

#### 1.6 RECORD DOCUMENT SUBMITTALS

- A. General: Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the CM, Owner and Architect's reference during normal working hours.
- B. Record Drawings: 1 PAPER COPY to be delivered to the CM and one digital copy to be emailed and or uploaded to Submittal Exchange.  
Maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings throughout construction. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date. In addition to these hard line documents; Make the documents and owner personnel available to assist the designers in preparing electronic As-Built documents.
  1. Mark record sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the Work.
  2. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.
  3. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.
  4. **AS-BUILT DRAWINGS ARE TO BE MAINTAINED DAILY BY EACH SUBCONTRACTOR.** If a Subcontractor is found to not be maintaining as-built documentation the CM shall have the authority to hire a registered engineer in the discipline of the non-compliant scope of work to provide the documentation and back charge the subcontractors contract the cost of the engineer having to provide as-built drawings/documentation.
- C. Record Specifications: Maintain one complete copy of the Project Manual, including addenda, and one copy of other written construction documents such as Change Orders and modifications issued in printed form during construction. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and



Product Data.

1. Upon completion of the Work, submit record Specifications to the Architect for the Owner's records.
- D. Record Product Data: Provide one copy of each Product Data submittal. Mark these documents to show significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered to the site, and from the manufacturer's installation instructions and recommendations. Give particular attention to concealed products and portions of the Work that cannot otherwise be readily discerned later by direct observation. Note related Change Orders and mark-up of record drawings and Specifications.
1. Upon completion of mark-up, submit complete set of record Product Data to the Architect for the Owner's records.
- E. Record Sample Submitted: Immediately prior to the date or dates of Substantial Completion, the Contractor will meet at the site with the Architect and the Owner's personnel to determine which of the submitted Samples that have been maintained during progress of the Work are to be transmitted to the Owner for record purposes. Comply with delivery to the Owner's Sample storage area.
- F. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record-keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for continued use and reference. Submit to the Architect for the Owner's records.
- G. Maintenance Manuals: 1 PAPER COPY to be delivered to the CM and one digital copy to be emailed and/or uploaded to Submittal Exchange. Organize operating and maintenance data into suitable sets of manageable size. Bind properly indexed data in individual heavy-duty 2-inch, 3-ring vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Include the following types of information:
1. Emergency instructions.
  2. Spare parts list.
  3. Copies of warranties.
  4. Wiring diagrams.
  5. Recommended "turn around" cycles.
  6. Inspection procedures.
  7. Shop Drawings and Product Data.
  8. Fixture lamping schedule.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 CLOSEOUT PROCEDURES

- A. Operating and Maintenance Instructions/OWNER TRAINING: Subcontractor shall arrange for each installer of its scope of works equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. PROVIDE VIDEO DOCUMENTATION OF TRAINING WITH CLOSEOUTS AND Include a detailed review, at minimum of the following items:

1. Maintenance manuals.
2. Record documents.
3. Spare parts and materials.
4. Tools.
5. Lubricants.
6. Fuels.
7. Identification systems.
8. Control sequences.
9. Hazards.
10. Cleaning.
11. Warranties and bonds.
12. Maintenance agreements and similar continuing commitments.

\*\*\* As part of instruction for operating equipment, demonstrate the following procedures:

1. Start-up.
2. Shutdown.
3. Emergency operations.
4. Noise and vibration adjustments.
5. Safety procedures.
6. Economy and efficiency adjustments.
7. Effective energy utilization.

1 PAPER COPY OF ALL REQUIRED CLOSEOUT DOCUMENTS is to be delivered by mail to the CM and one digital copy to be uploaded to Submittal Exchange.

### 3.2 FINAL CLEANING:

- A. General: General cleaning during construction is required of all Subcontractors by the General Conditions and included in Section "Temporary Facilities" as well as Bid Packages/Scopes of Work.
- B. Cleaning: BP 08A Subcontractor or CM when the General Trades in not part of the bid package bidding, include but not limited to Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
  1. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.
    - . Remove labels that are not permanent labels.
    - a. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compound and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
    - b. Clean exposed exterior and interior hard-surfaced finishes to a dust-free condition, free of stains, films and similar foreign substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
    - c. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
    - d. Clean the site, including landscape development areas, of rubbish, litter and other foreign substances. Sweep paved areas broom clean; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth



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even-textured surface.

- C. Removal of Protection: Installing Subcontractors and the BP 08A Subcontractor or CM when the General Trades is not part of the bid package bidding, shall Remove temporary protection and installing Subcontractors shall remove facilities installed for protection of the Work during construction.
- D. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner.
  - 1. Where extra materials of value remaining after completion of associated Work have become the Owner's property, arrange for disposition of these materials as directed.

END OF SECTION 01 77 00

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SECTION 01 88 00 – PROJECT RENDERINGS FOR REFERENCE ONLY

1 - EXTERIOR RENDERING

9 - INTERIOR RENDERINGS

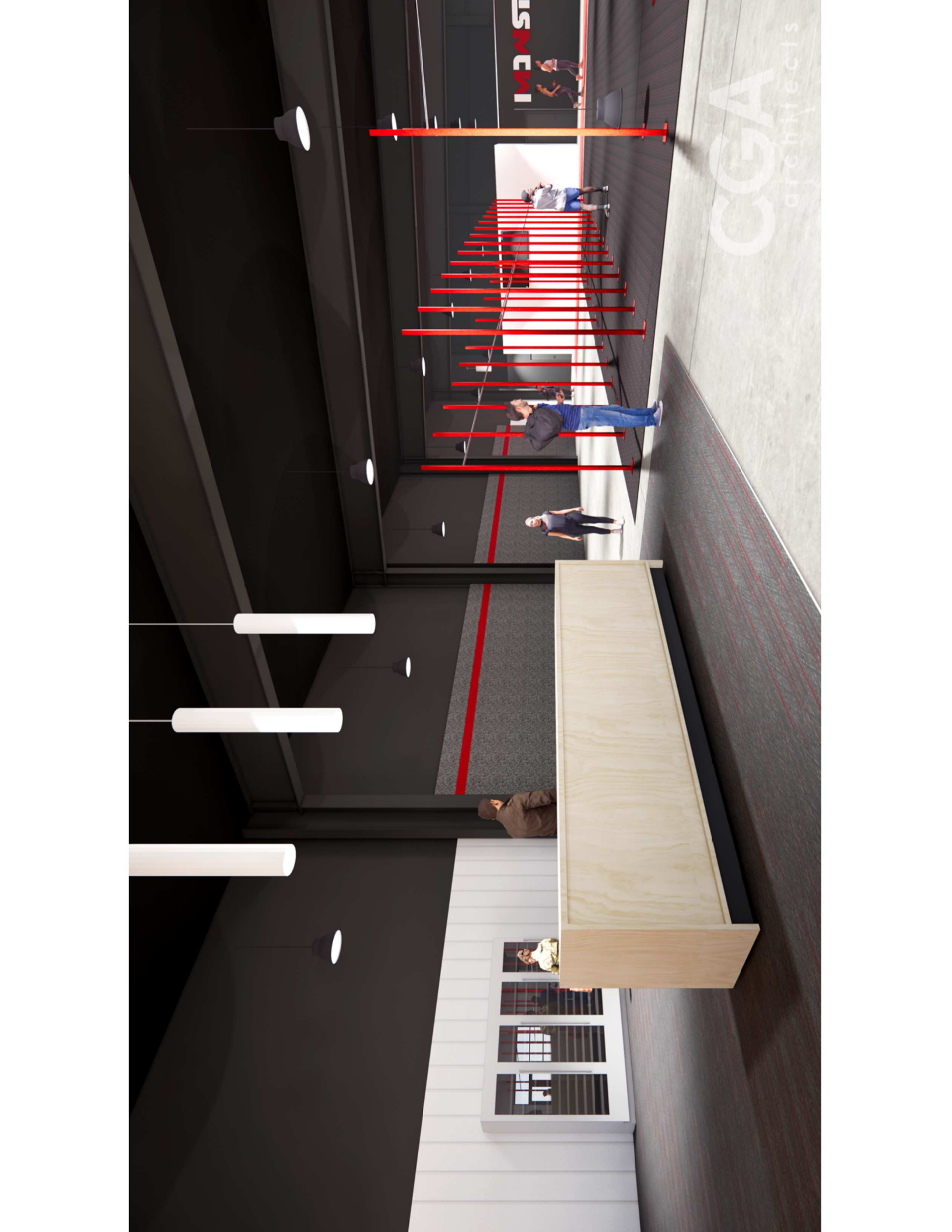


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END OF SECTION 01 88 00

A NEW FACILITY FOR:  
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**FIBER CEMENT SIDING**

**1. GENERAL**

1.1 SECTION INCLUDES

- A. Fiber cement panels and accessories; James Hardie HZ5 Engineered for Climate Siding, Field cut as shown in the drawings and Field painted as specified by Architect.

1.2 RELATED SECTIONS

- A. Section 05450 - Light Gage Metal Framing
- B. Section 06100 - Rough Carpentry
- C. Section 07200 - Insulation
- D. Section 074610 – Fiber Cement Siding Accessories
- E. Section 099000 - Painting. Final color as selected by Architect/Owner.

1.3 REFERENCES

- A. ASTM C1186 - Standard Specification for Flat Fiber-Cement Sheets
- B. ASTM D3359 - Standard Test Method for Measuring Adhesion by Tape Test, Tool and Tape.
- C. ASTM E136 - Standard Test Method for Behavior of Materials in a Vertical Tube Furnace at 750 degrees C.

1.4 SUBMITTALS

- A. Submit under provisions of General Conditions, Section 00700, and Supplementary Conditions, Section 00800.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.
- C. Shop Drawings: Provide detailed drawings of atypical non-standard applications of cementitious siding materials which are outside the scope of the standard details and specifications provided by the manufacturer. Include elevations and notation of each part and piece including components specified in Section 074610.
- D. Verification Samples: For each finish product specified, two samples, minimum size 4 by 6 inches (100 by 150 mm), representing actual product, color, and patterns.
- E. CLOSEOUT DOCUMENTS:
  - 1. Manufacturer Warranty Information-provide contact information for rep to provide claim to.

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2. Manufacture Maintenance Information and Documentation

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Minimum of 2 years experience with installation of similar products.
- B. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
  - 1. Finish areas designated by Architect, Owner or CM.
  - 2. Do not proceed with remaining work until workmanship, color, and sheen are approved by Architect.
  - 3. Refinish mock-up area as required to produce acceptable work.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened packaging until ready for installation.
- B. Store siding on edge or lay flat on a smooth level surface. Protect edges and corners from chipping. Store sheets under cover and keep dry prior to installing.
- C. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.7 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

1.8 WARRANTY

- A. Product Warranty: Limited, non-pro-rated product warranty.
  - 1. HardieSoffit HZ5 panels for 30 years.
- B. Product Warranty: Limited, product warranty.
  - 1. HardieTrim HZ and HZ5 boards for 15 years.
- C. Workmanship Warranty: Application limited warranty for 2 years.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturer: James Hardie Building Products, Inc., which is located at: 26300 La Alameda Suite 400 ; Mission Viejo, CA 92691; Toll Free Tel: 866-274-3464; Tel: 949-367-4980; Fax: 949-367-4981; Email: [request info \(info@jameshardie.com\)](mailto:request info (info@jameshardie.com)); Web: [www.jameshardiecommercial.com](http://www.jameshardiecommercial.com)

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- B. Substitutions: Approved equal.
- C. Requests for approval of equal substitutions will be considered upon request.

2.2 SIDING

- A. Vertical Siding: HardiePanel HZ5 siding as manufactured by James Hardie Building Products, Inc.
  - 1. Type: Smooth Vertical 5/16" siding panel 4 feet by 8 feet (1219 mm by 2438 mm).

2.3 FASTENERS

- A. Metal Framing:
  - 1. Metal Framing: No. 8-18 by 0.323 inch (8.2 mm) head self-drilling, corrosion resistant S-12 ribbed buglehead screws. Verify length of attachment with standard conditions.
  - 2. Metal Framing: 1.5 inch (38mm) [AGS-100] .100 inches by 25 inches (2540 mm by 635 mm) ET&F Pin or equivalent pneumatic fastener.
  - 3. Verify other attachment requirements.

2.4 FINISHES

- A. Factory Primer: Provide factory applied universal primer.
  - 1. Primer: Factory primed by James Hardie.
  - 2. Topcoat: Exterior Paint applied in the field as directed by Architect.
  - 3. Paint per spec section 099000 - Painting. Color as selected by Architect

PART 3 EXECUTION

3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. If framing preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- C. Refer Structural Plans for framing and install per local building codes, including the use of water-resistive barriers and/or vapor barriers where required. Minimum 1-1/2 inches (38 mm) face and straight, true, of uniform dimensions and properly aligned.
  - 1. Install water-resistive barriers and claddings to dry surfaces.
  - 2. Repair any punctures or tears in the water-resistive barrier prior to the installation of the siding.
  - 3. Protect siding from other trades.

3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Install a water-resistive barrier is required in accordance with local building code



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requirements.

- D. The water-resistive barrier must be appropriately installed with penetration and junction flashing in accordance with local building code requirements.
- E. Install Engineered for Climate™ HardieWrap™ weather barrier in accordance with local building code requirements.
- F. Use HardieWrap™ Seam Tape and joint and laps.
- G. Install HardieWrap™ flashing, and HardieWrap™ Flex Flashing

**3.3 INSTALLATION - HARDIEPANEL HZ5 VERTICAL SIDING**

- A. Install materials in strict accordance with manufacturer's installation instructions. Refer Section 07460, FIBER CEMENT SIDING ACCESSORIES, for additional installation materials and requirements.
- B. Block framing between studs where HardiePanel siding horizontal joints occur.
- C. Install metal Z flashing and provide a 1/4 inch (6 mm) gap at horizontal panel joints.
- D. Place fasteners no closer than 3/8 inch (9.5 mm) from panel edges and 2 inches (51 mm) from panel corners.
- E. Allow minimum vertical clearance between the edge of siding and any other material in strict accordance with the manufacturer's installation instructions.
- F. Maintain clearance between siding and adjacent finished grade.
- G. Specific framing and fastener requirements refer to Tables 2 and 3 in National Evaluation Service Report No. NER-405.

**3.4 FINISHING**

- A. Finish unprimed siding with a minimum one coat high quality, alkali resistant primer and paint, within 90 days of installation. Follow paint manufacturer's written product recommendation and written application instructions.
- B. Finish factory primed siding with a minimum of one coat of (exterior grade) paint within 180 days of installation. Follow paint manufacturer's written product recommendation and written application instructions.

**3.5 PROTECTION**

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

**END OF SECTION 074600**

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**SECTION 074610**

**FIBER CEMENT SIDING ACCESSORIES**

**1. GENERAL**

1.1 SUMMARY

- A. Related work specified elsewhere includes:
1. Rough Carpentry.
  2. Sheathing.
  3. Fiber Cement Panel Systems.
  4. Painting.

1.2 SUBMITTALS

- A. Product data: Indicate product description, including compliance with specified requirements and installation requirements. Mark manufacturer's brochures to include only those products proposed for use.

1.3 QUALITY ASSURANCE

- A. Applicable standards; stands of the following, as referenced herein:
1. Aluminum Association (AA).
  2. American Society for Testing and Materials (ASTM).
- B. \*\*Allowable tolerances in horizontal planes:
1. Variation from level: +1/8" in 10'
- C. \*\*Allowable tolerances in framed vertical construction:
1. Position: +1/4" maximum variation from design position.
  2. Alignment: 1/8" in 8'; 1/4" maximum in any continuous wall, line or surface.

1.4 DELIVERY, STORAGE AND HANDLING

- A. Storage:
1. Stack accessories off floor on pallets or similar platforms providing continuous support for accessories to prevent sagging. Stack accessories so that long lengths are not over short lengths.
  2. Handle materials to prevent damage to surfaces, edges and end of aluminum trims. Reject and remove damaged material from site.

**2. PRODUCTS**

2.1 MANUFACTURER:

- A. Acceptable manufacturer; subject to compliance with specified requirements. TAMLYN, 13623 Pike Road, Stafford, TX 77477, phone 800.334.1676, fax 281.499.8948.

2.2 MATERIALS AND FINISH:

- A. Proprietary coating designed to protect against weather conditions and allow for paint adhesion.

2.3 PROFILES

- A. J Mold
1. Acceptable product: JMH and JMS
  2. Characteristics:
    - a. Description: J Mold provides a termination designed to cover the edge of Fiber Cement at intersections and at sides of door and window openings.
    - b. Material: 6063 T5 Extruded aluminum.
    - c. Dimensions: As indicated on drawings.
- B. Inside Corners:

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1. Acceptable product: XIC, XICLP and XICB.
2. Characteristics:
  - a. Description: Inside corners create square terminations with differing looks for Fiber Cement.
  - b. Material 6063 T5 Extruded aluminum.
  - c. Dimension and Design: As indicated on drawings.
- C. Outside Corners:
  1. Acceptable product: XOCR, XOCLP, XOCBL, XOCB, XOCBT and XOCBN
  2. Characteristics:
    - a. Description: Outside corners create square terminations with differing looks for Fiber Cement.
    - b. Material 6063 T5 Extruded aluminum.
    - c. Dimension and Design: As indicated on drawings.
- D. Vertical Reveals:
  1. Acceptable product: RV, BRV, SHM, RVB, RVBN, RVT and TM
  2. Characteristics:
    - a. Description: Vertical reveals create clean lines in varying designs between Fiber Cement.
    - b. Material 6063 T5 Extruded aluminum.
    - c. Dimension and Design: As indicated on drawings.
- E. Horizontal Reveals:
  1. Acceptable product: XZH, XZS, RH, BRH, CQZ, RHB
  2. Characteristics:
    - a. Description: Horizontal reveals create clean lines in varying designs between Fiber Cement.
    - b. Material 6063 T5 Extruded aluminum.
    - c. Dimension and Design: As indicated on drawings.
- F. Starter Strip:
  1. Acceptable product: XS
  2. Characteristics:
    - a. Description: Provides an exposed flush termination at the bottom horizontal edges of Fiber Cement.
    - b. Material 6063 T5 Extruded aluminum.
    - c. Dimension and Design: As indicated on drawings.
- G. Window Flashing:
  1. Acceptable product: XWF
  2. Characteristics:
    - a. Description: Creates clean reveal between the horizontal ends of Fiber Cement and the tops of doors and windows. Profile shape channels moisture out and away.
    - b. Material 6063 T5 Extruded aluminum.
    - c. Dimension and Design: As indicated on drawings.

**3. EXECUTION**

**3.1 INSTALLATION:**

- A. J Mold: Install at exposed edge of Fiber Cement at sides of door and window openings, and at intersections with other materials.
- B. Inside and Outside Corners: Install at designated corners.
- C. Vertical Reveal: Install between Fiber Cement as indicated on drawings.

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- D. Horizontal Reveal: Install at the horizontal joints between Fiber Cement as indicated on drawings.
- E. Starter Strip: Install at the horizontal base of Fiber Cement as indicated on drawings.

3.2 PROTECTION:

- A. Protect accessories from damage until date of Substantial Completion. Replace accessories which become damaged.

**END OF SECTION 074610**

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**PAINTING**

**1. GENERAL**

1.1 Furnish all labor, materials, tools, and related items necessary to complete all work indicated on drawings or specified herein, or both. Application equipment is not required to be new, but shall be adequate and commensurate for the work and workmanship required herein.

1.2 Deliver all paints, varnishes, enamels, lacquers, stains, paste fillers, and similar materials in original containers with seals unbroken, labels intact, and manufacturer's instructions printed thereon.

1.3 Store all materials in a single place designated by the Owner or Architect.

1.3.1 Keep storage place clean and orderly.

1.3.2 Damage to storage space or surroundings shall be made good by the Painting Contractor.

1.3.3 Remove oily or solvent soaked rags and all waste from the project every night and take all necessary precautions to reduce fire hazard.

1.3.4 Upon completion of work, leave storage space clean and in good condition.

1.4 Execute all work by skilled workmen in such a manner as to fulfill the requirements of the drawings and specifications.

1.5 Provide correct temperature, adequate ventilation and illumination in all areas where painting operations are in progress.

1.6 Protect all work and materials by suitable covering or other methods during progress of the work.

1.7 Colors of all finishes will be set forth in the Color Schedule to be furnished by the Architect. Color Schedule shall become a part of these specifications.

1.8 Submit samples to the Architect for approval not less than two weeks before any painting starts. Submit all samples in accordance with Painting Schedule and Color Schedule. Submit samples until approved. Obtain approval in writing before delivering materials.

1.8.1 Woodwork: Prepare specimens at least eight inches square on the wood specified.

1.8.2 Metals: Prepare specimens at least four inches square on sheet metal of each type finish.

1.9 Materials furnished for the project shall then match in color and sheen the Architect's approved sample. Sample submittal requirements, for any particular finish, may be waived by the Architect.

**2. MATERIALS**

2.1 Except as otherwise specified in the Paint Schedule, the manufacturer's products used hereinafter refer to BENJAMIN MOORE PAINTS or manufacturer listed. Equal products of the following manufacturers will be accepted subject to compliance with specifications requirements: COOK PAINT; PITTSBURGH PAINT; SHERWIN WILLIAMS or approved substitute.

2.2 Verify in writing the intent to apply the proprietary products listed in the Paint Schedule.

2.2.1 Paint shall be well ground, shall not settle badly, cake, or thicken in the container, shall be readily broken with a paddle to a smooth consistency, and shall have easy brushing properties.

2.2.2 Paint shall arrive on the job ready-mixed, except for tinting of undercoats and possible thinning.

2.2.3 All thinning and tinting materials shall be as recommended by the manufacturer for the particular material thinned or tinted.

2.3 Other painting materials, such as linseed oil, shellac and turpentine, shall be pure and of highest quality and shall be approved by the Architect.

2.4 Existing painted surfaces which have been stained by water and mildew, or surfaces which cannot be cleaned satisfactorily shall be given a surface preparation of stain killer such as: KILZ Stain Killer, Master Chem.; BIN ZIZZ; SPOT SEAL, Anteco 090 Pigment Primer; or approved substitute.

Note: Stain killer shall be applied to maintainable surfaces. Surfaces beyond repair will be replaced.

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**3. EXECUTION**

3.1 Before starting any work, examine all surfaces to receive paint finishes for defects which might prevent satisfactory results.

3.1.1 Work shall not proceed until such damages are corrected.

3.1.2 The commencing of work in a specific area shall be construed as acceptance of surfaces.

Thereafter, the Contractor shall be fully responsible for satisfactory work as required herein.

3.2 Before painting is started, clean and remove all excessive dust.

3.3 General preparation of surfaces:

3.3.1 Surfaces shall be clean, dry, and adequately protected from dampness.

3.3.2 Surfaces shall be free from any foreign material which will adversely affect adhesion or appearance of applied coating.

3.3.3 Mildew shall be removed and surface neutralized.

3.3.4 Efflorescence on any area will be corrected before painting.

3.4 Wood to be painted:

3.4.1 Sandpaper to smooth, even surface, then dust off.

3.4.2 After priming coat has dried, putty all nail holes, cracks, open joints, and other defects.

Putty shall be colored to paint.

3.5 Drywall/Gypsum Board:

3.5.1 Fill all minor irregularities with approved patching material and sand to a smooth level surface.

3.5.2 Avoid raising nap of paper.

3.6 Ferrous Metal Surfaces:

3.6.1 Remove dirt and grease with mineral spirits and wipe dry with clean cloths.

3.6.2 Remove rust, mill scale, and defective paint down to sound surfaces or bare metal, using scraper, sandpaper, or wire brush, as necessary. Grind, if necessary, to remove shoulders at edge of sound paint to prevent from photographing finish coats.

3.6.3 Touch up all bare metal and damaged shop coats with specified rust inhibitive primer.

3.6.4 For ferrous surfaces with shop coats touched up, as required above, the first coat, as listed in the Paint Schedule, may be omitted.

3.7 Galvanized Metal Surfaces: Remove dirt and grease with mineral spirits and wipe dry with clean cloth.

3.8 Exclusions:

3.8.1 Prime coats specified herein will not be required on items delivered with prime coat or shop coats already applied except for touch-up of damaged areas of material delivered to the job.

3.8.2 Painting will not be required on items completely factory finished.

3.9 Application and Workmanship:

3.9.1 Furnish the Architect a schedule showing completion of respective coats of paint for the various areas and surfaces. Keep schedule current as job progress dictates. If the Architect so directs, the succeeding coats shall not be applied until he has inspected the previous coat. Provide Architect with painted 8" x 10" minimum samples of each paint color selected for approval prior to ordering. Additional samples may be ordered by Architect with no additional cost to the Owner.

3.9.2 Remove and protect hardware, accessories, device plates, lighting fixtures, factory-finished work, and similar items, or provide ample in-place protection.

3.9.3 Remove electrical panel box covers and doors before painting wall. Paint separately and re-install after all paint is dry.

3.9.4 All materials shall be mixed, thinned, modified and applied only as specified by the manufacturer's directions. Area spread of paint per gallon shall not be more than the maximum recommended by the paint manufacturer.

3.9.5 Application may be brush or roller if not specifically called for in the schedule. Spray application may be used if so specified or upon written approval from the Architect.

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3.9.6 When spray painting is approved or specified, finish 100 square feet by spraying as a sample of finish, upon the request of the Architect. This shall be finished with materials specified or approved.

3.9.7 Keep equipment clean and in proper condition to provide a job commensurate with the intent of this specification.

3.9.8 Do not use tools for application of paint on smooth surfaces that were originally used to paint concrete block.

3.9.9 Apply all materials evenly and smoothly to avoid runs, sags, holidays, brush marks, air bubbles and excessive roller stipple.

3.9.10 All priming coats and undercoats shall be tinted to the approximate shade of the final coat.

3.9.11 All coats shall be thoroughly dry before applying succeeding coats.

3.9.12 Coverage and hide shall be complete. When color, stain, dirt or undercoats show through final coat of paint, cover the surface by additional coats until paint film is of uniform finish, color, appearance, and coverage at no additional cost to the Owner.

3.9.13 Exterior painting shall not be done when surface temperature is below 50 degrees F., while the surface is damp, or during cold, rainy, or frosty weather. Avoid painting surfaces exposed to hot sun.

3.9.14 Upon completion of each space, carefully replace all removed items. Remove all paint and varnish spots from floors, glass, and other surfaces. Remove from the premises all rubbish and accumulated materials of whatever nature not caused by others. Leave work in clean, orderly, and acceptable condition.

**3.10 Painting Schedule Notes:**

3.10.1 The Painting Schedule is not intended to cover each and every finish which will receive new painting, but is intended to establish a quality or material to be used. Materials or finishes not covered in the painting schedule but to receive new paint shall be painted by paint approved by the Architect.

**3.11 Painter's Notes:**

3.11.1 The Contractor shall paint all exposed conduits, ductwork, pipes, trim, previously painted surfaces, etc. which are a part of or connected with a wall and/or ceiling finish that is shown to be, or scheduled to be painted.

3.11.2 The Contractor shall paint all door and door frame surfaces in walls scheduled for painting, except when factory prefinished, or wood doors and trim which are stain finished.

**PAINTING SCHEDULE**

**1. EXTERIOR**

1.1 Ferrous Metal, Trim, Pipes, Doors, Etc. shall be given:

1.1.1 One (1) coat primer – BM Fresh Start

1.1.2 Two (2) coats enamel – 2M22 Industrial or DTM

1.2 Galvanized Metal shall be given:

1.2.1 One (1) primer – Fresh Start

1.2.2 Two (2) coats enamel – Moore Guard

1.3 Concrete Block (not with integral color) shall be given:

1.3.1 One (1) coat block filler

1.3.2 Two (2) coats 100% acrylic exterior low lustre Finish 542

1.4 Fiber Cement Siding

1.4.1 One (1) coat primer

1.4.2 Two (2) coats "Aura" Exterior Paint

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**2. INTERIOR**

- 2.1 Ferrous Metal, Trim, Railings, Pipes, Doors, Door Frames, Etc. shall be given:
  - 2.1.1 One (1) coat primer – Red Oxide
  - 2.1.2 Two (2) coats enamel – 2M22 Industrial or DTM
- 2.2 Galvanized Metal shall be given:
  - 2.2.1 One (1) coat primer – Fresh Start
  - 2.2.2 Two (2) coats enamel – Moore Guard
- 2.3 Gypsum Wall Board and exposed wood shall be given:
  - 2.3.1 One (1) coat primer – Super Hide Primer
  - 2.3.2 Two (2) coats semi-gloss latex enamel – Super Spec
- 2.4 Concrete walls and CMU shall be given:
  - 2.4.1 One (1) coat block filler
  - 2.4.2 Two (2) coats semi-gloss latex enamel - Super Spec.

**END OF SECTION 099000**