



HURST-ROSCHE, INC.

## **PROJECT MANUAL FOR**

DRAINAGE IMPROVEMENTS  
NORTHWESTERN CUSD NO. 2  
MACOUPIN COUNTY, ILLINOIS  
HR# 150-0430

### **Prepared for**

Northwestern CUSD No. 2  
30953 Route 111  
Palmyra, IL 62674

Dr. Kevin Bowman, Superintendent

March 16, 2020

Bid Package No. \_\_\_\_\_

**HURST – ROSCHE INC.**

1400 E. Tremont St.

Hillsboro, IL 62049

217-532-3959



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30953 Route 111  
Palmyra, Macoupin County, Illinois

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Specifier:

Phone: 217-532-3959

Justin L Goodwin, PE



*Justin Goodwin* 3/12/20  
e.s.p. 11/30/21

END OF SECTION

DOCUMENT 00 11 16 - INVITATION TO BID

Project: DRAINAGE IMPROVEMENTS  
NORTHWESTERN CUSD NO. 2  
PALMYRA, MACOUPIN COUNTY, ILLINOIS  
HR # 150-0430

Owner: NORTHWESTERN CUSD NO. 2  
30953 ROUTE 111  
PALMYRA, IL 62674

Architect/Engineer: HURST-ROSCHE, INC.  
1400 E. TREMONT STREET  
HILLSBORO, IL 62049

Date: March 16, 2020

The Owner will receive Bids until 2:00 PM local prevailing time on Thursday, the 9<sup>th</sup> day of April, 2020, at Northwestern CUSD No. 2 located at 30953 Route 111, Palmyra, IL 62674 for the following work:

Project description: The purpose of the project is to improve the storm water drainage at 3 locations on the grounds of the Northwestern CUSD JR-SR High School and Elementary School. At the JR-SR High School, the project includes the installation of downspout collection laterals and 2 separate PVC tile pipes. The tiling is routed south of the school building and discharged onto the south lawn. At the Elementary School, the project includes the installation of a sidewalk while directing downspout and surface runoff to an existing ditch to the north. Minor localized grading and installation of a paved ditch across the north driveway will be required to route the flow to the north.

A Pre-bid Meeting will be held on Tuesday, the 26<sup>th</sup> day of March, 2020, at 10:00 AM, prevailing time, in the district office at Elementary School Conference Room at Northwestern CUSD No. 2 located at 30953 Route 111, Palmyra, IL 62674.

Drawings and specifications may be obtained at the office of Hurst-Rosche, Inc., 1400 E. Tremont St. Hillsboro, Illinois, after March 16, 2020, by paying a non-refundable amount of \$25.00 (\$35.00 if mailed) for each set of drawings and specifications.

Bidding Documents, Drawings and Specifications may be examined by prospective bidders and material suppliers at the offices of Hurst-Rosche, Inc., 1400 East Tremont Street, Hillsboro, Illinois, and the following Plan Rooms:

Central Illinois Plan Room, 1620 S. 5<sup>th</sup> Street, Springfield, Illinois 62703  
Southern Illinois Builders Association, 1468 Green Mount Road, O'Fallon, Illinois 62269  
McGraw Hill Construction, [www.dodgeprojects.construction.com](http://www.dodgeprojects.construction.com)  
Greater Peoria Contractors & Suppliers Assoc., 1811 West Altorfer, Peoria, Illinois 61615

Drawings and specifications will be available for viewing on the internet at: [www.hurst-rosche.com](http://www.hurst-rosche.com). The documents are being provided for reference purposes only. Bidders are encouraged to obtain a signed and

sealed hard copy set of the bidding documents. At a minimum, bidders must obtain clean copies of bid forms from the offices of Hurst-Rosche, Inc. by paying a non-refundable amount of \$10.00 to submit a bid for this project.

The Owner requires the project to be substantially complete by July 31, 2020. Should the Contractor fail to complete the Work within such time, contractor agrees to compensate and will apply to the Owner for each and every day of such delay in completion of the Work beyond the Contract Time the sum of Two Hundred Fifty Dollars (\$250.00) per day for Work not completed by the substantial completion date as liquidated damages.

Bidders will be required to provide Bid security of a sum no less than 10 percent of the Bid Sum. The bid security shall be either certified check, cashier's check, bank money order or bid bond issued by surety licensed to conduct business in the State of Illinois. Hereinafter this bid security shall be referred to as the bid bond.

Submit two copies of your Bid on the Bid Form provided. Bidders may supplement this form as appropriate.

Your Bid will be required to be submitted under a condition of irrevocability for a period of 45 days after submission.

The Owner reserves the right to accept or reject any or all Bids or any part thereof, to waive any informality in bidding, and to accept bids deemed most favorable to the Owner.

NORTHWESTERN CUSD NO. 2

DR. KEVIN BOWMAN, SUPERINTENDENT

END OF DOCUMENT

DOCUMENT 00 21 14 - INSTRUCTIONS TO BIDDERS – AIA

1.1. SUMMARY

- A. Document Includes:
  - 1. Instructions to Bidders.
  - 2. Site examination.
  - 3. Prebid conference.
  
- B. Related Documents:
  - 1. Document 00 11 16 - Invitation To Bid.
  - 2. Document 00 41 13 - Bid Form - Stipulated Sum.
  - 3. Document 00 43 00 - Procurement Form Supplements: Appendix A.
  - 4. Document 00 72 14 - General Conditions - AIA Stipulated Sum.
  - 5. Document 00 73 13 - Supplementary Conditions - AIA.

1.2. INSTRUCTIONS TO BIDDERS

- A. These Instructions to Bidders amend or supplement AIA Document A701-1997 - Instructions to Bidders and other provisions of Bidding Documents and Contract Documents.
  
- B. To be considered all bids must in accordance with these Instructions to Bidders.
  
- C. Those interested parties may obtain sets of Drawings and Specifications from the Architects upon non-refundable deposit of \$25.00 per set (\$35.00 if mailed). At a minimum, bidders must obtain clean copies of bid forms by paying a non-refundable amount of \$10.00 to submit a bid for this project.

1.3. SITE EXAMINATION

- A. Bidders shall carefully examine documents and construction site to obtain first-hand knowledge of existing conditions. Contractors will not be given extra payments for conditions which can be determined by examining site and these documents.
  
- B. A visit to Project site has been arranged for Bidders immediately following the Pre-Bid Meeting on Thursday, March 26, 2020 at 10:00 AM.

1.4. THE SCHEDULE FOR BIDDING THIS PROJECT IS AS FOLLOWS

- A. **Plans Available:** March 16, 2020
  
- B. **Pre-Bid Meeting:** March 26, 2020  
10:00 AM  
Dist. Office at Elem. School

- C. **Latest Time to Submit Request for Interpretation:** April 2, 2020
- D. **Latest Time to Issue an Addendum:** April 3, 2020
- E. **Bid Opening** April 9, 2020  
2:00 PM  
Dist. Office at Elem. School

F. All requests for interpretations shall be in writing via mail or e-mail addressed to the Architect/Engineer and must be received seven (7) calendar days prior to date fixed for opening of bids in order to be given consideration. All questions must be submitted on the Request for Interpretation Pre-Bid Question and Comment Form included at the end of this section, and questions not submitted in accordance with this form and specified time frame will not be accepted. Any and all interpretations and supplemental instructions will be made by addendum to the Drawings and Specifications and forwarded to all bidders either by certified mail or fax transmittal (or e-mail). All responses by the Architect/Engineer must be in writing to be binding. Any response general in nature or affecting these Instructions to Bidders shall be sent via addendum as previously described. All bidders are required to return the signature page of the addendum signed to the Architect within 24 hours after receipt. Failure of any bidder to receive any such addendum or interpretations shall not relieve such bidder from an obligation under the bid as submitted. All addenda so issued shall become part of the Contract Documents. No addendum will be issued later than three (3) calendar days prior to bid date except one withdrawing the request for Bids or one postponing date for receiving Bids. Oral interpretations, changes or corrections will not be binding and Bidders shall not rely upon such interpretations, changes and corrections. Each Bidder shall ascertain prior to submitting Bid that all addenda issued have been received and shall acknowledge receipt in Bid.

**Questions shall be directed to:**  
**e-mail: [tdownen@hurst-rosche.com](mailto:tdownen@hurst-rosche.com)**

G. Materials, products and equipment described in Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the Architect at least ten days prior to the date for receipt of Bids. Each such request shall include name of material or equipment for which it is to be substituted and a complete description of the proposed substitute including drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or other work that incorporation of the substitute would require shall be included. The burden of proof of the merit of proposed substitute is upon the proposer. Architect's decision of approval or disapproval of a proposed substitution shall be final. If the Architect approves any proposed substitution prior to receipt of Bids, such approval will be set forth in an addendum. Bidders shall not rely upon approvals made in any other



manner. No substitutions will be considered after the contract award unless specifically provided in the Contract Documents.

- H. Bids shall be made on unaltered Bid Forms furnished by the Architect. Fill in all blank spaces and submit two (2) copies. Bids shall be signed with name typed below signature. Where bidder is a corporation, bids must be signed with legal name of corporation followed by name of state of incorporation and legal signature of an officer authorized to bind the corporation to a contract.
- I. Each bidder submitting a bid shall submit on form provided a list of any subcontractors and major suppliers he proposes to use with the bid. Failure to do so could disqualify the bid.
- J. Each bidder shall designate on the attached bid form one person who shall serve as the bidders contact person for all matters pertaining to the bid. In absence of such designation, the person who signs the bid shall be deemed the bidder contact.
- K. For those projects which are bid on a unit price basis, in the event in which a bidder does not fill out the extension of the unit price, or a math error has occurred in calculation, the unit prices listed shall govern.
- L. Each bid shall be accompanied by bid bond made payable to the Owner, in the amount of ten percent of the bid sum. Security shall be either certified check, cashier's check, bank money order or bid bond issued by surety licensed to conduct business in the State of Illinois. Successful bidder's security will be retained until he has signed the contract and furnished required payment and performance bonds. Owner reserves the right to retain security of the next two (2) lowest bidders until the lowest bidder enters into contract or until forty-five (45) days after bid opening, whichever is shorter. All other bid security will be returned as soon as practicable. If any bidder refuses to enter into a contract, Owner will retain bid security as liquidated damages, but not as a penalty.
- M. All costs associated with the preparation and submission of a bid are the sole responsibility of the bidder. These costs shall not be chargeable to the Owner by any successful or unsuccessful bidder. All bids become the property of the Owner and shall not be returned except in the case of a late submission.
- N. Simultaneously, with delivery of the executed contract, the successful bidder, at its own expense, shall furnish surety in the form of a performance bond and a labor and material payment bond in the amount of one hundred percent (100%) of the contract amount. Surety for such bonds shall be a company duly authorized and licensed in the State of Illinois and acceptable to the Owner. The Attorney-In-Fact who signs bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.
- O. All copies of the bid, bid security and any other documents required to be submitted with bid shall be enclosed in a sealed opaque envelope. Envelope shall be addressed to NORTHWESTERN CUSD No. 2, 30953 ROUTE 111, PALMYRA, IL 62674, and shall

be identified with project name, project number, bidder's name and address. Mailed bid envelopes shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof. Oral, telephonic or telegraphic Bids are invalid and will not receive consideration. Bids shall be deposited at the location designated in the Invitation to Bid prior to time and date designated for opening, or any extension thereof made by addendum. Bidder shall assume full responsibility for timely delivery at location designated for receipt of Bids. Bids received after time and date for receipt of bids will be returned unopened.

- P. A bid may not be modified, withdrawn or canceled during the forty-five (45) days immediately following bid opening, and each bidder so agrees in submitting his Bid. Any bidder may withdraw, cancel or modify its bid, at any time prior to scheduled time for opening of bids, by letter or telegram actually received by Owner prior to bid time, or, with proper identification, by personally securing bid submitted; if by telegram, written confirmation over signature of bidder shall be mailed and postmarked on or before date and time of bid opening. Withdrawn bids may be resubmitted up to bid opening time provided that they are in full compliance with these Instructions to Bidders.
- Q. Protests
1. Any bidder who submitted a bid and believes the bid was improperly rejected or that the bid selected by the Owner is not in the best interest of the Owner may submit a written notice of intent to protest the bid to the Owner within seven (7) days. The Owner shall consider all protests before execution of a contract. Each protest must specify the reasons supporting the protest. The Owner may require that additional information be provided. Failure to supply such required information shall be cause for dismissal of the protest.
  2. The Owner shall immediately investigate the allegations against the Owners actions and shall issue a written response to the protest.
  3. This provision allowing for the submission of protest shall not confer any right on any bidder but is intended solely to assist the Owner in determining the best responsible bid.
- R. Any complaint or protest of the bidding procedure must be filed by the bidder to the Owner. Within 7 days of bid opening the bidder shall notify the Owner in writing of his intent to protest bidding. The bidder shall perfect this notice of intent within 7 days.
- S. Owner reserves right to disqualify bids and bidders, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon part of bidder, lack of responsibility as evidenced by poor workmanship and progress of past work, incomplete work which, in judgment of Owner, might hinder or prevent prompt completion of additional work if awarded, for being in arrears on existing contracts, in litigation with the Owner, or having defaulted on a previous contract.
- T. Bidder's attention is directed to the fact that all Federal and Illinois State Laws, municipal ordinances and regulations of any and all authority having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Successful Bidders shall be required to comply with 775 ILCS 10 concerning equal employment

opportunities; comply with 30 ILCS 570 concerning the employment of citizens of the State of Illinois; comply with 820 ILCS 265 concerning substance abuse prevention on public works projects; and comply with 820 ILCS 130 concerning prevailing wages.

- U. Any successful bidder that is a corporation organized in a state other than Illinois shall furnish to the Owner, upon request, a properly certified copy of its current Certificate of Authority to do business in the State of Illinois, such certificate is to remain on file with the Owner.
- V. Any successful bidder that is a corporation organized in the State of Illinois shall furnish at its own cost to the Owner, if requested, a Certificate of Good Standing issued by the Secretary of State, such certificate is to remain on file with the Owner.
- W. Owner is exempt from payment of Federal & Illinois Department of Revenue's Use and Sales Tax on material entering permanently into structure. Retail sales tax shall not be included in the bid amount.
- X. Bids will be opened as announced in Invitation for Bids.
- Y. Owner reserves the right to reject any or all bids or any part thereof, to waive any informalities in bidding and to accept bids deemed most favorable to the Owner.
- Z. Notwithstanding any delay in preparation and execution of the formal Contract Agreement, each bidder shall be prepared, upon written notice of bid acceptance, to commence work within ten (10) days following receipt of official written Notice to Proceed, or on date stipulated in such notice.
- AA. Any work in providing or preparing to provide the services specified herein that is commenced by the successful bidder prior to execution of a written contract agreement shall be at the bidders expense.
- BB. Accepted bidder shall assist and cooperate with the Owner in preparing the formal Contract Agreement, and, within fifteen (15) days following its presentation, shall execute same and return it to Owner.
- CC. First day of construction is Monday, June 1, 2020. The Owner requires the Project to be substantially complete by Friday, July 31, 2020. Should the Contractor fail to complete the Work within such time, contractor agrees to compensate and will apply to the Owner for each and every day of such delay in completion of the Work beyond the Contract Time the sum of Two Hundred Fifty Dollars (\$250.00) per day for Work not completed by the substantial completion date as liquidated damages.

END OF DOCUMENT



**REQUEST FOR INTERPRETATION PRE-BID QUESTION AND COMMENT FORM**

(All information entered shall be typed in black).

PROJECT NAME: Drainage Improvements, Northwestern CUSD No. 2

BIDDER: \_\_\_\_\_ SUBMITTED BY (Name): \_\_\_\_\_ Date: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

Question No.	Page (or Drawing Sheet) Number	Drawing No. or Spec. Section Article & Paragraph Number	Question by Bidder

**NOTE: ANY AND ALL QUESTIONS PERTAINING TO THIS BID MUST BE TYPED AND SUBMITTED ON THIS FORM AND MAILED OR E-MAILED TO RECEIVE A RESPONSE.**



DOCUMENT 00 41 13 - BID FORM - STIPULATED SUM

To: **NORTHWESTERN CUSD NO. 2**  
**30953 ROUTE 111**  
**PALMYRA, IL 62674**

Project: **DRAINAGE IMPROVEMENTS**  
**NORTHWESTERN CUSD NO. 2**  
**PALMYRA, MACOUPIN COUNTY, ILLINOIS**  
**HR # 150-0430**

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

Submitted by: \_\_\_\_\_  
(full name)

(full address) \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

1. OFFER

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Architect for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of \_\_\_\_\_ dollars, \$ \_\_\_\_\_ in lawful money of the United States of America.

We have included the security Bid Bond as required by the Instruction to Bidders.

All applicable federal taxes are excluded, and State of Illinois and City of Palmyra taxes are excluded from the Bid Sum.

All Cash and Contingency Allowances described in Section 01 20 00 - Price and Payment Procedures are included in the Bid Sum.

2. REVIEW OF BID DOCUMENTS

The bidder represents that he is skilled and experienced in the use and interpretation of drawings and specifications such as those included in the bid documents for this contract. He has carefully reviewed the drawings, specifications and other bid documents, and has found them free of ambiguities and sufficient for bid purposes. Further, the Bidder has carefully examined the site of the work and, from his own observations, has satisfied himself as to the nature and location of the work; the character, quality and quantity of materials; the difficulties likely to be encountered; and any other items which may affect the performance of the Work. He has based his bid solely on these documents and observations, and has not relied in any way on any explanation or interpretation, oral or written, from any other source.

3. CONTRACTOR'S FEE FOR CHANGES IN WORK

Undersigned herein indicates a single percentage, not to exceed 12% for own forces and not to exceed 8% for subcontractors, for overhead and profit to be added to net extra job cost for changes in the work required to be performed by:

- a) Own Forces \_\_\_\_%
- b) Subcontractors \_\_\_\_%

Undersigned herein indicates a single percentage, not less than 10% for own forces and not less than 5% for subcontractors, for overhead and profit to be added to net credit for job costs for changes in the work required to be performed by:

- a) Own Forces \_\_\_\_%
- b) Subcontractors \_\_\_\_%

Percentages named above shall not include any items of insurance, bond or taxes since these are considered job cost items in contractor's quotations for changes in the work.

Any percentages indicated which are higher or lower than the maximum or minimum in the typewritten language herewith, shall be disregarded and typewritten figure used.

4. CONTRACT TIME

Undersigned agrees that, if awarded the Contract for Work bid upon herein, work will start on date designated in a written Notice to Proceed order issued by the Architect and will be completed in accordance with the contract documents, with all phases of work completed and operational and ready for acceptance by the Owner no later than as required by the Contract Agreement.

5. ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_; Addendum # \_\_\_\_\_ Dated \_\_\_\_\_  
 Addendum # \_\_\_\_\_ Dated \_\_\_\_\_; Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

6. APPENDICES

The following documents are attached to and made a condition of the Bid:

- Bid Bond in form of .....
- Bid Surety\_\_\_\_\_
- Document 00 43 00 - Procurement Form Supplements including:  
 Appendix A – List of Subcontractors.

7. EQUAL EMPLOYMENT OPPORTUNITY

During performance of this contract, Contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take



affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

- b. The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- c. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract of understanding, notice advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and by the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and order of the Secretary of Labor pursuant thereto, and will permit access to his books, records and accounts by the Department of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f. In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
- g. The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with the subcontractor or vendor as a result of such direction by the Department, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

8. NOT BARRED

The contractor by submitting its bid certifies that the Contractor is not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid-rotating. 720 ILCS 5/33/E-11.

9. DRUG FREE WORKPLACE

The Contractor by submitting its bid certifies that it will provide a drug free workplace and that it is in compliance with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et. seq., and the Substance Abuse Prevention on Public Works Projects Act PA095-0635.

10. SEXUAL HARASSMENT POLICY

The Contractor by submitting its bid certifies that it has a written sexual harassment, (ii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties (v) the legal resource, investigative and compliant process through the Illinois Department of Human Rights; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation for exercising rights under the policy in accordance with 775 ILCS 5/2-105(A)(4).

11. CRIMINAL RECORDS CHECKS

The Contractor by submitting its bid certifies that it will submit to background screening those employees, including subcontract employees, which will be working on any district project. This information is to be provided in accordance with the requirements of 105 ILCS 5/10-21.9. The Contractor by submitting its bid understands that employees found to be in violation of the Illinois School Code will not be permitted to work on school grounds.

12. BID FORM SIGNATURES

The Corporate Seal of

\_\_\_\_\_  
(Bidder - print the full name of your firm)  
was hereunto affixed in the presence of:

\_\_\_\_\_  
(Authorized signing officer Title)

(Seal)

\_\_\_\_\_  
(Authorized signing officer Title)

(Seal)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF DOCUMENT

DOCUMENT 00 43 00 - PROCUREMENT FORM SUPPLEMENTS

To: **NORTHWESTERN CUSD NO. 2**  
**30953 ROUTE 111**  
**PALMYRA, ILLINOIS 62674**

Project: **DRAINAGE IMPROVEMENTS**  
**NORTHWESTERN CUSD NO. 2**  
**PALMYRA, MACOUPIN COUNTY, ILLINOIS**  
**HR # 150-0430**

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

Submitted by: \_\_\_\_\_  
(full name)

(full address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

In accordance with Document 00 21 14 - Instructions to Bidders - AIA and Document 00 41 13 - Bid Form - Stipulated Sum, we include the Appendices to Bid Form Supplements listed below. The information provided shall be considered an integral part of the Bid Form.

The following Appendices are attached to this document:

Appendix A - List of Subcontractors: Include names of all Subcontractors and portions of the Work each Subcontractor will perform.

BID FORM SUPPLEMENTS SIGNATURES

The Corporate Seal of

\_\_\_\_\_  
(Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

\_\_\_\_\_  
(Authorized signing officer Title)

(Seal)

\_\_\_\_\_  
(Authorized signing officer Title)

(Seal)

DO NOT COPY

APPENDIX A - LIST OF SUBCONTRACTORS

Herewith is the list of subcontractors referenced in the bid submitted by:

(Bidder) \_\_\_\_\_

To (Owner) **NORTHWESTERN CUSD NO. 2**  
**30953 ROUTE 111**  
**PALMYRA, ILLINOIS 62674**

Dated \_\_\_\_\_ and which is an integral part of the Bid Form.

The following work will be performed (or provided) by subcontractors and coordinated by us:

WORK SUBJECT	NAME
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

END OF DOCUMENT



DOCUMENT 00 52 14 - AGREEMENT FORM – AIA

1.1. SUMMARY

- A. Document Includes:
  - 1. Contract Agreement.
- B. Related Documents:
  - 1. Document 00 72 14 - General Conditions – AIA Stipulated Sum.
  - 2. Document 00 73 13 - Supplementary Conditions - AIA.

1.2 CONTRACT AGREEMENT BETWEEN OWNER AND CONTRACTOR

- A. THIS AGREEMENT, made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_ in the year of Two Thousand and \_\_\_\_\_ by and between \_\_\_\_\_ hereinafter and in the Contract Documents called "Contractor" and the Northwestern CUSD No. 2, hereinafter and in the Contract Documents called "Owner."
  - B. WITNESSETH: That for and in consideration of the mutual covenants and agreements, hereinafter stated, Contractor and Owner covenant and agree as follows:
  - C. THE CONTRACT WORK:
    - 1. Contractor covenants and agrees to furnish all labor, materials, equipment, transportation, construction plant and facilities necessary to perform all Work required by the Contract Documents, for the Project entitled:
      - a. DRAINAGE IMPROVEMENTS  
NORTHWESTERN CUSD NO. 2  
PALMYRA, MACOUPIN COUNTY, ILLINOISas shown on Drawings and described in Specifications prepared by Hurst-Rosche, Inc., 1400 E. Tremont St., Hillsboro, IL 62049, acting as, and in these Contract Documents referred to as Architect/Engineer and covenants and agrees to do and perform all acts and things required of Contractor by this Contract and the Contract Documents.
- D. TIME OF COMPLETION:
  - 1. The Owner requires the Project to be substantially complete by July 31, 2020. Should the Contractor fail to complete the Work within such time, contractor agrees to compensate and will apply to the Owner for each and every day of such delay in completion of the Work beyond the Contract Time the sum of Two Hundred Fifty Dollars (\$250.00) per day for Work not completed by the substantial completion date as liquidated damages.

E. CONTRACT SUM AND TERMS OF PAYMENT:

1. Contract Sum: The Owner, if Contractor shall faithfully fulfill and perform this Contract, covenants and agrees to pay Contractor in current funds, subject to additions and deductions by Change Order as provided in the Contract Documents, the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), which sum shall constitute the Contract Sum, said Contract Sum being derived from Contractor's Bid dated \_\_\_\_\_. It is understood and agreed that should there be any increase in wage rates, or in cost of materials or equipment, or in any other of Contractor's costs or should Contractor be compelled to pay premium wages, or for overtime work, during the life of this Contract and/or prior to completion of Contractor's work thereunder, Contractor shall absorb all such increased costs, without addition to the Contract Sum except when otherwise expressly provided in Contract Documents.
2. Payments: Owner shall make payments for work performed under the Contract as provided in Article Nine of the General Conditions and in accordance with other applicable articles of the Supplementary Conditions and Contract Documents.
3. Contractor's Fees for Changes in Work: In accordance with Contractor's bid, it is agreed that the following percentages for overhead and profit shall be applied on work added to or omitted from the Contract by written Change Order approved by Architect and Owner in advance of performance of the work.

Additional Work performed by:

- |                     |                         |
|---------------------|-------------------------|
| 1. Own Forces ____% | 2. Subcontractors ____% |
|---------------------|-------------------------|

Omitted Work originally required by:

- |                     |                         |
|---------------------|-------------------------|
| 1. Own Forces ____% | 2. Subcontractors ____% |
|---------------------|-------------------------|

Note: Taxes (when applicable) are considered as incidentals, as well as bonds and insurance costs and are not included in the percentages listed above nor should they be added to change orders submitted.

F. CONTRACT DOCUMENTS:

1. Contract Documents include the Contract Agreement, Contractor's Bid as accepted by Owner, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, and all Addenda issued prior to and all Modifications issued after execution of the Contract Agreement.
2. Bidder's attention is directed to the fact that all Federal and Illinois State Laws, municipal ordinances and regulations of any and all authority having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written



out in full. Successful Bidders shall be required to comply with 777 ILCS 10 concerning equal employment opportunities; comply with 30 ILCS 570 concerning the employment of citizens of the State of Illinois; comply with 820 ILCS 265 concerning substance abuse prevention on public works projects; and comply with 820 ILCS 130 concerning prevailing wages.

**G. ILLINOIS LABOR:**

Contractor shall comply with all Illinois statutory requirements regarding labor, including, but not limited to, the following:

1. Illinois Public Act 77-1552 and Chapter 48, Sections 39S-1 through 39S-12 of the Illinois Revised Statutes regulating wages of laborers, mechanics and other workers employed in any public works and known as the "Prevailing Wage Act," which provides in part that all laborers, mechanics and workers performing work under the Contract shall be paid not less than the prevailing rate of wages as determined by the Illinois Department of Labor (820 ILCS 130).
2. Illinois Public Act 83-1472, Article 2 and Chapter 48, Sections 2201 through 2207, 1984 of the Illinois Revised Statutes pertaining to hiring of Illinois labor and known as the "Illinois Preference Act (30 ILCS 570)."
3. "Illinois Human Rights Act of 1980," Chapter 68, Illinois Revised Statutes, and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights; pertaining to equal employment opportunity (777 ILCS 10).

**H. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND:**

1. Within ten (10) days immediately following date of his receipt of this contract, Contractor shall furnish Owner the signed Contract and Performance Bond and Labor and Material Payment Bond as required by and in accordance with the terms of Contract Documents in a penal sum of one hundred percent (100%) of the Contract sum.
2. In the event Contractor fails to furnish Owner such Contract and Bonds within said period, this Contract shall thereupon become null and void at Owner's option, exercised by written registered notice and mailed to Contractor by said Owner within five (5) days thereafter. Owner may then retain and enforce as liquidated damages, bid guarantee heretofore deposited with it in connection with Contractor's proposal for this Contract or the difference between his bid and a subsequent awarded bid, whichever is lesser.

I. IN WITNESS HEREOF, the parties hereto have executed this agreement as of the day and year first written above.

OWNER:

NORTHWESTERN CUSD NO. 2

BY \_\_\_\_\_

TITLE \_\_\_\_\_

CONTRACTOR:

Attest:

\_\_\_\_\_

BY \_\_\_\_\_  
Secretary

BY \_\_\_\_\_

TITLE \_\_\_\_\_

END OF DOCUMENT

CONTRACTOR'S AFFIDAVIT FOR FINAL COMPLETION  
(To be filed with final request for payment)

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

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

\_\_\_\_\_, being  
first duly sworn upon oath deposes and says:

That he/she is \_\_\_\_\_ of \_\_\_\_\_

hereinafter termed "The Contractor" for all work upon the hereinafter termed "Said Project," work for the NORTHWESTERN CUSD NO. 2, under that certain contract between said Contractor and said Owner, bearing date of \_\_\_\_\_ pertaining to said work.

Affiant further states, of his/her own knowledge, that all bills incurred by the Contractor, for services, labor and material furnished, for work done by the Contractor under said Contract, or in connection with said project have been paid and all subcontractors who have furnished services, labor or materials have no claim or demand against Owner for any services, labor and/or materials furnished and/or work done by them upon said Project.

Affiant further states that this affidavit is made on behalf of the Contractor for the purpose of obtaining payment of the sum of \_\_\_\_\_ (\$\_\_\_\_\_) dollars, which affiant states, upon his/her own knowledge, constitutes the full balance due the Contractor for all services, labor and materials furnished and work done to and upon Said Project by the Contractor whether under and pursuant to provisions of said Contract and all subsequent modifications thereof and changes therein or otherwise; and that payment of the sum to the Contractor will constitute payment in full on everything due for such services, labor, materials and work, and will fully satisfy any and all claims or demands which Contractor may have or assert against said Owner, arising out of anything done or furnished by the Contractor or occurring in connection with said Project and/or Contract.

\_\_\_\_\_  
CONTRACTOR

By \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and Sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC



(PARTIAL) (FINAL)  
WAIVER OF LIEN

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by NORTHWESTERN CUSD NO. 2, hereinafter known as the OWNER,

To Furnish: \_\_\_\_\_

For the project known as: DRAINAGE IMPROVEMENTS

For the premises known as: NORTHWESTERN CUSD JR-SR HIGH SCHOOL AND ELEMENTARY SCHOOL

Address: 30953 ROUTE 111, PALMYRA, ILLINOIS

THE undersigned, for and in consideration of the dollar amount shown below and other good and valuable considerations, do(es) hereby waive and release under the mechanics' lien statutes of the State where the project premises are located, to the extent of the payment recited below is received by the undersigned and is applicable to lienable labor, services, materials, fixtures, or apparatus, any and all lien or claim or right of lien on the above-described premises and the improvements, fixtures and appurtenances thereon, and on the monies or other considerations due or to become due from the Owner and on all other project-related monies from whatever source, on the account of the above-mentioned labor, services, materials, fixtures, or apparatus furnished by the undersigned for or in connection with the above-described premises.

\_\_\_\_\_  
(Payment amount written in long form)

PAYMENT AMOUNT \_\_\_\_\_

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Signature of Officer)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_.

(Notary Public)

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



AFFIDAVIT OF PAYMENT TO MATERIAL SUPPLIERS AND SUBCONTRACTORS

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

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

\_\_\_\_\_, being first duly sworn upon oath  
deposes and says, that he/she entered into a Contract with the NORTHWESTERN CUSD NO. 2, known  
as the Owner, for furnishing of labor, work services, materials, fixtures, and supplies for DRAINAGE  
IMPROVEMENTS at the following described real estate: NORTHWESTERN CUSD JR-SR HIGH  
SCHOOL AND ELEMENTARY SCHOOL.

That for the purpose of said Contract, the following persons, firms or corporations have been contracted  
with to furnish, have furnished or prepared, or will furnish or prepare labor, services, materials, fixtures,  
apparatus, machinery or supplies, or are furnishing and preparing material for said construction; that there  
are due or to become due to them respectively, the amounts set opposite their names for said labor,  
services, materials, fixtures, apparatus, machinery and supplies as stated; that there are no other  
contractors outstanding and there is nothing due or to become due any person, firm, or corporation, for  
labor, services, materials, fixtures, machinery, apparatus, or supplies, other than as stated herewith.

MATERIAL SUPPLIER AND/OR SUBCONTRACTOR	CONTRACT ITEM	CONTRACT AMOUNT	AMOUNT PAID TO DATE	AMOUNT DUE OR TO BECOME DUE
--	------------------	--------------------	---------------------------	-----------------------------------

\_\_\_\_\_  
CONTRACTOR

Subscribed and sworn to before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_; A.D.  
20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC





CONSENT OF SURETY COMPANY TO FINAL PAYMENT  
(To be filed with final request for payment)

PROJECT: DRAINAGE IMPROVEMENTS  
NORTHWESTERN CUSD NO. 2  
PALMYRA, MACOUPIN COUNTY, ILLINOIS

TO (Owner): NORTHWESTERN CUSD NO. 2  
30953 ROUTE 111  
PALMYRA, IL 62674

CONTRACTOR:  
(Name, address)

CONTRACT DATE:

BOND NO.:

In accordance with the provisions between Owner and Contractor indicated above, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ SURETY COMPANY, hereby  
approves of final payment to Contractor, and agrees that final payment to Contractor shall not relieve  
Surety Company of any of its obligations to Owner, as set forth in Surety Company's bond.

IN WITNESS WHEREOF, Surety Company has hereunto set its hand this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Surety Company

(Seal):

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title



DOCUMENT 00 72 14 - GENERAL CONDITIONS – AIA STIPULATED SUM

1.1 SUMMARY

- A. Document Includes:
  - 1. General Conditions.
- B. Related Documents:
  - 1. Document 00 52 14 – Agreement Form – AIA Stipulated Sum.
  - 2. Document 00 73 13 – Supplementary Conditions - AIA.

1.2 GENERAL CONDITIONS

- A. AIA Document A201-2007, General Conditions of the Contract for Construction, is the General Conditions of the Contract.

1.3 SUPPLEMENTARY CONDITIONS

- A. Refer to Document 00 73 13 for modifications to General Conditions.

END OF DOCUMENT



## DOCUMENT 00 73 13 - SUPPLEMENTARY CONDITIONS - AIA

### 1.1 SUMMARY

- A. Document Includes:
  - 1. General Conditions.
  - 2. Supplementary Conditions.
- B. Related Documents:
  - 1. Document 00 41 13 – Bid Form – Stipulated Sum
  - 2. Document 00 52 14 – Agreement Form - AIA

### 1.2 GENERAL CONDITIONS

- A. The General Conditions of the Contract for Construction, AIA Document A201, Sixteenth Edition, 2007, Articles 1 through 15, is a part of this Contract and is incorporated herein as fully as if here set forth. Copies of the General Conditions are on file and may be reviewed at the offices of the Architect, or may be obtained from the American Institute of Architects, St. Louis Chapter, 911 Washington St., #225, St. Louis, Missouri 63101-1203.

### 1.3 SUPPLEMENTARY CONDITIONS

- A. The following supplements modify, change, delete from or add to the "General Conditions of the Contract for Construction," AIA Document A201, Sixteenth Edition, 2007. Where any Article of the General Conditions is modified or changed or any Paragraph, Subparagraph or Clause thereof is modified, changed or deleted by these supplements, the unaltered provisions of that Article, Paragraph, Subparagraph or Clause shall remain in effect.

### 1.4 REFERENCE TO DIVISION 01

- A. Where provisions of General Conditions relate to project administrative or work-related requirements of the Contract, and those provisions differ from those specified in Division 01, provisions outlined in Division 01 shall prevail.

### 1.5 ARTICLE 1: GENERAL PROVISIONS

- A. 1.5.1 In the second line following the word "Specifications" insert the words "and Project Manual,".
- B. 1.6 TRANSMISSION OF DATA IN DIGITAL FORM: Add new subparagraph 1.6.1:

1.6.1 Electronic drawings provided by the Owner or Architect are for informational purposes only and are not intended for any other use. The paper copies provided are a true representation of the completed design and if discrepancies should exist

between the paper copy and the electronic copy, the paper copy shall govern.

- C. Delete Subparagraph 1.1.8 its entirety and substitute the following:

1.1.8 INITIAL DECISION MAKER

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2 and certify termination of the Agreement under Section 14.2.2. If the Initial Decision Maker is not specifically identified in the Agreement, the responsibilities of the Initial Decision Maker shall default to the Architect.

- D. DEFINITIONS: Add Paragraph 1.1.9

1.1.9 PROJECT MANUAL

The Project Manual is the collection of documents which includes the bidding requirements, sample forms and, certain Contract Documents such as the Conditions of the Contract and the Specifications.

1.6 ARTICLE 2: OWNER

- A. 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER:

- B. Delete Subparagraphs 2.2.3 and 2.2.5 in their entireties and substitute the following:

2.2.3 The Owner shall, at the request of the Contractor, furnish to Contractor any survey or other similar descriptive information of project site that Owner has in his possession. Upon demonstration of need by Contractor for specific additional survey information, Owner shall obtain and furnish such information to Contractor.

2.2.5 Contractor will be furnished, free of charge, 4 copies of Drawings, Specifications, and Project Manual as set forth in Division 1 of the Specifications. Additional copies will be furnished to Contractor at cost of reproduction, postage and handling.

1.7 ARTICLE 3: CONTRACTOR

- 3.2. REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR: Add Subparagraphs 3.2.5 and 3.2.6:

3.2.5 The Contractor by executing the Contract represents that he has carefully examined the Site of the Work at each location and that he has full knowledge of and fully understands the facilities, site conditions, difficulties and restrictions attending performance of the Work. Contractor further represents that he has taken all required measurements and carefully inspected existing constructions, irregularities and interferences which may affect the Work. No additional compensation will be allowed for conditions increasing Contractor's cost which were not known to or appreciated by him prior to executing the Contract if they

could have been discovered by him following the foregoing procedures and thoroughly informing himself of all existing conditions affecting the Work.

3.2.6 Contractor will not, however, be required to excavate, penetrate or demolish any constructions or other work and conditions prior to executing the Contract in order to uncover and/or expose concealed conditions that affect the Work. If, during course of construction, Contractor uncovers conditions that affect the work that could not have been known and understood by the above described careful examination of conditions affecting the Work, he shall promptly notify the Architect, in writing, who will determine if claims for additional costs or extensions of time are justified. If such claims are found to be justified, Contract will be modified in accordance with Article 7 of the General Conditions.

1.8 ARTICLE 4: ARCHITECT

A. 4.1 GENERAL: Delete Subparagraph 4.1.1 in its entirety and substitute the following:

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

1.9 ARTICLE 5: SUBCONTRACTORS

A. 5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK: Add new Subparagraph 5.2.1.1.:

5.2.1.1. Within ten (10) days of notification of acceptance of his proposal, Contractor shall submit the names of those to whom he intends to award a Subcontract.

1.10 ARTICLE 6: CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

A. 6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS: Delete Subparagraph 6.1.3 in its entirety and substitute the following:

6.1.3 General Contractor shall have responsibility of coordinating efforts of all contractors and to maintain overall direction of job progress. Each Contractor shall coordinate operational methods with other contractors and encourage communications among all trades. All Contractors shall make other contractors aware of any problems, delays in materials shipments or lack of work force, and assist other contractors in maintaining job momentum and direction of overall project.

1.11 ARTICLE 9: PAYMENTS AND COMPLETION

A. 9.3 APPLICATIONS FOR PAYMENT: Add new Subparagraph 9.3.1.3

9.3.1.3.: Until Substantial Completion, the Owner will pay 90 percent of the amount due Contractor on account of approved progress payments.

1.12 ARTICLE 11: INSURANCE AND BONDS

A. 11.1.1 In the first line following the word "maintain," insert the words "in a company or companies licensed to do business in the state in which the project is located."

B. Add new Subparagraph 11.1.1.9:

11.1.1.9 General Liability Insurance shall be comprehensive, on occurrence, and shall include:

- Premises and Operations.
- Independent Contractors.
- Products and Completed Operations.
- Broad Form Property Damage.
- Personal Injury.
- Explosion, Collapse and Underground damage where the hazard exists.
- Contractual liability.

C. Add the following Sub-Subparagraphs to Subparagraph 11.1.2:

11.1.2.1 The insurance required by Subparagraph 11.1.1 shall be written for not less than the following, or greater if required by law:

1. Worker's Compensation:

- a. State: Statutory
- b. Applicable Federal: Statutory
- c. Employer's Liability: \$500,000

2. Comprehensive General Liability:

a. Bodily Injury:

\$ 500,000	Each Person
\$1,000,000	Aggregate

b. Property Damage:

\$ 500,000	Each Occurrence
\$1,000,000	Aggregate



- c. \$1,000,000 Combined Single

Limit Coverage for bodily injury and property damage per occurrence and in the same aggregate limit will be accepted in lieu of the separate limits specified above.

3. Personal Injury:

\$ 1,000,000 Combined single limit including owned non-owned, and hired motor vehicle.

4. Comprehensive Automobile Liability:

a. Bodily Injury:

\$1,000,000 Each Person  
\$1,000,000 Each Occurrence

b. Property Damage:

\$ 500,000 Each Occurrence  
\$1,000,000 Aggregate

c. \$1,000,000 Combined Single

Limit coverage for bodily injury and property damage per occurrence and in the same aggregate limit will be accepted in lieu of the separate limits specified above.

11.1.2.2 Umbrella Form Liability Coverage:

An Umbrella Form Liability coverage to not less than \$2,000,000 for any one occurrence and subject to the same aggregate over the Employer's Liability, Comprehensive General Liability, and Comprehensive Automobile Liability coverage is required.

D. Add the following Subparagraph 11.1.3.1:

11.1.3.1 Contractor shall furnish one copy each of Certificates of Insurance herein required for each copy of the Agreement which shall specifically set forth evidence of all coverage required by Paragraph 11.1. The form of the Certificate shall be AIA Document G705, Certificate of Insurance. Contractor shall furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits. The Contractor shall furnish to the Owner notice of any policy cancellation at least 30 days prior to the effective date of cancellation. The Contractor shall submit copies of subcontractor's Certificates of Insurance prior to the beginning of work.

E. Add the following Subparagraph 11.1.4.1:

11.1.4.1 The Owner and Architect shall be named as additional insureds by endorsement for the purpose of coverage only with no liability for premium payments.

F. 11.3. PROPERTY INSURANCE: Delete Subparagraph 11.3.1 in its entirety and substitute the following:

11.3.1: The General Contractor shall be responsible to maintain property (builder's risk) insurance upon the completed value of all work at the site under this contract to the full insurable value thereof. This insurance shall include the interests of the Owner, the General Contractor, Subcontractors, and Sub-subcontractors in the work and as their interests may appear in the work, and shall be an all-risk type policy, including theft, subject to the exclusions generally accepted in the insurance industry. This coverage is not intended to, and shall not, provide coverage for tools, equipment, scaffolding, forms, or other devices used by the Contractors or Subcontractors in performing work under this contract.

11.3.1.2 Delete this Paragraph in its entirety.

G. Delete Subparagraphs 11.3.1.3 in its entirety and substitute the following:

11.3.1.3 If the property insurance requires deductibles, the Contractor shall pay costs not covered because of such deductibles.

#### 1.13 ARTICLE 13: MISCELLANEOUS PROVISIONS

A. Add new paragraph 13.8 as follows:

##### 13.8 REFERENCED STANDARDS

13.8.1 No provision of any referenced standard specification, manual or code; whether or not specifically incorporated by reference in the Contract Documents; shall be effective to change the duties and responsibilities of Owner, Contractor or Architect, or any of their consultants, agents or employees from those set forth in the Contract Documents, nor shall it be effective to assign to Architect, or any of Architect's consultants, agents or employees, any duty or authority to supervise or direct the furnishing or performance of the Work or any duty or authority to undertake responsibility contrary to the provisions of Articles 1 through 15.

END OF SECTION

ARTICLE 25: PREVAILING RATE OF WAGES

25.1 Pursuant to Illinois Compiled Statutes 820 ILCS 130/0.01 et seq., these specifications list on the following pages, the Illinois Department of Labor prevailing rate of wages for the county where the contract is being performed and for each craft or type of worker needed to execute the contract.

## Macoupin County Prevailing Wage Rates posted on 3/3/2020

Trade Title	Rg	Type	C	Base	Foreman	M-F Overtime	H/W	Pension	Vac	Trng
ASBESTOS ABT-GEN	All	ALL		30.73	31.23	1.5	6.70	18.24	0.00	0.80
ASBESTOS ABT-MEC	All	BLD		31.75	32.75	1.5	8.00	6.25	2.00	0.55
BOILERMAKER	All	BLD		39.00	41.50	1.5	7.07	24.52	0.00	1.05
BRICK MASON	N	BLD		30.79	32.33	1.5	9.35	11.40	0.00	0.88
BRICK MASON	S	BLD		33.38	35.38	1.5	9.10	12.82	0.00	0.87
CARPENTER	All	BLD		32.83	35.08	1.5	8.65	18.25	0.00	0.55
CARPENTER	All	HWY		34.25	36.00	1.5	8.65	18.25	0.00	0.52
CEMENT MASON	All	ALL		35.25	36.25	1.5	10.00	14.75	0.00	0.45
CERAMIC TILE FINISHER	All	BLD		31.65	31.65	1.5	9.35	10.40	0.00	0.20
ELECTRIC PWR EQMT OP	N	ALL		46.47	55.07	1.5	7.39	13.01	0.00	0.69
ELECTRIC PWR EQMT OP	SE	ALL		52.41	54.94	1.5	7.99	14.69	0.00	0.52
ELECTRIC PWR EQMT OP	SW	ALL		45.78	45.78	1.5	6.50	12.82	0.00	0.46
ELECTRIC PWR GRNDMAN	N	ALL		31.69	55.07	1.5	6.95	8.87	0.00	0.48
ELECTRIC PWR GRNDMAN	SE	ALL		34.02	54.94	1.5	5.19	9.54	0.00	0.34
ELECTRIC PWR GRNDMAN	SW	ALL		29.38	29.38	1.5	6.50	8.23	0.00	0.29
ELECTRIC PWR LINEMAN	N	ALL		51.67	55.07	1.5	7.55	14.47	0.00	0.78
ELECTRIC PWR LINEMAN	SE	ALL		52.41	54.94	1.5	7.99	14.69	0.00	0.52
ELECTRIC PWR LINEMAN	SW	ALL		53.45	56.48	1.5	6.50	14.96	0.00	0.53
ELECTRIC PWR TRK DRV	N	ALL		33.25	55.07	1.5	7.00	9.31	0.00	0.50
ELECTRIC PWR TRK DRV	SE	ALL		37.20	54.94	1.5	5.68	10.42	0.00	0.37
ELECTRIC PWR TRK DRV	SW	ALL		34.18	34.18	1.5	6.50	9.58	0.00	0.34
ELECTRICIAN	N	BLD		36.44	38.44	1.5	7.80	11.34	0.00	0.50
ELECTRICIAN	SE	ALL		41.83	44.34	1.5	7.99	12.40	0.00	1.15
ELECTRICIAN	SW	ALL		44.35	46.60	1.5	10.00	12.07	0.00	0.22
ELECTRONIC SYSTEM TECH	N	BLD		32.62	34.62	1.5	7.25	9.98	0.00	0.40
ELECTRONIC SYSTEM TECH	SE	BLD		35.28	37.28	1.5	4.00	9.87	0.00	0.40
ELECTRONIC SYSTEM TECH	SW	BLD		32.57	34.57	1.5	10.00	7.28	0.00	0.40
ELEVATOR CONSTRUCTOR	All	BLD		50.09	56.35	2.0	15.57	17.51	4.50	0.62
GLAZIER	N	BLD		35.91	37.91	1.5	6.25	10.20	0.00	0.68
GLAZIER	S	BLD		32.78	0.00	2.0	9.02	10.80	2.63	0.31
HEAT/FROST INSULATOR	All	BLD		38.86	39.96	1.5	10.50	12.86	0.00	0.75

IRON WORKER	N	BLD		32.02	34.02	1.5	10.30	15.60	0.00	0.70
IRON WORKER	N	HWY		33.64	35.39	1.5	10.30	16.66	0.00	0.70
IRON WORKER	S	ALL		34.50	36.50	1.5	10.46	17.00	0.00	0.42
LABORER	All	ALL		30.23	30.73	1.5	6.70	18.24	0.00	0.80
LATHER	All	BLD		32.83	35.08	1.5	8.65	18.25	0.00	0.55
MACHINIST	All	BLD		48.93	51.43	1.5	7.68	8.95	1.85	1.32
MARBLE FINISHER	All	BLD		31.65	31.65	1.5	9.35	10.40	0.00	0.20
MARBLE MASON	All	BLD		33.15	33.15	1.5	9.35	10.40	0.00	0.20
MILLWRIGHT	All	BLD		32.53	34.78	1.5	8.65	19.01	0.00	0.55
MILLWRIGHT	All	HWY		35.51	37.26	1.5	8.65	19.77	0.00	0.52
OPERATING ENGINEER	All	BLD	1	38.80	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	BLD	2	37.67	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	BLD	3	33.19	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	BLD	4	33.25	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	BLD	5	32.92	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	BLD	6	41.35	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	BLD	7	41.65	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	BLD	8	41.93	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	BLD	9	39.80	41.80	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	1	37.30	40.30	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	2	36.17	40.30	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	3	31.69	40.30	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	4	31.75	40.30	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	5	31.42	40.30	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	6	39.85	40.30	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	7	40.15	40.30	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	8	40.43	40.30	1.5	13.35	18.65	0.00	1.05
OPERATING ENGINEER	All	HWY	9	38.30	40.30	1.5	13.35	18.65	0.00	1.05
PAINTER	All	BLD		31.55	33.05	1.5	6.20	12.02	0.00	0.70
PAINTER	All	HWY		32.75	34.25	1.5	6.20	12.02	0.00	0.70
PAINTER OVER 30 FT.	All	BLD		32.55	34.05	1.5	6.20	12.02	0.00	0.70
PAINTER PWR EQMT	All	BLD		32.55	34.05	1.5	6.20	12.02	0.00	0.70
PAINTER PWR EQMT	All	HWY		33.75	35.25	1.5	6.20	12.02	0.00	0.70
PILEDRIIVER	All	BLD		33.83	36.08	1.5	8.65	18.25	0.00	0.55
PILEDRIIVER	All	HWY		34.25	36.00	1.5	8.65	18.25	0.00	0.52
PIPEFITTER	N	BLD		42.95	46.95	1.5	7.40	10.76	0.00	1.11

PIPEFITTER	S	BLD		43.96	46.16	1.5	5.00	10.00	0.00	0.60
PLASTERER	All	BLD		33.75	35.25	1.5	10.00	9.90	0.00	0.50
PLUMBER	N	BLD		42.95	46.95	1.5	7.40	10.76	0.00	1.11
PLUMBER	S	BLD		43.96	46.16	1.5	5.00	10.00	0.00	0.60
ROOFER	All	BLD		31.26	33.91	1.5	10.40	9.81	0.00	0.56
SHEETMETAL WORKER	All	ALL		34.94	36.44	1.5	9.65	8.94	2.10	0.54
SPRINKLER FITTER	All	BLD		42.31	45.31	1.5	8.72	12.95	0.00	1.10
STONE MASON	All	BLD		30.79	32.33	1.5	9.35	11.40	0.00	0.88
TERRAZZO FINISHER	All	BLD		31.65	31.65	1.5	9.35	10.40	0.00	0.20
TERRAZZO MASON	All	BLD		33.15	33.15	1.5	9.35	10.40	0.00	0.20
TILE MASON	All	BLD		33.15	33.15	1.5	9.35	10.40	0.00	0.20
TRUCK DRIVER	All	ALL	1	38.17	42.29	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	ALL	2	38.71	42.29	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	ALL	3	39.01	42.29	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	ALL	4	39.34	42.29	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	ALL	5	40.39	42.29	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	O&C	1	30.54	33.83	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	O&C	2	30.97	33.83	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	O&C	3	31.21	33.83	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	O&C	4	31.47	33.83	1.5	13.00	6.60	0.00	0.25
TRUCK DRIVER	All	O&C	5	32.31	33.83	1.5	13.00	6.60	0.00	0.25
TUCK POINTER	N	BLD		30.79	32.33	1.5	9.35	11.40	0.00	0.88

BIDDING & CONTRACT REQUIREMENTS  
Document 00 86 00 - Drawings, Schedules and Details

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<u>DRAWING NO.</u>	<u>TITLE</u>
G-1.0	Cover Sheet
G1.1	General Notes
C1.0	Drainage Plan – High School
C1.1	Drainage Plan – Elementary School
C2.0	Details

All drawings dated March 16, 2020.

END 00 86 00.





## SECTION 01 10 00 - SUMMARY

### 1. GENERAL

#### 1.1. SECTION INCLUDES

- A. Contract description.
- B. Contractor's use of site and premises.
- C. Owner occupancy.
- D. Specification Conventions.
- E. Contractor's Duties.
- F. Contract Documents.

#### 1.2. CONTRACT DESCRIPTION

- A. The purpose of the project is to improve the storm water drainage at 3 locations on the grounds of the Northwestern CUSD JR-SR High School and Elementary School. At the JR-SR High School, the project includes the installation of downspout collection laterals and 2 separate PVC tile pipes. The tiling is routed south of the school building and discharged onto the south lawn. At the Elementary School, the project includes the installation of a sidewalk while directing downspout and surface runoff to an existing ditch to the north. Minor localized grading and installation of a paved ditch across the north driveway will be required to route the flow to the north.

#### 1.3. CONTRACTOR'S USE OF SITE AND PREMISES

- A. Limit use of site and premises to allow:
  - 1. Owner occupancy.
  - 2. Use of site and premises by the public.
- B. Allow for public use of all adjoining streets and sidewalks.
- C. Light duty vehicle parking is permitted. All parking lots and sidewalks are to be restored to their original condition.

#### 1.4. OWNER OCCUPANCY

- A. The Owner will occupy the site premises during the entire period of construction for the conduct of normal operations.
- B. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations.
- C. Schedule the Work to accommodate Owner occupancy.

## 1.5. SPECIFICATION CONVENTIONS

- A. These specifications are written in imperative mood and streamlined form. This imperative language is directed to the Contractor, unless specifically noted otherwise. The words shall be included by inference where a colon (:) is used within sentences or phrases.

## 1.6. CONTRACTOR'S DUTIES

- A. Except as specifically noted, Contractor shall provide and pay for:
  - 1. All labor, materials, and equipment used for construction of and/or incorporated into the project.
  - 2. All tools, construction equipment and machinery.
  - 3. Required building permits, and all inspection fees by governmental authorities.
  - 4. Other facilities and services necessary for proper execution and complete of work.
- B. Owner is exempt from sales tax on product permanently incorporated in work.
  - 1. Obtain sales tax exemption certificate number from Owner.
  - 2. Place exemption certificate number on invoices for materials incorporated in work.
  - 3. Upon completion of work, file with Owner a notarized statement that all purchases made under exemption certificate were entitled to be exempt and furnish copies of invoice to Owner.
  - 4. Pay legally assessed penalties for improper use of exemption certificate number.
- C. Comply with codes, ordinances, rules, regulations, orders, and other legal requirements of public authorities which bear on performance of work.
- D. Promptly submit written notice to Architect/Engineer of observed variance of contract documents from legal requirements.
  - 1. It is not the Contractors responsibility to make certain that drawings and specifications comply with codes and regulations.
    - a. Appropriate modifications to contract documents will account for/reflect necessary changes.
    - b. Assume responsibility for work known to be contrary to such requirements if written notice is not provided by the Contractor to the Architect.
- E. Enforce strict discipline and good order among employees.
- F. Do not unreasonably encumber site with materials or equipment.
- G. Do not load structure with weight that will endanger structure.
- H. Assume full responsibility for protection and safe-keeping of products stored on premises.

- I. Move any stored products which interfere with operations of Owner or other Contractors.
- J. Obtain and pay for use of additional storage or work areas needed for operations.
- K. The School Board shall prohibit the use of tobacco on school property when the property is being used for any school purposes. Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. All members of work crews must remain fully clothed and refrain from using obscene or profane language during these same time parameters. School purposes include, but are not limited to, all interscholastic or extracurricular athletic, academic, or other events sponsored by the School Board or in which students of the District participate.
- L. Contractor shall maintain building free from entrance of water at all times during construction.
- M. Contractor shall furnish, erect and maintain temporary ladders, ramps, or hoists as may be required for performance of his work.
  - 1. All such equipment shall be substantially designed, constructed, and maintained in accordance with applicable federal, state, and local laws, ordinances, and regulations, and shall be promptly removed when no longer needed.
- N. Contractor shall design, furnish, erect, maintain, and move all ladders and scaffolding required for this work.
  - 1. All ladders and scaffolding shall be designed, constructed, and maintained in accordance with applicable federal, state, and local law, ordinances, and regulations, and shall be promptly removed when no longer needed.

1.7. CONTRACT DOCUMENTS

- A. Contractor will be furnished free of charge four (4) copies of drawings and specifications.
- B. On request, additional copies will be furnished to Contractor at cost of reproduction, postage and handling.

2. PRODUCTS

Not Used.

3. EXECUTION

Not Used.

END OF SECTION



## SECTION 01 20 00 - PRICE AND PAYMENT PROCEDURES

### 1. GENERAL

#### 1.1. SECTION INCLUDES

- A. Contingency allowances.
- B. Schedule of values.
- C. Applications for payment.
- D. Change procedures.
- E. Defect assessment.

#### 1.2. CONTINGENCY ALLOWANCES

- A. Include in the Contract, a stipulated sum/price of \$5,000.00 for use upon Owner's instruction.
- B. Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from this Contingency Allowance.
- C. Funds will be drawn from Contingency Allowance only by Change Order.
- D. At closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.

#### 1.3. SCHEDULE OF VALUES

- A. Submit printed schedule on AIA Form G703 - Continuation Sheet for G702. Contractor's standard form or electronic media printout will be considered.
- B. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.
- C. Format: Utilize Table of Contents of this Project Manual. Identify each line item with number and title of major specification Section. Identify site mobilization, bonds and insurance.
- D. Include separately from each line item, direct proportional amount of Contractor's overhead and profit.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.

#### 1.4. APPLICATIONS FOR PAYMENT

- A. Submit three copies of each application on AIA Form G702-Application and Certificate for Payment Contractor's standard form or electronic media printout will be considered.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Submit updated construction schedule with each Application for Payment.
- D. Payment Period: Submit applications for payment to Architect/Engineer for processing no later than 10 days prior to date established for progress payment meeting.
- E. Submit with transmittal letter as specified for Submittals in Section 01 33 00.
- F. Submit lien waivers.
- G. Substantiating Data: When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question. Include the following with Application for Payment:
  - 1. Partial release of liens from major subcontractors and vendors.
  - 2. Affidavits attesting to off-site stored products.
- H. Application for Progress Payment No. 1 shall be accompanied by a notarized statement on Contractor's letterhead as follows:
  - 1. I certify that the funds requested for the accompanying Pay Request No. 1 will be used to pay all just and lawful bills against the undersigned and his subcontractors for labor, material and equipment employed in the performance of the work. I further certify that such bills will be paid no later than ten (10) calendar days from date of receipt of the Owner's disbursement.
  - 2. Execute statement with signature of a responsible officer of contracting firm.
- I. Each subsequent application for progress payment shall be accompanied by the following supporting documents:
  - 1. Partial or final waivers of lien in monetary amount from Contractor, each material supplier and/or subcontractor reflecting amounts incorporated into preceding request for progress payment.
  - 2. A notarized Affidavit of Payment to Material Suppliers and Subcontractors.
    - a. Affidavit shall be submitted in exact text as exhibit furnished by Architect/Engineers, signed by Contractor or Subcontractor.
    - b. Include unit item, actual amount of contract without overhead or profit, amount paid to date, and amount to become due (balance of account).
- J. Progress payments will be made for materials and equipment not incorporated in the work provided that:
  - 1. Such materials and equipment have been delivered to and suitable stored at site or some other location approved in writing by Owner and Architect/Engineer.

All such materials stored off-site shall be marked or tagged with identification of project to which they are assigned.

2. Contractor submits evidence of title to such materials and equipment.
3. Care and custody of such materials and equipment and all costs incurred for movement and storage shall be responsibility of Contractor.
4. Such materials and equipment are suitably insured by Contractor. Contractor shall submit a certificate of insurance showing the Owner as an additional insured and showing amount of insurance coverage of suitable proof that material and equipment are stored in a bonded warehouse.

- K. Refer to Section 01 70 00 for submittal requirements for application for final payment and related closeout procedures.

#### 1.5. CHANGE PROCEDURES

- A. Submittals: Submit name of individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. The Architect/Engineer will advise of minor changes in the Work not involving adjustment to Contract Sum/Price or Contract Time by issuing supplemental instructions in writing.
- C. The Architect/Engineer may issue a Proposal Request including a detailed description of proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change with stipulation of overtime work required and the period of time during which the requested price will be considered valid. Contractor will prepare and submit estimate within seven days.
- D. Contractor may propose changes by submitting a request for change to Architect/Engineer, describing proposed change and its full effect on the Work. Include a statement describing reason for the change, and effect on Contract Sum/Price and Contract Time with full documentation. Document requested substitutions in accordance with Section 01 60 00.
- E. Stipulated Sum/Price Change Order: Based on Proposal Request and Contractor's fixed price quotation or Contractor's request for Change Order as approved by Architect/Engineer.
- F. Architect/Engineer may issue directive, on **Hurst-Rosche, Inc.** Change Order form signed by Owner, instructing Contractor to proceed with change in the Work, for subsequent inclusion in a Change Order. Document will describe changes in the Work, and designate method of determining any change in Contract Sum/Price or Contract Time. Promptly execute change.
- G. Time and Material Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in Conditions of the Contract. Architect/Engineer will determine change allowable in Contract Sum/Price and Contract Time as provided in Contract Documents.

- H. Maintain detailed records of work done on Time and Material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.
- I. Document each quotation for change in cost or time with sufficient data to allow evaluation of quotation.
- J. Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in Conditions of the Contract.
- K. Correlation Of Contractor Submittals:
  - 1. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line item and adjust Contract Sum/Price.
  - 2. Promptly revise progress schedules to reflect change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
  - 3. Promptly enter changes in Project Record Documents.

#### 1.6. DEFECT ASSESSMENT

- A. Replace the Work, or portions of the Work, not conforming to specified requirements.
- B. If, in the opinion of the Architect/Engineer, it is not practical to remove and replace the Work, the Architect/Engineer will direct appropriate remedy or adjust payment.
- C. The defective Work may remain, but unit sum/price will be adjusted to new sum/price at discretion of Architect/Engineer.
- D. Individual specification sections may modify these options or may identify specific formula or percentage sum/price reduction.
- E. Authority of Architect/Engineer to assess defects and identify payment adjustments, is final.
- F. Non-Payment For Rejected Products: Payment will not be made for rejected products for any of the following:
  - 1. Products wasted or disposed of in a manner that is not acceptable.
  - 2. Products determined as unacceptable before or after placement.
  - 3. Products not completely unloaded from transporting vehicle.
  - 4. Products placed beyond lines and levels of required Work.
  - 5. Products remaining on hand after completion of the Work.
  - 6. Loading, hauling, and disposing of rejected products.

## 2. PRODUCTS

Not Used.



3. EXECUTION

Not Used.

END OF SECTION



## SECTION 01 30 00 - ADMINISTRATIVE REQUIREMENTS

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Coordination and project conditions.
- B. Preconstruction meeting.
- C. Progress meetings.
- D. Pre-installation meetings.
- E. Cutting and patching.

#### 1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion.
- C. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

#### 1.3 PRECONSTRUCTION MEETING

- A. Architect/Engineer will schedule meeting after Notice of Award.
- B. Attendance Required: Owner, Architect/Engineer, and Contractor.
- C. Agenda:
  - 1. Execution of Owner-Contractor Agreement.
  - 2. Submission of executed bonds and insurance certificates.
  - 3. Distribution of Contract Documents.
  - 4. Submission of list of Subcontractors, list of products, schedule of values, and progress schedule.
  - 5. Designation of personnel representing parties in Contract, and Architect/Engineer.
  - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
  - 7. Scheduling.

- D. Architect/Engineer will record minutes and distribute copies with reasonable promptness after meeting to participants, with copies to Owner and those affected by decisions made.

#### 1.4 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
- B. Architect/Engineer will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required: Job superintendent, major subcontractors and suppliers, Owner, Architect/Engineer, as appropriate to agenda topics for each meeting.
- D. Agenda:
  - 1. Review minutes of previous meetings.
  - 2. Review of Work progress.
  - 3. Field observations, problems, and decisions.
  - 4. Identification of problems impeding planned progress.
  - 5. Review of submittals schedule and status of submittals.
  - 6. Review of off-site fabrication and delivery schedules.
  - 7. Maintenance of progress schedule.
  - 8. Corrective measures to regain projected schedules.
  - 9. Planned progress during succeeding work period.
  - 10. Coordination of projected progress.
  - 11. Maintenance of quality and work standards.
  - 12. Effect of proposed changes on progress schedule and coordination.
  - 13. Other business relating to Work.
- E. Architect/Engineer will record minutes and distribute copies with reasonable promptness after meeting to participants, with copies to Owner and those affected by decisions made.

#### 1.5 PRE-INSTALLATION MEETINGS

- A. When required in individual specification sections, convene pre-installation meetings at Project site prior to commencing work of specific section.
- B. Require attendance of parties directly affecting, or affected by, Work of specific section.
- C. Notify Architect/Engineer four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
  - 1. Review conditions of installation, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Architect/Engineer will record minutes and distribute copies with reasonable promptness after meeting to participants, with copies to Owner and those affected by decisions made.

## PART 2 PRODUCTS

Not Used.

## PART 3 EXECUTION

### 3.1 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements affecting:
  - 1. Structural integrity of element.
  - 2. Integrity of weather-exposed or moisture-resistant elements.
  - 3. Efficiency, maintenance, or safety of element.
  - 4. Visual qualities of sight exposed elements.
  - 5. Work of Owner or separate contractor.
- C. Execute cutting, fitting, and patching to complete Work, and to:
  - 1. Fit the several parts together, to integrate with other Work.
  - 2. Uncover Work to install or correct ill-timed Work.
  - 3. Remove and replace defective and non-conforming Work.
  - 4. Remove samples of installed Work for testing.
  - 5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- D. Execute work by methods to avoid damage to other Work, and to provide proper surfaces to receive patching and finishing.
- E. Cut masonry and concrete materials using masonry saw or core drill.
- F. Restore Work with new products in accordance with requirements of Contract Documents.
- G. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- H. Refinish or restore surfaces and finished to match existing finishes. For continuous surfaces, refinish to nearest intersection; for assembly, refinish entire unit.
- I. Identify hazardous substances or conditions exposed during the Work to Architect/Engineer for decision or remedy.

END OF SECTION



## SECTION 01 33 00 - SUBMITTAL PROCEDURES

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Submittal procedures.
- B. Construction progress schedules.
- C. Proposed products list.
- D. Product data.
- E. Shop drawings.
- F. Samples.
- G. Design data.
- H. Test reports.
- I. Certificates.
- J. Manufacturer's instructions.

#### 1.2 SUBMITTAL PROCEDURES

- A. Transmit each submittal with shop drawing submittal form found at the end of this section.**
- B. Sequentially number transmittal forms. Mark revised submittals with original number and sequential alphabetic suffix.
- C. Identify Project, Contractor, subcontractor and supplier; pertinent drawing and detail number, and specification section number, appropriate to submittal.
- D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite Project, and deliver to Architect/Engineer at business address. Coordinate submission of related items.
- F. For each submittal for review, allow 15 days excluding delivery time to and from Contractor.

- G. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of completed Work.
- H. Allow space on submittals for Contractor and Architect/Engineer review stamps.
- I. When revised for resubmission, identify changes made since previous submission.
- J. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report inability to comply with requirements.
- K. Submittals not requested will not be recognized or processed.

### 1.3 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial schedules within 15 days after date of Owner-Contractor Agreement. After review, resubmit required revised data within ten days.
- B. Submit revised Progress Schedules with each Application for Payment.
- C. Distribute copies of reviewed schedules to Project site file, subcontractors, suppliers, and other concerned parties.
- D. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.
- E. Submit computer generated horizontal bar chart with separate line for each section of Work, identifying first work day of each week.
- F. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate early and late start, early and late finish, float dates, and duration.
- G. Indicate estimated percentage of completion for each item of Work at each submission.
- H. Submit separate schedule of submittal dates for shop drawings, product data, and samples, including dates reviewed submittals will be required from Architect/Engineer. Indicate decision dates for selection of finishes.
- I. Revisions To Schedules:
  - 1. Indicate progress of each activity to date of submittal, and projected completion date of each activity.
  - 2. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.
  - 3. Prepare narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect.



#### 1.4 PROPOSED PRODUCTS LIST

- A. Within 15 days after date of Owner-Contractor Agreement submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

#### 1.5 PRODUCT DATA

- A. Product Data: Submit to Architect/Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
- B. Submit number of copies Contractor requires, plus 3 copies Architect/Engineer will retain.
- C. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- D. Indicate product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- E. After review, produce copies and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents described in Section 01 70 00.

#### 1.6 SHOP DRAWINGS

- A. Shop Drawings: Submit to Architect/Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
- B. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. When required by individual specification sections, provide shop drawings signed and sealed by professional engineer responsible for designing components shown on shop drawings.
  - 1. Include signed and sealed calculations to support design.
  - 2. Submit drawings and calculations in form suitable for submission to and approval by authorities having jurisdiction.
  - 3. Make revisions and provide additional information when required by authorities having jurisdiction.
- D. Submit number of opaque reproductions Contractor requires, plus 3 copies Architect/Engineer will retain.

- E. After review, produce copies and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents described in Section 01 70 00.

## 1.7 SAMPLES

- A. Samples: Submit to Architect/Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
- B. Samples For Selection as Specified in Product Sections:
  - 1. Submit to Architect/Engineer for aesthetic, color, or finish selection.
  - 2. Submit samples of finishes from full range of manufacturers' standard colors, textures, and patterns for Architect/Engineer selection.
- C. Submit samples to illustrate functional and aesthetic characteristics of Products, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- D. Include identification on each sample, with full Project information.
- E. Submit number of samples specified in individual specification sections; Architect/Engineer will retain one sample.
- F. Reviewed samples which may be used in the Work are indicated in individual specification sections.
- G. Samples will not be used for testing purposes unless specifically stated in specification section.
- H. After review, produce duplicates and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents purposes described in Section 01 70 00.

## 1.8 DESIGN DATA

- A. Submit for Architect/Engineer's knowledge as contract administrator or for Owner.
- B. Submit for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.

## 1.9 TEST REPORTS

- A. Submit for Architect/Engineer's knowledge as contract administrator or for Owner.
- B. Submit test reports for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.

#### 1.10 CERTIFICATES

- A. When specified in individual specification sections, submit certification by manufacturer, installation/application subcontractor, or Contractor to Architect/Engineer, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect/Engineer.

#### 1.11 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, adjusting, and finishing, to Architect/Engineer for delivery to Owner in quantities specified for Product Data.
- B. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

#### PART 2 PRODUCTS

Not Used.

#### PART 3 EXECUTION

Not Used.

END OF SECTION



## SECTION 01 40 00 - QUALITY REQUIREMENTS

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Quality control and control of installation.
- B. Tolerances
- C. References.
- D. Examination.
- E. Preparation.

#### 1.2 QUALITY CONTROL AND CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. When manufacturers' instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform Work by persons qualified to produce required and specified quality.
- F. Verify field measurements are as indicated on Shop Drawings or as instructed by manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

#### 1.3 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. When manufacturers' tolerances conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

## 1.4 REFERENCES

- A. For products or workmanship specified by association, trade, or other consensus standards, comply with requirements of standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard by date of issue current on date of Contract Documents except where specific date is established by code.
- C. Obtain copies of standards where required by product specification sections.
- D. When specified reference standards conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- E. Neither contractual relationships, duties, nor responsibilities of parties in Contract nor those of Architect/Engineer shall be altered from Contract Documents by mention or inference otherwise in reference documents.

## PART 2 PRODUCTS

Not Used.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Verify existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.
- B. Verify existing substrate is capable of structural support or attachment of new Work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Verify utility services are available, of correct characteristics, and in correct locations.

### 3.2 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying new material or substance in contact or bond.

END OF SECTION

## SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Temporary Utilities:
  - 1. Temporary electricity.
  - 2. Temporary sanitary facilities.
- B. Construction Facilities:
  - 1. Vehicular access.
  - 2. Parking.
  - 3. Progress cleaning and waste removal.
- C. Temporary Controls:
  - 1. Security.
  - 2. Dust control.
  - 3. Noise control.

#### 1.2 TEMPORARY ELECTRICITY

- A. Owner will pay cost of energy used. Exercise measures to conserve energy. Utilize Owner's existing power service.
- B. Permanent convenience receptacles may be utilized during construction.

#### 1.3 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Existing facility use is not permitted. Provide facilities at time of project mobilization.

#### 1.4 VEHICULAR ACCESS

- A. Provide unimpeded access for emergency vehicles.
- B. Use existing on-site roads for construction traffic.

#### 1.5 PARKING

- A. Use of existing on-site streets and driveways used for construction traffic is permitted. Tracked vehicles not allowed on paved areas.
- B. Use of existing parking facilities used by construction personnel is permitted.
- C. Do not allow heavy vehicles or construction equipment in parking areas.

1.6 PROGRESS CLEANING AND WASTE REMOVAL

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

1.7 SECURITY

- A. Security Program:
  - 1. Protect Work existing premises and Owner's operations from theft, vandalism, and unauthorized entry.

1.8 DUST CONTROL

- A. Execute Work by methods to minimize raising dust from construction operations.
- B. Provide positive means to prevent air-borne dust from dispersing into atmosphere.

1.9 NOISE CONTROL

- A. Provide methods, means, and facilities to minimize noise from and noise produced by construction operations.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION



## SECTION 01 60 00 - PRODUCT REQUIREMENTS

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Products.
- B. Product delivery requirements.
- C. Product storage and handling requirements.
- D. Product options.
- E. Product substitution procedures.

#### 1.2 PRODUCTS

- A. Furnish products of qualified manufacturers suitable for intended use. Furnish products of each type by single manufacturer unless specified otherwise.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by Contract Documents.
- C. Furnish interchangeable components from same manufacturer for components being replaced.

#### 1.3 PRODUCT DELIVERY REQUIREMENTS

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to ensure products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

#### 1.4 PRODUCT STORAGE AND HANDLING REQUIREMENTS

- A. Store and protect products in accordance with manufacturers' instructions.
- B. Store with seals and labels intact and legible.
- C. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- D. For exterior storage of fabricated products, place on sloped supports above ground.

- E. Provide bonded off-site storage and protection when site does not permit on-site storage or protection.
- F. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- G. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- H. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

#### 1.5 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of one of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with Provision for Substitutions: Submit request for substitution for any manufacturer not named in accordance with the following article.

#### 1.6 PRODUCT SUBSTITUTION PROCEDURES

- A. Instructions to Bidders specify time restrictions for submitting requests for Substitutions during bidding period to requirements specified in this section.
- B. Substitutions may be considered when a product becomes unavailable through no fault of Contractor.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that Bidder:
  1. Has investigated proposed product and determined that it meets or exceeds quality level of specified product.
  2. Will provide same warranty for Substitution as for specified product.
  3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
  4. Waives claims for additional costs or time extension which may subsequently become apparent.
  5. Will reimburse Owner and Architect/Engineer for review or redesign services associated with re-approval by authorities having jurisdiction.
- E. Substitutions will not be considered when they are indicated or implied on Shop Drawing or Product Data submittals, without separate written request, or when acceptance will require revision to Contract Documents.

F. Substitution Submittal Procedure:

1. Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
2. Submit Shop Drawings, Product Data, and certified test results attesting to proposed product equivalence. Burden of proof is on proposer.
3. Architect/Engineer will notify Contractor in writing of decision to accept or reject request.

PART 2 PRODUCTS

PART 3 EXECUTION

Not Used.

END OF SECTION



## SECTION 01 70 00 - EXECUTION AND CLOSEOUT REQUIREMENTS

### PART 1 GENERAL

#### 1.1 SECTION INCLUDES

- A. Closeout procedures.
- B. Final cleaning.
- C. Demonstration and instructions.
- D. Protecting installed construction.
- E. Project record documents.
- F. Operation and maintenance data.
- G. Spare parts and maintenance products.
- H. Product warranties and product bonds.

#### 1.2 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect/Engineer's review.
- B. Provide submittals to Architect/Engineer required by authorities having jurisdiction.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- D. Provide a notarized Affidavit for Final Completion in exact text as exhibit furnished by Architect/Engineer, signed by Contractor.
- E. Owner will occupy all of building as specified in Section 01 10 00.

#### 1.3 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces.
- C. Remove waste and surplus materials, rubbish, and construction facilities from site.

#### 1.4 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to date of Substantial Completion.
- B. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- C. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
- D. Required instruction time for each item of equipment and system is specified in individual sections.

#### 1.5 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual specification sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

#### 1.6 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
  - 5. Reviewed Shop Drawings, Product Data, and Samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.

- D. Record information concurrent with construction progress, not less than weekly.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates utilized.
  - 3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Field changes of dimension and detail.
  - 2. Details not on original Contract drawings.
- G. Submit documents to Architect/Engineer with claim for final Application for Payment.

#### 1.7 OPERATION AND MAINTENANCE DATA

- A. Submit data bound in 8-1/2 x 11 inch (A4) text pages, three D side ring binders with durable plastic covers.
- B. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of project .
- C. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- E. Contents: Prepare Table of Contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:
  - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
  - 2. Part 2: Operation and maintenance instructions, arranged by and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
    - a. Significant design criteria.
    - b. Parts list for each component.
    - c. Operating instructions.
    - d. Maintenance instructions for equipment and systems.
    - e. Maintenance instructions for finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
  - 3. Part 3: Project documents and certificates, including the following:
    - a. Shop drawings and product data.
    - b. Certificates.
    - c. Originals of warranties and bonds.

## 1.8 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Furnish spare parts, maintenance, and extra products in quantities specified in individual specification sections.
- B. Deliver to Project site and place in location as directed by Owner; obtain receipt prior to final payment.

## 1.9 PRODUCT WARRANTIES AND PRODUCT BONDS

- A. Obtain warranties and bonds executed in duplicate by responsible subcontractors, suppliers, and manufacturers, within ten days after completion of applicable item of work.
- B. Execute and assemble transferable warranty documents and bonds from subcontractors, suppliers, and manufacturers.
- C. Verify documents are in proper form, contain full information, and are notarized.
- D. Co-execute submittals when required.
- E. Include Table of Contents and assemble in three D side ring binder with durable plastic cover.
- F. Submit prior to final Application for Payment.
- G. Time Of Submittals:
  - 1. Make submittals within ten days after Date of Substantial Completion, prior to final Application for Payment.

## PART 2 PRODUCTS

Not Used.

## PART 3 EXECUTION

Not Used.

END OF SECTION



## SECTION 221423 - STORM DRAINAGE PIPING SPECIALTIES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:
  - 1. Miscellaneous storm drainage piping specialties.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.

### PART 2 - PRODUCTS

#### 2.1 MISCELLANEOUS STORM DRAINAGE PIPING SPECIALTIES

- A. Downspout Boots
  - 1. Manufacturer J.R. Hoe, or equivalent.
  - 2. Description: Manufactured, ASTM A48, gray-iron casting, with strap or ears for attaching to building; NPS 4 outlet; and shop-applied powder coating.
  - 3. Size: Inlet size to match downspout and NPS 4 outlet.
  - 4. Boot to have access for sewer cleanout.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION

- A. Install downspout boots at grade with top above grade enough to connect to downspout pipe, allow for access to side cleanout and accommodate flowline. Secure to building wall.

END OF SECTION

## SECTION 334200 - STORMWATER CONVEYANCE

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:
  1. PVC pipe and fittings.
  2. Cleanouts.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.

### PART 2 - PRODUCTS

#### 2.1 PVC PIPE AND FITTINGS

- A. Source Limitations: Obtain PVC pipe and fittings from single manufacturer.
- B. PVC Type PSM Sewer Piping:
  1. Pipe: ASTM D3034, SDR 35, PVC Type PSM sewer pipe with bell-and-spigot ends for gasketed joints.
  2. Fittings: ASTM D3034, PVC with bell ends.
  3. Gaskets: ASTM F477, elastomeric seals.

#### 2.2 CLEANOUTS

- A. PVC Cleanouts:
  1. Source Limitations: Obtain PVC cleanouts from single manufacturer.
  2. Description: PVC body with PVC threaded plug. Include PVC sewer pipe fitting and riser to cleanout of same material as sewer piping.

## PART 3 - EXECUTION

### 3.1 PIPING INSTALLATION

- A. General Locations and Arrangements: Drawing plans and details indicate general location and arrangement of underground storm drainage piping. Location and arrangement of piping layout take into account design considerations. Install piping as indicated, to extent practical. Where specific installation is not indicated, follow piping manufacturer's written instructions.
- B. Install piping beginning at low point, true to grades and alignment indicated with unbroken continuity of invert. Place bell ends of piping facing upstream. Install gaskets, seals, sleeves, and couplings in accordance with manufacturer's written instructions for use of lubricants, cements, and other installation requirements.
- C. Install proper size increasers, reducers, and couplings where different sizes or materials of pipes and fittings are connected. Reducing size of piping in direction of flow is prohibited.
- D. When installing pipe under streets or other obstructions that cannot be disturbed, use pipe-jacking process of microtunneling.
- E. Install gravity-flow, nonpressure drainage piping in accordance with the following:
  - 1. Install piping pitched down in direction of flow.
  - 2. Install piping NPS 6 and larger with restrained joints at tee fittings and at changes in direction. Use corrosion-resistant rods, pipe or fitting manufacturer's proprietary restraint system, or cast-in-place concrete supports or anchors.
  - 3. Install PVC sewer piping in accordance with ASTM D2321 and ASTM F1668.

### 3.2 PIPE JOINT CONSTRUCTION

- A. Join gravity-flow, nonpressure drainage piping in accordance with the following:
  - 1. Join PVC sewer piping in accordance with ASTM D2321 and ASTM D3034 for elastomeric-seal joints or ASTM D3034 for elastomeric-gasketed joints.
  - 2. Join dissimilar pipe materials with nonpressure-type flexible couplings.

### 3.3 CLEANOUT INSTALLATION

- A. Install cleanouts and riser extensions from sewer pipes to cleanouts at grade. Use cast-iron soil pipe fittings in sewer pipes at branches for cleanouts and cast-iron soil pipe for riser extensions to cleanouts. Install piping so cleanouts open in direction of flow in sewer pipe.
  - 1. Use Light-Duty, top-loading classification cleanouts in earth or unpaved foot-traffic areas.
  - 2. Use Heavy-Duty, top-loading classification cleanouts in vehicle-traffic service areas.
- B. Set cleanout frames and covers in earth in cast-in-place concrete block, 18 by 18 by 18 inches deep. Set with tops 1 inch above surrounding earth grade.

- C. Set cleanout frames and covers in concrete pavement and roads with tops flush with pavement surface.
- D. Install cleanout concrete block to also support outer diameter of sewer pipe to act as a thrust block at sewer pipe bends.

#### 3.4 CONCRETE PLACEMENT

- A. Place cast-in-place concrete in accordance with ACI 318.

#### 3.5 CONNECTIONS

- A. Connect nonpressure, gravity-flow drainage piping in building's storm building drains specified in Section 221413 "Facility Storm Drainage Piping."

END OF SECTION