

SPECIFICATIONS

for

MAIN OFFICE RENOVATIONS

for

BERKS COUNTY INTERMEDIATE UNIT
READING, BERKS COUNTY, PA

GENERAL CONSTRUCTION CONTRACT
PLUMBING CONSTRUCTION CONTRACT
HVAC CONSTRUCTION CONTRACT
ELECTRICAL CONSTRUCTION CONTRACT

AEM ARCHITECTS, INC.
3700 Perkiomen Avenue
Reading, PA 19606
Phone: (610) 779-3220

CONSOLIDATED ENGINEERS
MECHANICAL/ELECTRICAL ENGINEERS
1022 James Drive
Leesport, PA 19533
Phone: (610) 916-1600

WZG STRUCTURAL CONSULTING
ENGINEERS, INC.
1137 N. Gravel Pike
Zieglersville, PA 19492
Phone: (610) 831-0555

WILKINSON DESIGN
GROUP, LLC
374 Circle of Progress Drive
Pottstown, PA 19464
Phone: (610) 323-3400

CORSI ASSOCIATES
1001 Baltimore Pike, Suite 308
Springfield, PA 19604
Phone: (866) 267-7447

OCTOBER 2025

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

TABLE OF CONTENTS

	<u>Page No.</u>
00 01 00 - Title Page.....	1
00 01 10 - Table of Contents	6
00 01 15 - Schedule of Drawings	4

BIDDING REQUIREMENTS, CONTRACT FORMS, AND CONDITIONS OF THE CONTRACT

00 11 13 - Advertisement for Bids.....	1
00 21 13 - Instructions to Bidders.....	12
00 41 00 - Bid Form – Contract No. 1 – General Construction.....	9
00 41 00 - Bid Form – Contract No. 2 – Plumbing Construction.....	6
00 41 00 - Bid Form – Contract No. 3 – HVAC Construction.....	6
00 41 00 - Bid Form – Contract No. 4 – Electrical Construction.....	6
00 43 13 - Bid Bond Form.....	4
00 45 19 - Noncollusion Affidavit.....	2
AIA-101 – 2017 Standard Form of Agreement.....	7
AIA-101 – 2017 Exhibit A.....	6
00 61 13.13 – Performance Bond Form.....	4
00 61 13.16 – Payment Bond Form.....	3
Pennsylvania Exemption Certificate.....	1
Pennsylvania Exemption Certificate General Instruction.....	1
AIA-201 – 2017 General Conditions of the Contract.....	63
AIA-401 – 2003 Certificate of Document's Authenticity.....	1
00 73 46 - Prevailing Wage Determination Schedule.....	8
00 73 73 - Statutory Requirements.....	10

SPECIFICATIONS

<u>DIVISION 1 – GENERAL REQUIREMENTS</u>	<u>Page No.</u>
01 10 00 - Summary..... BCIU Policy Manual No. 818 (4 pages)	01 10 00-1 – 01 10 00-13
01 12 00 - Multiple Contract Summary.....	01 12 00-1 – 01 12 00-8
01 21 00 - Allowances.....	01 21 00-1 – 01 21 00-4
01 22 00 - Unit Prices.....	01 22 00-1 – 01 22 00-8
01 23 00 - Alternates.....	01 23 00-1 – 01 23 00-5
01 25 00 - Substitution Procedures.....	01 25 00-1 – 01 25 00-4
01 26 00 - Contract Modification Procedures..... G710 – Architect's Supplemental Instructions (1 page) G709 – Work Changes Proposal Request (1 page) G701 – Change Order (1 page) Change Order Acknowledgement Form (1 page) G714 – Construction Change Directive (1 page)	01 26 00-1 – 01 26 00-4
01 29 00 - Payment Procedures..... BCIU Certification and Partial Release (2 pages)	01 29 00-1 – 01 29 00-6
01 31 00 - Project Management and Coordination.....	01 31 00-1 – 01 31 00-9
01 32 00 - Construction Progress Documentation.....	01 32 00-1 – 01 32 00-9

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

TABLE OF CONTENTS

	<u>Page No.</u>
01 33 00 - Submittal Procedures.....	01 33 00-1 – 01 33 00-12
Submittal Cover Sheet (1 page)	
Sample Submittal Schedule (1 page)	
01 40 00 - Quality Requirements.....	01 40 00-1 – 01 40 00-9
01 42 00 - References.....	01 42 00-1 – 01 42 00-5
01 50 00 - Temporary Facilities and Controls.....	01 50 00-1 – 01 50 00-14
01 57 13 - Erosion and Sediment Control.....	01 57 13-1 – 01 57 13-4
01 60 00 - Product Requirements.....	01 60 00-1 – 01 60 00-7
01 73 00 - Execution.....	01 73 00-1 – 01 73 00-8
01 73 29 - Cutting and Patching.....	01 73 29-1 – 01 73 29-5
01 77 00 - Closeout Procedures.....	01 77 00-1 – 01 77 00-7
01 78 23 - Operation and Maintenance Data.....	01 78 23-1 – 01 78 23-7
01 78 39 - Project Record Documents.....	01 78 39-1 – 01 78 39-4
01 79 00 - Demonstration and Training.....	01 79 00-1 – 01 79 00-4
01 91 13 - Building Systems Commissioning Requirements.....	01 91 13-1 – 01 91 13-11

DIVISION 2 – EXISTING CONDITIONS

02 41 19 - Selective Demolition.....	02 41 19-1 – 02 41 19-7
--------------------------------------	-------------------------

DIVISION 3 – CONCRETE

03 30 00 - Cast-in-Place Concrete.....	03 30 00-1 – 03 30 00-25
03 54 16 - Hydraulic Cement Underlayment.....	03 54 16-1 – 03 54 16-5

DIVISION 4 - MASONRY

04 01 20 - Masonry Restoration and Cleaning.....	04 01 20-1 – 04 01 20-10
04 20 00 - Unit Masonry.....	04 20 00-1 – 04 20 00-20

DIVISION 5 – METALS

05 12 00 - Structural Steel Framing.....	05 12 00-1 – 05 12 00-10
05 31 00 - Steel Decking.....	05 31 00-1 – 05 31 00-6
05 40 00 - Cold-Formed Metal Framing.....	05 40 00-1 – 05 40 00-8
05 50 00 - Metal Fabrications.....	05 50 00-1 – 05 50 00-9
05 51 20 - Modular Ramp Assemblies.....	05 51 20-1 – 05 51 20-5
05 52 13 - Pipe and Tube Railings.....	05 52 13-1 – 05 52 13-8

DIVISION 6 – WOODS, PLASTICS AND COMPOSITES

06 10 00 - Rough Carpentry.....	06 10 00-1 – 06 10 00-4
06 16 00 - Sheathing.....	06 16 00-1 – 06 16 00-3
06 20 00 - Finish Carpentry.....	06 20 00-1 – 06 20 00-10
06 64 00 - Plastic Paneling.....	06 64 00-1 – 06 64 00-3

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

TABLE OF CONTENTS

	<u>Page No.</u>
<u>DIVISION 7 – THERMAL AND MOISTURE PROTECTION</u>	
07 01 50 - Preparation For Reroofing.....	07 01 50-1 – 07 01 50-4
07 11 13 - Bituminous Dampproofing.....	07 11 13-1 – 07 11 13-4
07 19 00 - Water Repellants.....	07 19 00-1 – 07 19 00-5
07 21 00 - Thermal Insulation.....	07 21 00-1 – 07 21 00-4
07 24 13 - Polymer-Based Exterior Insulation and Finish System.....	07 24 13-1 – 07 24 13-11
07 25 00 - Weather Barriers.....	07 25 00-1 – 07 25 00-2
07 42 13 - Metal Wall Panels.....	07 42 13-1 – 07 42 13-10
07 54 23 - Thermoplastic-Polyolefin (TPO) Roofing.....	07 54 23-1 – 07 54 23-11
07 71 00 - Roof Specialties.....	07 71 00-1 – 07 71 00-8
07 81 00 - Applied Fire Protection.....	07 81 00-1 – 07 81 00-6
07 84 13 - Penetration Firestopping.....	07 84 13-1 – 07 84 13-5
07 84 43 - Joint Firestopping.....	07 84 43-1 – 07 84 43-5
07 92 00 - Joint Sealants.....	07 92 00-1 – 07 92 00-7
07 95 00 - Expansion Control.....	07 95 00-1 – 07 95 00-6
<u>DIVISION 8 – DOORS AND WINDOWS</u>	
08 11 13 - Hollow Metal Doors and Frames.....	08 11 13-1 – 08 11 13-9
08 14 16 - Flush Wood Doors.....	08 14 16-1 – 08 14 16-6
08 31 13 - Access Doors and Frames.....	08 31 13-1 – 08 31 13-4
08 41 13 - Aluminum-Framed Entrances and Storefronts.....	08 41 13-1 – 08 41 13-9
08 56 53 - Security Windows.....	08 56 53-1 – 08 56 53-5
08 71 00 - Door Hardware.....	08 71 00-1 – 08 71 00-20
08 80 00 - Glazing.....	08 80 00-1 – 08 80 00-12
08 88 13 - Fire-Rated Glazing.....	08 88 13-1 – 08 88 13-6
<u>DIVISION 9 – FINISHES</u>	
09 22 16 - Non-Structural Metal Framing.....	09 22 16-1 – 09 22 16-7
09 29 00 - Gypsum Board.....	09 29 00-1 – 09 29 00-8
09 30 13 - Ceramic Tiling.....	09 30 13-1 – 09 30 13-8
09 51 13 - Acoustical Panel Ceilings.....	09 51 13-1 – 09 51 13-8
09 65 13 - Resilient Base and Accessories.....	09 65 13-1 – 09 65 13-5
09 65 19 - Resilient Tile Flooring.....	09 65 19-1 – 09 65 19-6
09 67 23 - Resinous Flooring.....	09 67 23-1 – 09 67 23-6
09 68 10 - Carpeting.....	09 68 10-1 – 09 68 10-7
09 84 33 - Sound-Absorbing Room Components.....	09 84 33-1 – 09 84 33-5
09 84 53 - Aluminum Window Partition Closure.....	09 84 53-1 – 09 84 53-3
09 91 00 - Painting and Finishing.....	09 91 00-1 – 09 91 00-11
<u>DIVISION 10 – SPECIALTIES</u>	
10 11 00 - Visual Display Surfaces	10 11 00-1 – 10 11 00-6
10 14 16 - Plaques	10 14 16-1 – 10 14 16-4
10 14 23 - Panel Signage	10 14 23-1 – 10 14 23-5

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

TABLE OF CONTENTS

	<u>Page No.</u>
10 14 29 - Illuminated Exterior Signage.....	10 14 29-1 – 10 14 29-6
10 21 13 - Plastic Toilet Compartments.....	10 21 13-1 – 10 21 13-4
10 26 13 - Corner Guards.....	10 26 13-1 – 10 26 13-4
10 26 23 - Abuse Resistant Wall Panels.....	10 26 23-1 – 10 26 23-4
10 28 00 - Toilet Accessories.....	10 28 00-1 – 10 28 00-4
10 51 13 - Metal Lockers.....	10 51 13-1 – 10 51 13-7

DIVISION 11 – EQUIPMENT

11 40 00 - Food Service Equipment.....	11 40 00-1 – 11 40 00-35
--	--------------------------

DIVISION 12- FURNISHINGS

12 24 13 - Roller Window Shades.....	12 24 13-1 – 12 24 13-5
12 32 16 - Plastic Laminate-Faced Casework.....	12 32 16-1 – 12 32 16-7
12 54 15 - Dining Facilities Furniture.....	12 54 15-1 – 12 54 15-5

DIVISION 14 – CONVEYING EQUIPMENT

14 21 23.71 – Hydraulic Elevator Rehabilitation.....	14 21 23.71-1 – 14 21 23.71-18
--	--------------------------------

DIVISION 22 – PLUMBING

22 00 10 - Basic Requirements – Plumbing Construction.....	22 00 10-1 – 22 00 10-4
22 00 30 - Electrical Requirements for Mechanical Equipment.....	22 00 30-1 – 22 00 30-6
22 05 00 - Common Work Requirements – Plumbing Construction.....	22 05 00-1 – 22 05 00-10
22 05 10 - Excavation for Plumbing Construction.....	22 05 10-1 – 22 05 10-7
22 05 30 - Meters and Gauges for Plumbing Systems.....	22 05 30-1 – 22 05 30-3
22 05 40 - General Duty Valves for Plumbing Piping.....	22 05 40-1 – 22 05 40-4
22 05 53 - Identification for Plumbing Piping and Equipment.....	22 05 53-1 – 22 05 53-6
22 05 93 - Testing, Adjusting, and Balancing for Plumbing.....	22 05 93-1 – 22 05 93-8
22 07 00 - Plumbing System Insulation.....	22 07 00-1 – 22 07 00-6
22 11 10 - Domestic Water Piping.....	22 11 10-1 – 22 11 10-8
22 11 20 - Domestic Water Piping Specialties.....	22 11 20-1 – 22 11 20-8
22 11 30 - Domestic Water Pumps.....	22 11 30-1 – 22 11 30-4
22 13 11 - Sanitary Waste and Vent Piping.....	22 13 11-1 – 22 13 11-6
22 13 20 - Sanitary Waste Piping Specialties.....	22 13 20-1 – 22 13 20-5
22 13 23 - Sanitary Waste Interceptors	22 13 23-1 – 22 13 23-3
22 14 11 - Storm Drainage Piping.....	22 14 11-1 – 22 14 11-6
22 16 20 - Natural Gas Piping.....	22 16 20-1 – 22 16 20-10
22 33 09 - Tankless Electric Domestic Water Heaters.....	22 33 09-1 – 22 33 09-2
22 40 00 - Plumbing Fixtures.....	22 40 00-1 – 22 40 00-8

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

TABLE OF CONTENTS

	<u>Page No.</u>
<u>DIVISION 23 – HVAC</u>	
23 00 10 - Basic Requirements – HVAC Construction.....	23 00 10-1 – 23 00 10-4
23 00 30 - Electrical Requirements for Mechanical Equipment.....	23 00 30-1 – 23 00 30-6
23 05 00 - Common Work Requirements – HVAC Construction.....	23 05 00-1 – 23 05 00-8
23 05 30 - Meters and Gauges for HVAC Piping.....	23 05 30-1 – 23 05 30-3
23 05 40 - General Duty Valves for HVAC Piping.....	23 05 40-1 – 23 05 40-5
23 05 50 - Hangers and Supports for HVAC Piping and Equipment.....	23 05 50-1 – 23 05 50-11
23 05 70 - Identification for HVAC Systems.....	23 05 70-1 – 23 05 70-4
23 06 00 - HVAC System Testing, Adjusting, and Balancing.....	23 06 00-1 – 23 06 00-16
23 07 00 - HVAC System Insulation.....	23 07 00-1 – 23 07 00-9
23 09 00 - HVAC System Controls.....	23 09 00-1 – 23 09 00-16
23 09 05 - Sequence of Operations – HVAC Controls.....	23 09 05-1 – 23 09 05-13
23 21 10 - Hydronic Piping.....	23 21 10-1 – 23 21 10-15
23 31 10 - Metal Ducts.....	23 31 10-1 – 23 31 10-12
23 33 00 - Duct Accessories.....	23 33 00-1 – 23 33 00-6
23 34 00 - HVAC Fans.....	23 34 00-1 – 23 34 00-6
23 36 00 - Air Terminal Units.....	23 36 00-1 – 23 36 00-5
23 37 10 - Diffusers, Registers, and Grilles.....	23 37 10-1 – 23 37 10-4
23 58 30 - Kitchen Ventilation Systems.....	23 58 30-1 – 23 58 30-7
23 81 20 - Ductless Split-System Air-Conditioning Units.....	23 81 20-1 – 23 81 20-5

DIVISION 26 – ELECTRICAL

26 00 10 - Basic Electrical Requirements.....	26 00 10-1 – 26 00 10-15
26 00 30 - Electrical Requirements for Mechanical Equipment.....	26 00 30-1 – 26 00 30-6
26 05 00 - Common Requirements – Electrical Construction.....	26 05 00-1 – 26 05 00-4
26 05 19 - Wires and Cables – 600V and Below.....	26 05 19-1 – 26 05 19-4
26 05 26 - Grounding.....	26 05 26-1 – 26 05 26-4
26 05 29 - Supporting Devices.....	26 05 29-1 – 26 05 29-3
26 05 33 - Raceways.....	26 05 33-1 – 26 05 33-7
26 05 35 - Electrical Boxes and Fittings.....	26 05 35-1 – 26 05 35-3
26 05 53 - Electrical Identification.....	26 05 53-1 – 26 05 53-6
26 09 23 - Occupancy Sensors.....	26 09 23-1 – 26 09 23-6
26 09 43 - Distributed Lighting Management System.....	26 09 43-1 – 26 09 43-16
26 09 50 - Lighting Sequence of Operations.....	26 09 50-1 – 26 09 50-7
26 24 16 - Panelboards.....	26 24 16-1 – 26 24 16-8
26 27 26 - Wiring Devices.....	26 27 26-1 – 26 27 26-7
26 28 13 - Fuses.....	26 28 13-1 – 26 28 13-3
26 28 16 - Disconnect Switches.....	26 28 16-1 – 26 28 16-4
26 29 13 - Enclosed Motor Controllers.....	26 29 13-1 – 26 29 13-4
26 33 53 - Static Uninterruptible Power Supply.....	26 33 53-1 – 26 33 53-12
26 43 13 - Transient Voltage Surge Suppression.....	26 43 13-1 – 26 43 13-4
26 51 00 - Lighting.....	26 51 00-1 – 26 51 00-7

DIVISION 27 – COMMUNICATIONS

27 15 00 - Communications Cabling.....	27 15 00-1 – 27 15 00-12
27 51 31 - Emergency Responder Radio Signal Survey.....	27 51 31-1 – 27 51 31-3
27 53 13 - Wireless Clock System.....	27 53 13-1 – 27 53 13-6

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

TABLE OF CONTENTS

	<u>Page No.</u>
<u>DIVISION 28 – ELECTRONIC SAFETY AND SECURITY</u>	
28 31 00 - Intrusion Detection System.....	28 31 00-1 – 28 31 00-8
28 46 21 - Fire Alarm and Detection System.....	28 46 21-1 – 28 46 21-16
<u>DIVISION 31 – EARTHWORK</u>	
31 20 00 - Earth Moving.....	31 20 00-1 – 31 20 00-17
<u>DIVISION 32 – EXTERIOR IMPROVEMENTS</u>	
32 12 16 - Asphalt Paving.....	32 12 16-1 – 32 12 16-10
32 12 36 - Coal Tar Seal Coating.....	32 12 36-1 – 32 12 36-4
32 17 13 - Parking Bumpers.....	32 17 13-1 – 32 17 13-2
32 17 23 - Pavement Markings and Traffic Signage.....	32 17 23-1 – 32 17 23-3
32 31 13 - Galvanized Chain Link Fences and Gates.....	32 31 13-1 – 32 31 13-6
32 31 14 - Polymer-Coated Chain Link Fences and Gates.....	32 31 13-1 – 32 31 13-7
32 92 00 - Turf and Grasses.....	32 92 00-1 – 32 92 00-14
<u>DIVISION 33 – UTILITIES</u>	
33 41 00 - Storm Utility Drainage Piping.....	33 41 00-1 – 33 41 00-10

END OF TABLE OF CONTENTS

BERKS COUNTY INTERMEDIATE UNIT
 MAIN OFFICE RENOVATIONS
 AEM #24015.00, OCTOBER 2025

SCHEDULE OF DRAWINGS

The Drawings, except for revisions, clarification sketches, and supplement Drawings issued subsequent to award of the Contract, are hereby enumerated as follows:

	Dwg.#	Date
<u>GENERAL</u>		
Cover Sheet	A-0	10/15/25

CIVIL

1:40 Site Plan.....	C-0	10/15/25
Existing Conditions & Demolition Plan.....	C-1	"
Proposed Stormwater Layout.....	C-2	"
Construction Details.....	C-3	"
Site Details.....	C-4	"
Site Details.....	C-5	"
Playground Site Plan.....	C-6	"
1:40 Site Plan – Reading Crest.....	C-7	"
1:20 Site Plan – Reading Crest.....	C-8	"

ARCHITECTURAL

Phasing Site.....	PH-1	10/15/25
Typical Legends.....	A-1	"
Code Notes.....	A-2	"
Code Plans.....	A-3	"
Demolition Plan First Floor – Unit A.....	A-4	"
Demolition Plan Second Floor – Unit A.....	A-5	"
Demolition Plan Third Floor – Unit A.....	A-6	"
Demolition Plan First Floor – Unit B.....	A-7	"
Demolition Plan Second Floor – Unit B.....	A-8	"
Demolition Plan First Floor – Unit C.....	A-9	"
Demolition Plan Second Floor – Unit C.....	A-10	"
1/16" Roof Plan.....	A-11	"
1/16" Reflected Ceiling Plan Basement/First Floor.....	A-12	"
1/16" Reflected Ceiling Plan Second/Third Floor.....	A-13	"
3/32" Exterior Elevations – Main Office.....	A-14	"
3/32" Exterior Elevations – Main Office.....	A-14A	"
1/8" Exterior Elevations – Reading Crest.....	A-15	"
Door Schedule.....	A-16	"
Door Schedule Details.....	A-16A	"
Room Finish Schedule – Main Office and Reading Crest.....	A-17	"
Room Finish Schedule – Main Office and Reading Crest.....	A-18	"
Floor Finish Plan.....	A-19	"
Typical Details.....	A-20	"
Typical Details.....	A-20A	"
1/2" Typical Toilet Room Plans and Interior Elevations.....	A-21	"
1/2" Typical Toilet Room Plans and Interior Elevations.....	A-21A	"
1/2" Typical Toilet Room Plans and Interior Elevations.....	A-21B	"

BERKS COUNTY INTERMEDIATE UNIT
 MAIN OFFICE RENOVATIONS
 AEM #24015.00, OCTOBER 2025

SCHEDULE OF DRAWINGS

	Dwg.#	Date
Sign Schedule.....	A-22	10/15/25
1/8" First Floor Plan – Unit A.....	A-A1	"
1/8" Second Floor Plan – Unit A.....	A-A2	"
1/8" Third Floor Plan – Unit A.....	A-A3	"
1/4" Enlarged Plans and Elevations – Unit A	A-A4	"
1/4" Enlarged Plans and Elevations – Unit A.....	A-A5	"
1/4" Enlarged Plans and Elevations – Unit A.....	A-A6	"
1/4" Enlarged Plans and Elevations – Unit A.....	A-A7	"
1/8" First Floor Plan – Unit B.....	A-B1	"
1/8" Second Floor Plan – Unit B.....	A-B2	"
Elevator Plans, Elevations, and Details.....	A-B3	"
1/8" First Floor Plan – Unit C.....	A-C1	"
1/8" Second Floor Plan – Unit C.....	A-C2	"
1/4" Enlarged Plans and Elevations – Unit C.....	A-C3	"
1/4" Enlarged Plans and Elevations – Unit C.....	A-C4	"
1/4" Enlarged Plans and Elevations – Unit C.....	A-C5	"
1/4" Enlarged Plans and Elevations – Unit C.....	A-C6	"
1/4" Enlarged Plans and Elevations – Unit C.....	A-C7	"
3/4" Wall Sections – Unit C.....	A-C8	"
3/4" Wall Sections – Unit C.....	A-C9	"
1/8" First Floor Plan – Reading Crest.....	A-D1	"

STRUCTURAL

General Notes.....	S-1	10/15/25
Typical Notes	S-2	"
First Floor Plan	S-3	"
Roof Framing Plan	S-4	"
Structural Plans and Details Area A.....	S-A1	"
Structural Plans and Details Area B.....	S-B1	"
Structural Plans and Details Area C.....	S-C1	"
Structural Sections and Details Area C.....	S-C2	"

FOOD SERVICE

Food Service Equipment Plan and Schedule.....	FS-1.0	10/15/25
Food Service Electrical Plan and Schedule.....	FS-1.1	"
Food Service Plumbing Plan and Schedule.....	FS-1.2	"
Food Service Special Conditions Plan.....	FS-1.3	"
Food Service Exhaust Hood Details.....	FS-2.0	"
Food Service Exhaust Hood Details.....	FS-2.1	"
Food Service Exhaust Hood Details.....	FS-2.2	"

PLUMBING

Plumbing Schedules.....	P-1	10/15/25
Plumbing Details.....	P-2	"
First Floor Plan – Unit A – Plumbing Demolition.....	PD-1A	"
Second Floor Plan – Unit A – Plumbing Demolition.....	PD-A2	"

BERKS COUNTY INTERMEDIATE UNIT
 MAIN OFFICE RENOVATIONS
 AEM #24015.00, OCTOBER 2025

SCHEDULE OF DRAWINGS

	Dwg.#	Date
Third Floor Plan – Unit A – Plumbing Demolition.....	PD-A3	“
First Floor Plan – Unit B – Plumbing Demolition.....	PD-B1	“
Second Floor Plan – Unit B – Plumbing Demolition.....	PD-B2	“
First Floor Plan – Unit C – Plumbing Demolition.....	PD-C1	“
Second Floor Plan – Unit C – Plumbing Demolition.....	PD-C2	“
First Floor Plan – Reading Crest – Plumbing Demolition.....	PD-D1	“
First Floor Plan – Unit A – Plumbing.....	P-A1	“
Second Floor Plan – Unit A – Plumbing.....	P-A2	“
Third Floor Plan – Unit A – Plumbing.....	P-A3	“
First Floor Plan – Unit B – Plumbing.....	P-B1	“
Second Floor Plan – Unit B – Plumbing.....	P-B2	“
First Floor Plan – Unit C – Plumbing	P-C1	“
Second Floor Plan – Unit C – Plumbing.....	P-C2	“

HVAC

HVAC Details, Notes and Legend.....	H-1	10/15/25
HVAC Schedules.....	H-2	“
Second Floor Plan – Unit C – HVAC.....	H-3	“
First Floor Plan – Unit A – HVAC Demolition.....	HD-A1	“
Second Floor Plan – Unit A – HVAC Demolition.....	HD-A2	“
Third Floor Plan – Unit A – HVAC Demolition.....	HD-A3	“
First Floor Plan – Unit B – HVAC Demolition.....	HD-B1	“
Second Floor Plan – Unit B – HVAC Demolition.....	HD-B2	“
First Floor Plan – Unit C – HVAC Demolition.....	HD-C1	“
Second Floor Plan – Unit C – HVAC Demolition.....	HD-C2	“
First Floor Plan – Unit A – HVAC Ductwork.....	H-A1	“
Second Floor Plan – Unit A – HVAC.....	H-A2	“
Third Floor Plan – Unit A – HVAC Ductwork.....	H-A3	“
First Floor Plan – Unit A – HVAC Piping.....	H-A4	“
Third Floor Plan – Unit A – HVAC Piping.....	H-A5	“
First Floor Plan – Unit B – HVAC Ductwork.....	H-B1	“
Second Floor Plan – Unit B – HVAC.....	H-B2	“
First Floor Plan – Unit B – HVAC Piping.....	H-B3	“
First Floor Plan – Unit C – HVAC	H-C1	“
Second Floor Plan – Unit C – HVAC.....	H-C2	“
First Floor Plan – Reading Crest – HVAC.....	H-D1	“

ELECTRICAL

Electrical Legend.....	E-1	10/15/25
Electrical Riser Diagram.....	E-2	“
First Floor Plan – Systems.....	E-3	“
Second Floor Plan – Systems.....	E-4	“
Third Floor Plan – Systems.....	E-5	“
Reading Crest Floor Plans – Systems.....	E-6	“
Fixture Schedule, General Notes & Details.....	E-7	“
Enlarged Kitchen Plan – Power.....	E-8	“
Panel Schedules.....	E-9	“

BERKS COUNTY INTERMEDIATE UNIT
 MAIN OFFICE RENOVATIONS
 AEM #24015.00, OCTOBER 2025

SCHEDULE OF DRAWINGS

	Dwg.#	Date
Panel Schedules.....	E-10	10/15/25
First Floor Plan – Unit A – Demolition.....	ED-A1	"
Second Floor Plan – Unit A – Demolition.....	ED-A2	"
Third Floor Plan – Unit A – Demolition.....	ED-A3	"
First Floor Plan – Unit B – Demolition.....	ED-B1	"
Second Floor Plan – Unit B – Demolition.....	ED-B2	"
First Floor Plan – Unit C – Demolition.....	ED-C1	"
Second Floor Plan – Unit C – Demolition.....	ED-C2	"
Reading Crest Floor Plans – Demolition.....	ED-D1	"
Basement & First Floor Plan – Unit A – Lighting.....	E-A1	"
First Floor Plan – Unit A – Power.....	E-A2	"
Second Floor Plan – Unit A – Lighting.....	E-A3	"
Second Floor Plan – Unit A – Power.....	E-A4	"
Third Floor Plan – Unit A – Lighting.....	E-A5	"
Third Floor Plan – Unit A – Power.....	E-A6	"
First Floor Plan – Unit B – Lighting.....	E-B1	"
First Floor Plan – Unit B – Power.....	E-B2	"
Second Floor Plan – Unit G – Lighting.....	E-B3	"
Second Floor Plan – Unit B – Power.....	E-B4	"
First Floor Plan – Unit C – Lighting.....	E-C1	"
First Floor Plan – Unit C – Power.....	E-C2	"
Second Floor Plan – Unit C – Lighting.....	E-C3	"
Second Floor Plan – Unit C – Power.....	E-C4	"
Reading Crest Floor Plans – Lighting & Power.....	E-D1	"
Roof Plan – Power.....	E-R1	"

END OF SCHEDULE OF DRAWINGS

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

ADVERTISEMENT FOR BIDS

Sealed Bids for Main Office Renovations will be received by the Berks County Intermediate Unit, at 1111 Commons Blvd., Reading, PA 19605 until 11:00 A.M. on November 6, 2025. Bids received after this time will not be accepted. A Pre-Bid Conference will be held at 3:30 P.M. on October 29, 2025 at the Main Office location. Bids will be received for the following construction contract(s) at the scheduled time:

Contract No. 1: General Construction
Contract No. 2: Plumbing Construction
Contract No. 3: HVAC Construction
Contract No. 4: Electrical Construction

Drawings, Specifications and other documents constituting the Bidding Documents may be examined without charge at AEM Architects, Inc., 3700 Perkiomen Avenue, Reading, PA, 19606. All Bidders shall register with AEM Architects, Inc., by providing a non-refundable payment of one hundred dollars (\$100), either by cash or check, payable to AEM Architects, Inc. (no credit cards), along with the email address for the Bidder's contact person(s). Upon receipt of payment, the Bidder will be registered and an email will be sent to the Bidder's contact person(s) containing instructions for accessing an electronic copy of the Bidding Documents, including the official Bid Form(s). Additional Project and bidding information can be found at www.aem-arch.com/bidding.

Bids shall be accompanied by Bid Security in the form of a certified check, cash, bank cashier's check, treasurer's check or Bid Bond in the form provided in the Bidding Documents, with corporate surety satisfactory to the Owner, in an amount not less than 10% of the Base Bid, naming as Obligee Berks County Intermediate Unit. Prospective Bidders are advised that this Project is subject to and will be governed by provisions of Pennsylvania Prevailing Wage Act including amendments and supplements thereto.

The undersigned reserves the right to waive informalities, irregularities, defects, errors or omissions in Bids, or to reject all Bids or parts thereof.

BERKS COUNTY INTERMEDIATE UNIT
Dr. Jill Hackman, Executive Director
James Mancuso, Esq., Solicitor

END OF ADVERTISEMENT

INSTRUCTIONS TO BIDDERS

THE FOLLOWING INSTRUCTIONS SHALL BE ADHERED TO IN THE PREPARATION OF THE BIDS.

ARTICLE 1 – DEFINITIONS

- 1.1 Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement or Invitation to Bid, Instructions to Bidders, the Bid Form, Bid Bond and other sample bidding and contract forms included within the Project Manual. The proposed Contract Documents include, without limitation, the form of Agreement between the Owner and Contractor, Conditions of the Contract (General Conditions), Statutory Requirements, Performance Bond, Payment Bond, Drawings, Specifications and all Addenda issued prior to receipt of Bids.
- 1.2 Definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201-2007, or in other Contract Documents are applicable to the Bidding Documents.
- 1.3 Addenda: written or graphic instruments issued by the Architect prior to the execution of the Contract, which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.
- 1.4 Bid: a complete and properly executed Bid Form to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- 1.5 The Base Bid: the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.
- 1.6 An Alternate is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted by the Owner.
- 1.7 A Unit Price is an amount proposed by Bidders and stated in the Bid as a price per unit of measurement for materials, equipment or services that will be added to or deducted from the Contract Sum by Change Order in the event the estimated quantities of Work stipulated in the Contract Documents are increased or decreased.
- 1.8 A Bidder is a person or entity who has registered its intent to submit a Bid with the Architect, and who submits a Bid, and who meets the requirements set forth in the Bidding Documents.
- 1.9 Owner: The term "Owner" as used in the Bidding and Contract Documents refers to Berks County Intermediate Unit, 1111 Commons Blvd., Reading, PA 19605.
- 1.10 Architect: The term "Architect" as used in the Bidding and Contract Documents refers to AEM Architects, Inc., 3700 Perkiomen Avenue, Reading, PA 19606.
- 1.11 Civil Engineer: The term "Civil Engineer" as used in the Bidding and Contract Documents refers to Wilkinson Design Group, 374 Circle of Progress Drive, Pottstown, PA 19464.
- 1.12 Engineer: The term "Engineer" as used in the Bidding and Contract Documents refers to Consolidated Engineers, 1022 James Drive, Leesport, PA 19533.
- 1.13 Contractor: The term "Prime Contractor" or "Contractor" as used in the Bidding and Contract Documents refers to the Contractor to whom an award is made to perform the Work and has entered into a direct contract agreement for construction activities with the Owner.

ARTICLE 2 – BIDDER REPRESENTATIONS

2.1 The Bidder, by making a Bid, represents that:

2.1.1 The Bidder has visited and fully examined the site during the Bid period to ascertain conditions likely to be encountered.

2.1.2 The Bidder has visited the Project site, has familiarized itself with the local conditions under which the Work is to be performed such as locations, accessibility and general character of the site or building, the character and extent of existing Work within or adjacent to the site and any other Work being thereon at the time of submission of its Bid, and has correlated its observations with the requirements of the Contract Documents. The prevailing minimum wages as predetermined by the Pennsylvania Department of Labor and Industry shall be paid to Workmen employed in the performance of these Contracts.

2.1.3 The Bidder has carefully examined all Drawings, Specifications and all other Bidding Documents and Contract Documents for the entire Project, including all Drawings and Specifications for other portions of the Project (if any) being bid concurrently or presently under construction and that they are suitable and sufficient to enable the Contractor to complete the Work in a timely manner for the Contract Sum they propose and that they include all Work, whether or not shown or described, which may be reasonably inferred to be required for the completion of the Work in full compliance with all applicable standards, codes, laws, ordinances, regulations, and/or requirements of any authority having jurisdiction over the Project or portion thereof. The Bidder further acknowledges that it will coordinate its Work with that of the other Contractors and/or Subcontractors on the Project, including, without limitation, any Contractors and/or Subcontractors performing Work being bid concurrently with this Project or presently under construction and the Bidder has taken such obligation into account in submitting its Bid.

2.1.4 The Bidder has ascertained all requirements, conditions to be encountered, and character, quality, quantities of Work, and materials needed to fully complete all Work and that they have familiarized themselves with all existing conditions including, without limitation, all applicable laws, permits, codes, ordinances, rules, and regulations that will affect the Work. The Bidder has taken all steps necessary to satisfy itself as to the conditions of the Project and to include in its Bid sufficient allocations for unknown or unidentified conditions.

2.1.5 The Bid is made in compliance with the Bidding Documents.

2.1.6 The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.

2.1.7 The Bidder is aware and has been advised that the Contractor is solely responsible for initiating, maintaining and supervising all safety precautions and programs required under its portion of the Work and their Subcontractors and Sub-subcontractors Work and that the Contractor shall review, evaluate and take into consideration these requirements when making its Bid.

2.1.8 The Bidder is aware and has been advised that Subcontractors and Sub-subcontractors shall be given these requirements for bidding purposes so as to ensure consistency and Contract adherence.

2.1.9 The Bidder will require each Subcontractor and each Sub-subcontractor, through legally enforceable written Contracts, to meet all of the responsibilities of the Contractor with respect to any portion of the Work performed by any Subcontractor or Sub-subcontractor.

2.1.10 No allowance or concession will be made to the Contractor who claims lack of knowledge or information necessary to complete the Work or ignorance of Contract requirements or Project site conditions.

2.1.11 The Bidder acknowledges that it is its responsibility to resolve disputes and coordinate with all Contractors and Subcontractors (whether or not the Owner is a party to a contract with such Contractors or

Subcontractors) which have performed or are performing Work at the Project. Similarly, each successful Bidder is responsible to such Contractors and Subcontractors which have performed or are performing Work at the Project if the Bidder's actions or omissions cause any damage or delay to such Contractors or Subcontractors.

2.1.12 The Bidder is thoroughly familiar with all conditions effecting labor at the Project, including, but not limited to, unions, incentive pay, procurement, living and commuting conditions, and wage decisions applicable to the Work. The Bidder assumes responsibility to the Owner for all costs resulting from the failure to verify all conditions effecting labor. The Bidder is responsible for the maintenance and observance of sound labor practices by itself and its Subcontractors, and shall take all steps reasonably necessary to avoid labor disputes and the potential delay and disruption arising therefrom.

2.1.13 The submission of a Bid shall constitute conclusive evidence of compliance by such Bidder with above responsibility, and any claims relating to the established Contract price, at any future time, for labor, equipment or materials required or for difficulties encountered which would or could have been foreseen had the Bidder so complied with its responsibility to ascertain all conditions, and review all Bidding Documents, will not be recognized by the Owner.

2.2 The Contract will be entered into by the Owner with the understanding that the Contractor, prior to submission of the Bid, has become completely acquainted with the requirements of the Bidding and Contract Documents, Drawings and Specifications, conditions of the site, all utilities in existence to which connections are to be made, and all other requirements of the Contract, and that the Contractor has obtained all information necessary for completion of the Work on or before the date specified. The Contractor shall not at any time after execution of the Contract set up any claims whatever based upon insufficient data or incorrectly assumed conditions, nor shall the Contractor claim any misunderstanding in regard to the nature, conditions or character of the Work to be performed under the Contract, and the Contractor shall assume all risks resulting from any changes to the conditions which may occur during the progress of the Work.

2.3 By submission of a Bid, the Contractor acknowledges that the Contract Documents are full and complete and sufficient to have enabled the Contractor to accurately and fully determine the cost of the Work and that the Bidding Documents are sufficient to enable the Contractor to construct the Work indicated therein in accordance with applicable laws, statutes, ordinances, codes, building codes, and regulations of any federal, state, local, or any other governmental authority having jurisdiction and otherwise fulfill all obligations under the Contract Documents.

ARTICLE 3 – BIDDING DOCUMENTS

3.1 EXAMINATION OF DOCUMENTS AND SITE

3.1.1 Drawings, Specifications and other documents constituting the Bidding Documents may be examined without charge at AEM Architects, Inc., 3700 Perkiomen Avenue, Reading, PA, 19606. All Bidders shall register with AEM Architects, Inc., by providing a non-refundable payment of one hundred dollars (\$100), either by cash or check, payable to AEM Architects, Inc. (no credit cards), along with the email address for the Bidder's contact person. Upon receipt of payment, the Bidder will be registered and an email will be sent to the Bidder's contact person containing instructions for accessing an electronic copy of the Bidding Documents, including the official bid form(s). Additional project and bidding information can be found at www.aem-arch.com/bidding.

3.1.2 Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents. Bidders shall check their sets of Bidding Documents for missing pages to be certain they have complete sets. Check Table of Contents and Schedule of Drawings pages carefully, immediately after securing the Project Manual. Notify the Architect in writing about any discrepancies, at least seven (7) days before the Bid Due Date. Bidders shall be responsible for checking Drawings and Project Manual, as no allowance or concession will be made to a Contractor who claims missing portions of Bidding Documents.

3.1.3 Copies of the Bidding Documents made available on the above terms are for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other Work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the Architect errors, inconsistencies or ambiguities discovered.

3.2.2 Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Architect at least seven (7) days prior to the date for receipt of Bids.

3.2.3 All interpretations, corrections and changes of the Bidding Documents will be made by issuance of written Addendum. Interpretations, corrections and changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon them.

3.2.4 Official Addenda issued to Bidders during the Bid period by the Architect listing revisions and changes required shall become a part and take precedence over original Drawings, Specifications and other documents constituting the Bidding Documents as though originally included therein and shall be so honored by Bidders in preparing their Bids.

- .1 Addenda will be delivered via email transmission to all who are known by the Architect to have received a complete set of Bidding Documents.
- .2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.
- .3 No Addenda will be issued later than three (3) calendar days prior to the date for receipt of Bids except for the following reasons: withdrawing the request for Bids and/or postponing the date for receipt of Bids and/or clarification or interpretation of Project issues.
- .4 Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

3.3 SUBSTITUTIONS

3.3.1 Bids shall be submitted only on the basis of materials, products or equipment specified in the Specifications, on the Drawings, or as named by Addenda pursuant to requests for approval.

- .1 Various materials, products or equipment specified in the Specifications or on the Drawings by name or description, are provided for the purpose of establishing a standard of quality, cost, design, dimension, appearance, and required function. It is not the intent to limit the acceptance of materials, products or equipment specified, but rather to name or describe a material, product or piece of equipment as the absolute minimum standard that is desired and acceptable. Where proprietary names are used, whether or not followed by the words "or approved equal", they shall be subject to equals only as approved by the Architect and/or engineer prior to the date for receipt of Bids.
- .2 The Contract Documents have been prepared to provide for the incorporation of at least one of the specified items or assemblies of every category of materials, products or pieces of equipment. In the event that incorporation of an equal or substituted item or assembly into the Work will require revisions or additions to the Work of other construction contracts, the Contractor electing to use such materials, products, or assembly shall include the cost of such revisions or additions to the Work in their Bid.

3.3.2 If any Bidder wishes to substitute equipment or materials believed to be equal to those specified, the Bidder shall make a request in writing to the Architect for approval of such substitute equipment or materials at least ten (10) calendar days prior to the date for receipt of Bids, following the rules stated hereafter. If the Architect should approve of such substitute equipment or materials, an Addendum evidencing such approval will be promulgated by the Architect and issued to all prospective Prime Bidders of whom the Architect has a record.

- .1 All requests for substitutions shall be accompanied by manufacturer's literature, specifications, drawings, catalog cuts, samples, performance data, list of Work completed in area of Project, and other references or information necessary to completely describe the item. Requests not meeting all these requirements may be rejected without evaluation.
- .2 If, in opinion of the Architect, insufficient information and data accompanies the request or for any other reason, the Architect may approve a manufacturer only as a source of supply reserving evaluation of the product or material until after award of Contract. If, during subsequent evaluation, the Architect finds the substitute product or material not equal to or exceeding the requirements of the Contract Documents, the Contractor shall not use the material or product and such action shall not be cause for change in the Contract Sum.
- .3 A statement setting forth changes in other materials, equipment or other portions of the Work including, without limitations, changes in the Work of other contracts that incorporation of the proposed substitution would require shall be included. The burden of proof of the merit of the proposed substitution is upon the Bidder. The Architect's decision of approval or disapproval of a proposed substitution shall be final and binding.
- .4 Manufacturers, manufacturer's representatives, dealers, distributors, suppliers, and subcontractors shall not direct or make requests to substitute equipment or materials. All requests shall originate from a Prime Bidder.
- .5 Substitutions will not be considered if, for their implementation, they require a substantial revision of the Contract Documents in order to accommodate their use.
- .6 No substitutions will be considered after the Contract award unless specifically provided in the Contract Documents.

ARTICLE 4 – BIDDING PROCEDURES

4.1 PREPARATION OF BIDS

4.1.1 The Bid Form within the Specifications is for the information and convenience of Bidders and is not to be detached, filled out, or executed. Separate copies will be supplied to all Bidders by the Architect.

4.1.2 Bids shall be fully executed and submitted in triplicate on the Bid Form supplied by the Architect, or on exact copy thereof. Only official Bid Forms issued by the Architect shall be used; no consideration will be given to Bids submitted otherwise.

4.1.3 All blanks on the Bid Form shall be legibly executed in a non-erasable medium. Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures. In case of discrepancy between the two, the amount written in words shall govern.

4.1.4 Interlineations, alterations and erasures must be initialed by the signer of the Bid.

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

4.1.6 The required Noncollusion Affidavit shall be submitted with the Bid.

4.1.7 The Bidder shall sign and execute the Bid Form properly, in accordance with the following:

- .1 If the Bidder is an individual, the Bid Form shall be executed by that person; the signature shall be witnessed; the business address shall be stated and any trade name employed in the conduct of the business shall be stated.

- .2 If the Bidder is a partnership, the Bid Form shall be executed in the name of the partnership by each of the partners, the signatures of the partners shall be witnessed, and the business name and address of the partnership shall be stated.
- .3 If the Bidder is a corporation, the Bid Form shall be executed in its name and in its behalf: (A) by the President or a Vice President and attested by the Secretary or an Assistant Secretary and the corporate seal shall be affixed; or (B) by a duly authorized agent of the corporation whose authority to act, as of the date of Bid, shall be established by proof, in form satisfactory to the Owner, submitted with the Bid. The business address of the corporation and the state of incorporation shall be stated.

4.1.8 No Contract will be awarded to a Bidder who is a foreign corporation or is operating under fictitious name, unless the Bidder has complied with proper registration under Commonwealth of Pennsylvania laws.

4.1.9 Bids which contain any omission, additions or deductions not called for, conditional, voluntary, Bidder-originated, or uninvited alternate Bids, irregularities of any kind, or Bids otherwise irregular and which are not accompanied by Bid Security in the form and as required by Contract Documents, may be rejected as informal. Bids in which Bid prices are obviously unbalanced may be rejected. Bid shall not contain any recapitulations of the Work to be done. The Bidder shall make no stipulation on the Bid Form nor qualify its Bid in any manner.

4.1.10 Bidder shall include in its Bid, without limitation, all Federal, Commonwealth of Pennsylvania (including, without limitation, Pennsylvania Sales Tax, to the extent applicable), County and Municipal taxes imposed by law and all such taxes must be collected and paid for by the Contractor.

4.2 BASIS OF BIDS

4.2.1 Bids shall be based upon Drawings, Specifications and other documents constituting the Bidding Documents referred to in the Advertisement, bound herewith, including, without limitation, related Addenda issued by the Architect.

4.2.2 All Bids shall be irrevocable for sixty (60) days after Bid opening date, unless the award of the Contract is delayed due to required approvals of other governmental agencies, or sale of bonds, in which case, Bids shall be irrevocable for one hundred twenty (120) days in compliance with Pennsylvania Senate Bill No. 68, Act 1978-317, approved November 26, 1978.

4.2.3 Only segregated Bids, on a lump-sum basis, will be accepted for the following separate construction Contracts:

- Contract No. 1: General Construction Contract
- Contract No. 2: Plumbing Construction Contract
- Contract No. 3: HVAC Construction Contract
- Contract No. 4: Electrical Construction Contract

4.2.4 There shall be no cash allowances for any purpose included in the Bid for this Project. There may be specific allowances for material and labor noted in the Specifications to be included in the Base Bid. These may be for specific parts of the Work, such as rock excavation, which cannot be fully defined until after construction has begun. The scope of these allowances is specifically noted and the Bidder shall include the cost of this specific Work in the Base Bid or Alternate Bid as defined in these Bidding Documents. These predetermined allowances shall be solely owned by the Owner and as such the Owner shall have sole discretion relating to the use or manner of spending these predetermined allowances. Furthermore, any unused portion of the allowance at the end of the Project shall be credited back to the Owner via a deduct Change Order, reducing the overall Contract Price accordingly.

4.2.5 Unit Prices stated on the Bid Form shall include, without limitation, all profit, overhead, bonds, insurance, taxes, labor, materials, plant, equipment, and tools necessary and required to fully complete the Work item, as specified in details for the Work item in the Contract Documents.

- .1 The Unit Prices stated on the Bid Form are subject to approval and acceptance by the Owner. The Owner reserves the right to reject any Unit Price which is unreasonable or unbalanced, as compared with prevailing costs, or as compared with the Unit Prices submitted by other Bidders for this Project. The Owner reserves the right to ask for a revised Unit Price before or after the Contracts are signed.

4.2.6 The Scope of the Work of each requested Alternate is described in the Bidding Documents. Alternate prices shall be stated on the Bid Form indicating the amount or amounts, as applicable, which shall be added to or deducted from the Base Bid for each Alternate specified.

4.2.7 Bidders are hereby informed that they are expected to respond to every Alternate listed on the Bid Form, even if acceptance or rejection of an Alternate will not change the Bid amount. Bidders are also advised that only those Alternates listed on the Bid Form will be considered when selecting the successful Bidder.

4.3 BID SECURITY

4.3.1 Each Bid shall be accompanied by a Bid Security in the amount of 10% of the Base Bid naming the Owner, as defined previously in these Instructions to Bidders, as Obligee. Bid Security shall be in the form of a certified check, bank cashier's check, trust company treasurer's check, or a Bid Bond on the form provided to Bidders and executed by Corporate surety qualified to do business in Pennsylvania. If Bid Security is in the form of a Bid Bond, only official Bid Bond forms issued by the Architect shall be used; Bid Bond submitted otherwise may be cause for rejection of Bid.

- .1 In the event that a Bid Bond is submitted with the Bid, the Attorney-in-Fact who executes the Bond on behalf of the Surety shall affix to the Bond a certified and current copy of the power of attorney, evidencing the authority of the agent of the surety to execute the Bid Bond.

4.3.2 Bidders shall guarantee that if they are notified of the intention of the Owner to award a Contract to the Bidder, the Bidder, within the time specified, will furnish the required Performance Bond and Payment Bond and, if the Bid is accepted, will furnish the required insurances and enter into a formal Contract with the Owner, otherwise the Owner may retain the Bid Security as liquidated damages, not as a penalty.

- .1 Failure to secure a Performance Bond and a Payment Bond and Insurance Certificates or to execute Contract within the specified time period shall constitute a default by the Bidder and the Owner may, at their sole discretion, award the Contract to the next lowest responsible Bidder or re-advertise for Bids, and the defaulting Bidder shall pay to the Owner the difference between the amount of the Bid and any higher amount for which the Owner may contract for the required Work, plus any advertising or Architect fees, legal fees or other expenses incurred by reason of the default. The Bid Security of such defaulting Bidder or, as the case may be, the amount recovered from the Surety of such Bidder, shall be applied on account of said damages; and, if the amount of said difference, plus such expenses, exceeds the amount of such Bid Security or recovery, the defaulting Bidder shall pay to the Owner the full amount of the excess.

4.3.3 Bid Security checks will be returned to all except three (3) lowest Bidders within ten (10) days after Bid opening, others returned within two (2) days after Owner signs a Contract with successful Bidder, but in no event exceeding one hundred twenty (120) days after Bid opening. No interest will be given for Bid Security checks held by Owner.

4.4 SUBMISSION OF BIDS

4.4.1 Bidder's three (3) fully executed Bids, each accompanied by Bid Security, Agreement of Surety, and Noncollusion Affidavit, shall be enclosed in a sealed opaque envelope identified as follows:

BID FOR CONTRACT NO. _____

_____ CONSTRUCTION CONTRACT

FOR _____
(Name of Project)

FROM _____
(Name of Bidder)

(Address of Bidder)

4.4.2 If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

4.4.3 Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

4.4.4 Oral, telephonic, telegraphic, facsimile, or other electronically transmitted bids will not be considered.

4.5 CONTRACTOR'S QUALIFICATION STATEMENT

4.5.1 Bidders shall submit with their Bid, a fully executed and notarized AIA Document A305 2020, Contractor's Qualification Statement, including Exhibits A-E as stated below:

Exhibit A – General Information (information for Sections A.3.3 and A.3.4 is not required)

Exhibit B – Financial and Performance Information

Exhibit C – Project-Specific Information (information for Section C.5.1 is not required)

Exhibits D and E – Past Project Experience (Provide information for previous five (5) and current calendar years. In lieu of these Exhibits D/E, a company form containing all information listed in Exhibits D/E, will be acceptable. If using Exhibits D/E, continue sequence for as many Exhibits as is required to provide Project experience for time frame indicated.)

4.6 WITHDRAWAL OF BID

4.6.1 Bidders will be given permission to withdraw any Bid after it has been received by the Owner, provided the Bidder, or an agent duly authorized to act in the Bidder's behalf, appears at the meeting place of the Owner designated for receipt of Bids with written request signed by the Bidder prior to the time set for the opening of Bids. At the time set for the opening of Bids, the withdrawn Bid will be returned to the Bidder and will not be read at the Bid opening.

4.6.2 A Bidder may withdraw its Bid within two (2) business days after the Bid opening time in accordance with Senate Bill No. 793 of the General Assembly of the Commonwealth of Pennsylvania approved January 23, 1974, and Pennsylvania Statute 73 P.S. Section 1602.

4.7 GOVERNING LAWS AND REGULATIONS

4.7.1 Bids shall be submitted on the basis of full and total compliance with all local, Federal and Commonwealth of Pennsylvania laws, regulations, statutes and requirements pertaining to this project. Bidders shall refer to the "Statutory Requirements", Section 00 82 00, bound within the Project Manual for additional provisions. Specific attention is drawn to the following requirements that apply to this project:

Arrest/Conviction Report and Certification (Act 24)
Criminal Background Check (Act 34)
Criminal History (Act 114)
Criminal History Information (Section 111 of the Public School Code of 1949)
Child Abuse History (Act 151)
Public Works Employment Verification Act
PA Sexual Misconduct/Abuse Disclosure (Act 168)
Pennsylvania Prevailing Wage Act

4.8 LIQUIDATED DAMAGES

The Agreement for each Contract will include a stipulation that delineates the Contractor and its Surety's responsibility relative to liquidated damages. This specific language is indicated in Article 9.11 of the General Conditions of the Contract.

4.9 PRE-BID CONFERENCE

A Pre-Bid Conference will be held as stated in the Advertisement.

ARTICLE 5 – CONSIDERATION OF BIDS

5.1 OPENING OF BIDS

Unless stated otherwise in the Advertisement for Bids, the properly identified Bids received on time will be opened publicly and will be read aloud. A Bid Tabulation summary of the Bids will be prepared by the Architect and made available to Bidders.

5.2 REJECTION OF BIDS

5.2.1. The Owner reserves the right to reject any or all Bids, or any parts thereof or items therein, reject a Bid not accompanied by a required Bid Security, or by other data required by the Bidding Documents, or reject a Bid which is in any way incomplete or irregular. The Owner reserves the right to waive technicalities, informalities, or irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's own best interests but the Owner is under no obligation to do so. Owner reserves the right to reject a Bidder if the Bidder is not in a position to perform the Contract or has previously failed to perform similar contract Work properly or complete Work on time. Each Bidder shall be prepared to submit evidence of experience, qualifications and financial status upon request. If a Contract is awarded, it will be to the party declared by the Owner to be the lowest responsible Bidder, provided the Bid is reasonable and in the Owner's best interest to accept.

5.2.2 Bids may be rejected if they show any omission, alteration of form, additions or deductions not called for, conditional or uninvited alternative Bids, or irregularities of any kind.

5.2.3 More than one Bid for one Contract from an individual, partnership, corporation, or an association under the same or different names will be grounds for the rejection of all Bids in which such Bidder is interested. Any or all Bids will be rejected if there is reason for believing that collusion exists among any of the Bidders. Participants in such collusion will not be considered in future Bids. Each Bidder is required to properly execute and submit the Noncollusion Affidavit Form provided by the Architect together with its Bid.

5.2.4 If for any reason whatsoever, the Owner rejects Bidder's Bid, Bidder agrees that it will not seek to recover profits on Work not performed nor will it seek to recover its Bid preparation costs.

5.3 ACCEPTANCE OF BID (AWARD)

5.3.1 It is the intent of the Owner to award a Contract to the lowest responsible Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities or irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's own best interests.

5.3.2 The Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the Base Bid and Alternates accepted which in Owner's judgment, is in the Owner's best interest.

5.3.3 In the event more than one Contractor submits a Bid that results in a tie, or the combined sum of Alternates selected by the Owner results in a tie, the tie will be broken by declaring the lower bid to be the bid from the Contractor who has the highest combined sum of all allowances in its Bid.

ARTICLE 6 – POST-BID INFORMATION

6.1 EXECUTION OF CONTRACT

6.1.1 It is intended the contract be awarded by the Owner to the lowest responsible Bidder within sixty (60) days of the date of Bid opening or all Bids shall be rejected except as otherwise provided in these Instructions.

- .1 If the award is delayed by a required approval of another government agency, the sale of bonds, the award of a grant or grants, the Owner shall be allowed one hundred twenty (120) calendar days from date of Bid opening within which to reject all Bids or award the Contract to the lowest responsible Bidder. For delay of award beyond sixty (60) days, an extension of Contract Time will be granted for the first phase only. No consideration of change in the Contract sum will be made due to impact of the award delay.
- .2 Thirty (30)-day extensions of the date for the award may be made by the mutual written consent of the Owner and the lowest responsible Bidder.
- .3 Failure of the Owner to comply with the above requirements, unless the successful Bidder waives such non-compliance by written notice to the Owner, shall release the successful Bidder from any liability in respect to its Bid or Contract as the case may be, and entitle all Bidders to the immediate return of any bonds or Bid Security posted in connection with the Bid or Contract.

6.1.2 It is intended to award a Contract within sixty (60) days after Bids are received, and to send out a written notice to proceed within thirty (30) days thereafter.

- .1 If written notice to proceed with Contract Work occurs more than ninety (90) days after receipt of Bids, the Contract time will be extended by an equal number of days delayed.

6.1.3 After approval of the required Performance Bond, Payment Bond and insurance, the Owner will make an award of Contract and notify the Contractor in writing of the time and place for Contract signing.

6.2 OWNER'S FINANCIAL CAPABILITY

6.2.1 The Work to be performed for this Project is public Work and may be financed by the Owner (a public body) by issuance of certain bonds, the issuance of which is subject to various qualifications and restrictions. The Owner in good faith intends to consummate such financing, but its ability to do so is subject to many factors beyond its control. It is therefore expressly understood and agreed to by each Bidder that, notwithstanding any other provision of the Contract Documents, the Owner may cancel any award made by it or cancel any Contract entered into with any Bidder without liability to the Bidder, at any time before the Bidder has been given written notice to proceed and has actually begun Work under the Contract, if financing satisfactory to the Owner cannot reasonably be consummated as contemplated or if any court of competent jurisdiction shall enjoin or otherwise prohibit the Owner from proceeding with the Work.

6.2.2 The Bidder shall have the right similarly to cancel the Contract without further obligation, if they have not received written notice to proceed within thirty (30) days following the award of the Contract.

ARTICLE 7 – PERFORMANCE AND PAYMENT BOND

7.1 BOND REQUIREMENTS

7.1.1 The apparent successful Bidder shall, within ten (10) days after receipt of Notice of Intent to Award, submit the required Performance Bond and Payment Bond, on the forms provided by the Architect, in the amount of One Hundred Percent (100%) of the proposed Contract Sum (Sections 756 and 757 of the Public School Code of 1949, as amended, and the Public Works Contractors Bond Law of 1967) shall be named as Obligee under the Performance Bond and Payment Bond. Contractor shall furnish Certificate of Insurance as outlined in the General Conditions. Three (3) copies of the required Performance Bond, Payment Bond and certificates of insurance shall be submitted to the party stated in the Notice of Intent to Award. All required Performance Bond, Payment Bond and insurance shall be issued by companies authorized to transact business in the Commonwealth of Pennsylvania and in accordance with the Contract Documents.

The carriers from whom the Bidder has purchased the required Performance Bond and Payment Bond must be listed in the most recent U.S. Treasury Department Circular and the amount of said bonds in question must not exceed the acceptable limit therein recommended for bonds.

- .1 In the event the successful Bidder shall fail to furnish the required Performance Bond, Payment Bond and insurance within the required time, the Owner has the option of declaring the Bidder in default in which case the amount of the Bid Security shall be forfeited to the Owner or, in the alternative, of allowing the successful Bidder additional time in which to secure required Performance Bond, Payment Bond and insurance.
- .2 The Performance Bond and Payment Bond shall be dated on or after the date of the Contract. The Bidder shall require the Attorney-in-Fact who executes the required Performance Bond and Payment Bond on behalf of the Surety to affix thereto a certified and current copy of the power of attorney.

7.1.2 Bond of a Contractor who is foreign corporation shall meet Pennsylvania Act of June 10, 1974, P.L. 493 requirements. Bond shall state that Contractor or the Contractor's Surety, shall not be discharged from bond liability, nor bond surrendered, until Contractor files with Owner a certificate from Pennsylvania Department of Revenue evidencing payment in full of all bonus taxes, penalties and interest, and until Contractor files with Owner a certificate from Pennsylvania Department of Labor and Industry evidencing payment in full of all unemployment compensation, contributions, penalties and interest due from Contractor or any of the Contractor's subcontractors for labor employed.

ARTICLE 8 – CONTRACT SCHEDULING AND NO DAMAGES FOR DELAY

8.1 CONTRACT SCHEDULING

8.1.1 Time is of the essence in completing all Work under the Contract. The Work shall be completed within the schedule stipulated in the Bidding Documents. If it becomes necessary in the opinion of the Owner to postpone the Project or any phase of the Work, then the Owner may authorize an extension of the Contract Time. An extension of the Contract Time shall not be cause for an increase in the Contract Sum paid to the Contractor. The Contractor shall begin Work within the time period set forth in the Contract Documents or if no time period is set forth therein, then within five (5) days from the date of issuance of the Notice to Proceed by the Owner.

END OF DOCUMENT

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID FORM

CONTRACT NO. 1 – GENERAL CONSTRUCTION

MAIN OFFICE RENOVATIONS
BERKS COUNTY INTERMEDIATE UNIT

Name of Bidder _____

Street Address _____

City, State, Zip Code _____

Telephone No. _____ Date _____

To: Dr. Jill Hackman, Executive Director
Berks County Intermediate Unit
1111 Commons Blvd.
Reading, PA 19605

STIPULATED SUM

This Bid is submitted in accordance with your Advertisement inviting Sealed Bids for Main Office Renovations, to be received by the Berks County Intermediate Unit until the time and date specified.

Having carefully examined the Existing Site and Building (if any) all Contract Documents, including Drawings, Specifications, Instructions to Bidders, General Conditions, and all other documents bound within the Specifications, having carefully examined all Addenda, issued during the Bid Period, all conditions affecting the work, the Undersigned hereby agrees to furnish all labor, materials, equipment, tools, and do all work that is necessary to complete all Contract Work in accordance with said Bidding Documents for the lump sum of

BASE BID

NOT FOR BIDDING PURPOSES

The Bidding Documents are incorporated herein by reference and shall be construed to be part hereof, with the same effect as if such were repeated at length herein, or physically attached hereto.

ALTERNATES

The following listed alternate prices shall be filled in and submitted with the Bid Form. It is agreed that all work to be performed under accepted alternate prices shall conform to the applicable contract documents, and shall include all work in connection with or consequent to the alternate price work to produce a complete installation.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

Alternate prices shall be all inclusive of the cost of materials, work and profit, supervision, administration and any and all other costs in connection therewith for work in place and accepted or omitted as the cause may be, and shall hold for the same period as the bid. Refer to General Requirements, Section 01 23 00 for description of Alternates. (Indicate whether amount if "Add" or "Deduct" by crossing out the part which does not apply.) Bidder shall insert the words "No Change" if there is no change in cost of the Base Bid to include the work of that Alternate.

The undersigned hereby proposes the following prices for Alternates, the selection of which shall be at the Owner's option:

No. A100 Deduct Work at Reading Crest Ave Facility

Deduct _____

No. A110 Deduct Work in Pavilion

Deduct _____

No. A120 Deduct Work in First-Floor Bathrooms

Deduct _____

No. A130 Deduct Work in Second-Floor Bathrooms

Deduct _____

No. _____

Add-Deduct _____

No. A951 Luxury Vinyl Floor Tile by Interface

Add-Deduct _____

No. A952 Luxury Vinyl Floor Tile by Mohawk

Add-Deduct _____

No. _____

Add-Deduct _____

No. A961 Carpet by Interface

Add-Deduct _____

No. A962 Carpet by Mohawk

Add-Deduct _____

No. _____

Add-Deduct _____

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

No. A971 Homogenous Vinyl Floor Tile by Patcraft

Add-Deduct _____

No. _____

Add-Deduct _____

No. A1201 Plastic-Laminate-Faced Casework by Case Systems

Add-Deduct _____

No. A1202 Plastic-Laminate-Faced Casework by TMI

Add-Deduct _____

No. _____

Add-Deduct _____

UNIT PRICES **PURPOSES**

The Undersigned hereby agrees that each Unit Price submitted represents full compensation for either additions to or deductions from the Contract Sum for extra work or changes ordered under the Contract, as specified for Unit Prices under Instructions to Bidders and Division 1 "General Requirements".

1-1	Bulk Earth Excavation, by Machine	/cy
1-2	Trench Earth Excavation, by Machine	/cy
1-3	Rock Excavation, by Hand	/cy
1-4	Rock Excavation, by Ram Hammer	/cy
1-5	Bulk Fill and Compaction	/cy
1-6	Trench Fill and Compaction	/cy
1-7	Over-Excavation and Structural Backfill	/cy

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

1-8	Sinkhole Remediation	/cy
1-9	Milling	/sy
1-10	Concrete Curb (Straight)	/lf
1-11	Concrete Curb (Radius)	/lf
1-12	Concrete Sidewalk	/sf
1-13	Replace Concrete Floor Slab-on-Grade	/sf
1-14	Cementitious Underlayment	/sf
1-15	4-inch Concrete Block Wall	/sf
1-16	6-inch Concrete Block Wall	/sf
1-17	8-inch Concrete Block Wall	/sf
1-18	Rake and Repoint Existing Masonry Unit Veneer	/sf
1-19	Clean Existing Masonry Wall	/sf
1-20	Control Joints	/lf
1-21	Masonry Sealing	/csf
1-22	Firestopping at Deck	/lf
1-23	Penetration Firestopping	/sf
1-24	Firestopping Infill	/sf
1-25	Door, Frame and Hardware	/ea
1-26	Replace 1-inch Insulating Glass	/sf
1-27	Acoustical Tile Ceiling Type-1.....	/sf
1-28	Acoustical Tile Ceiling Type-3.....	/sf
1-29	Glazed Wall Tile on Masonry	/sf
1-30	Glazed Wall Tile on GWB	/sf
1-31	Homogenous Vinyl Tile Floor	/sf
1-32	Luxury Vinyl Tile Floor	/sf
1-33	Cove Base.....	/lf
1-34	Resinous Flooring	/sf
1-35	Resinous Flooring Cove Base	/lf
1-36	Carpet	/sy
1-37	5-inch Gypsum Board Wall	/sf
1-38	Small Gypsum Board Repair	/4sf
1-39	Large Gypsum Board Repair	/sf
1-40	Dryfall Paint	/sf
1-41	Latex Paint on Masonry Walls	/sf
1-42	Latex Paint on GWB Walls	/sf
1-43	Seeding	/sf
1-44	Heavy Duty Paving	/sy
1-45	Light Duty Paving	/sy
1-46	Paving Overlay	/sy
1-47	Paving Fabric	/sy
1-48	Wainscot - Base Bid	/sf
1-49	Wainscot - Option #1	/sf
1-50	Wainscot - Option #2	/sf
1-51
1-52
1-53
1-54
1-55

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

ALLOWANCES

The Undersigned hereby agrees that the sums indicated for each labor and material allowance is included in the Base Bid and is work that is in addition to the required work of the Contract. The undersigned further certifies that the labor and material sums for each allowance shall be established using the listed Unit Price indicated on this Bid Form, except where alternative direction is provided in the allowance description. The Undersigned agrees that unused allowance sums will be deducted from the Contract amount by Change Order.

1-a (100) cy Bulk Earth Excavation, by Machine @ \$ _____ per cy (Unit Price No. 1-1) for a total cost of

_____ (\$ _____).

1-b (100) cy Trench Earth Excavation, by Machine @ \$ _____ per cy (Unit Price No. 1-2) for a total cost of

_____ (\$ _____).

1-c (25) cy Rock Excavation, by Hand @ \$ _____ per cy (Unit Price No. 1-3) for a total cost of

_____ (\$ _____).

1-d (50) cy Bulk Fill and Compaction @ \$ _____ per cy (Unit Price No. 1-5) for a total cost of

_____ (\$ _____).

1-e (50) cy Trench Fill and Compaction @ \$ _____ per cy (Unit Price No. 1-6) for a total cost of

_____ (\$ _____).

1-f (50) cy Over-Excavation and Structural Backfill @ \$ _____ per cy (Unit Price No. 1-7) for a total cost of

_____ (\$ _____).

1-g (200) cy Sinkhole Remediation @ \$ _____ per cy (Unit Price No. 1-8) for a total cost of

_____ (\$ _____).

1-h (200) sf Replace Concrete Floor Slab-on-Grade @ \$ _____ per sf (Unit Price No. 1-13) for a total cost of

_____ (\$ _____).

1-i (500) sf Cementitious Underlayment @ \$ _____ per sf (Unit Price No. 1-14) for a total cost of

_____ (\$ _____).

1-j (150) sf Rake and Repoint Existing Masonry Unit Veneer @ \$ _____ per sf (Unit Price No. 1-18) for a total

cost of _____ (\$ _____).

1-k (200) lf Firestopping at Deck @ \$ _____ per lf (Unit Price No. 1-22) for a total cost of

_____ (\$ _____).

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

1-I (200) sf Penetration Firestopping @ \$ _____ per sf (Unit Price No. 1-23) for a total cost of
_____ (\$ _____).

1-m (200) sf Firestopping Infill @ \$ _____ per sf (Unit Price No. 1-24) for a total cost of
_____ (\$ _____).

1-n (500) sf 1-inch Insulating Glass @ \$ _____ per sf (Unit Price No. 1-26) for a total cost of
_____ (\$ _____).

1-o (1,000) sf Acoustical Tile Ceiling Type-1 @ \$ _____ per sf (Unit Price No. 1-27) for a total cost of
_____ (\$ _____).

1-p (500) sf Luxury Vinyl Tile Floor @ \$ _____ per sf (Unit Price No. 1-32) for a total cost of
_____ (\$ _____).

1-q (500) lf Cove Base @ \$ _____ per lf (Unit Price No. 1-33) for a total cost of
_____ (\$ _____).

1-r (2,000) sf Latex Paint on Masonry Walls @ \$ _____ per sf (Unit Price No. 1-41) for a total cost of
_____ (\$ _____).

1-s (3,000) sf Latex Paint on GWB Walls @ \$ _____ per sf (Unit Price No. 1-42) for a total cost of
_____ (\$ _____).

1-t Additional Structural Steel

1-u Additional Access Doors

1-v Additional Signage

1-w (200) sy Paving Fabric @ \$ _____ per sy (Unit Price No. 1-47) for a total cost of
_____ (\$ _____).

1-x _____ @ \$ _____ per _____ (Unit Price No. __) for a total cost of
_____ (\$ _____).

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

1-y _____ @ \$_____ per __ (Unit Price No. __) for a total cost of

(\$_____).

1-z _____ @ \$_____ per __ (Unit Price No. __) for a total cost of

(\$_____).

1-aa _____ @ \$_____ per __ (Unit Price No. __) for a total cost of

(\$_____).

COMPLETION DATE:

Bidder submits this Bid with the understanding that the Work of each phase, or portion thereof, of the contract be substantially complete in accordance with Division 01 Section "Summary" and that all Work shall be substantially complete no later than midnight, March 19, 2027 or December 31, 2026 if Alternate Series 120 and 130 are accepted.

This schedule of completion of the work shall be considered of the essence of the contract, and for the cost of extra inspections, salaries of contingent forces, and other expenses entailed by the Owner resulting from the contractor's delay in completing the Work of the Contract within the Contract Time, the Owner shall be entitled to the Sum established as liquidated damages, not a penalty, per Contract for each calendar day after the scheduled completion date that the work is not substantially complete, subject to extensions of time as provided in the General Conditions.

ADDENDA RECEIPT

The Undersigned agrees that the following Addenda, which have been issued during the bidding period, have been received and have been considered both before and in the preparation of this Bid.

Addendum No. _____ Dated _____

**NOT FOR BIDDING
PURPOSES**

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID SECURITY

Accompanying this Bid is a _____
_____ in the amount of

(\$ _____)

made payable to the Owner, as defined in the Instructions to Bidders, which it is agreed will be forfeited as liquidated damages if the Undersigned fails to execute the Contract and/or furnish Bonds as specified and evidences of required insurance coverage within ten (10) days after notification of the Award of the Contract to him at the official address of the Undersigned given below.

BID WITHDRAWAL

This Bid is submitted with the definite understanding that Bids are valid for acceptance by the Owner and may not be withdrawn for a period of at least sixty (60) days after the actual date of the opening thereof unless the award of the contract is delayed due to required approvals of other governmental agencies, or sale of bonds, in which case, bids shall be irrevocable for one hundred twenty (120) days in compliance with Act 1978-317, approved November 26, 1978. The Owner reserves the right to reject any or all Bids or any part thereof or items therein and to waive technicalities as it deems best to protect its interests.

ASSIGNMENT

The Undersigned will not assign his bid or any of his rights or interests thereunder without the written consent of the Owner.

SIGNATURES

The Undersigned hereby certifies that this Bid is genuine and not sham, collusive or fraudulent or made in the interest of or in behalf of any person, firm, or corporation not herein named; and that the undersigned has not, directly or indirectly, induced or solicited any Bidder to submit a sham Bid, or any other person, firm or corporation from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself any advantage over any other Bidder.

NOT FOR BIDDING PURPOSES

Witness: _____ (Individual Bidder) _____ (SEAL)
Trading and doing business as: _____

Business Address: _____

*If a fictitious or trade name is employed in the conduct of business, insert such name and complete as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

(If a Partnership)

**

(Name of Partnership)

Witness:

(SEAL)

Partner

FOR REFERENCE

(SEAL)

Partner

ONLY

(SEAL)

Partner

Business Address: _____

**If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

(If a Corporation)

(CORPORATE SEAL)

(Name of Corporation)

Attest:

NOT FOR BIDDING

(Assistant Secretary) BY _____

(Vice President)

Business Address: _____

PURPOSES

*** (1) Complete, as appropriate, the following statement: The Corporation has been organized, and is existing under the laws of the

of _____

(2) If the corporation has been organized under laws other than those of the Commonwealth of Pennsylvania, complete, as appropriate, by deletion the following statement:

The corporation (has) (has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania under applicable laws.

END OF DOCUMENT

00 41 00 - 9 - GENERAL

BIDS SUBMITTED ON THIS "FOR REFERENCE ONLY" FORM WILL BE REJECTED

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID FORM

CONTRACT NO. 2 – PLUMBING CONSTRUCTION

MAIN OFFICE RENOVATIONS
BERKS COUNTY INTERMEDIATE UNIT

Name of Bidder _____

Street Address _____

City, State, Zip Code _____

Telephone No. _____ Date _____

To: Dr. Jill Hackman, Executive Director
Berks County Intermediate Unit
1111 Commons Blvd.
Reading, PA 19605

STIPULATED SUM

This Bid is submitted in accordance with your Advertisement inviting Sealed Bids for Main Office Renovations, to be received by the Berks County Intermediate Unit until the time and date specified.

Having carefully examined the Existing Site and Building (if any) all Contract Documents, including Drawings, Specifications, Instructions to Bidders, General Conditions, and all other documents bound within the Specifications, having carefully examined all Addenda, issued during the Bid Period, all conditions affecting the work, the Undersigned hereby agrees to furnish all labor, materials, equipment, tools, and do all work that is necessary to complete all Contract Work in accordance with said Bidding Documents for the lump sum of

BASE BID

NOT FOR BIDDING PURPOSES

The Bidding Documents are incorporated herein by reference and shall be construed to be part hereof, with the same effect as if such were repeated at length herein, or physically attached hereto.

ALTERNATES

The following listed alternate prices shall be filled in and submitted with the Bid Form. It is agreed that all work to be performed under accepted alternate prices shall conform to the applicable contract documents, and shall include all work in connection with or consequent to the alternate price work to produce a complete installation.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

Alternate prices shall be all inclusive of the cost of materials, work and profit, supervision, administration and any and all other costs in connection therewith for work in place and accepted or omitted as the cause may be, and shall hold for the same period as the bid. Refer to General Requirements, Section 01 23 00 for description of Alternates. (Indicate whether amount if "Add" or "Deduct" by crossing out the part which does not apply.) Bidder shall insert the words "No Change" if there is no change in cost of the Base Bid to include the work of that Alternate.

The undersigned hereby proposes the following prices for Alternates, the selection of which shall be at the Owner's option:

No. P100 Deduct Work at Reading Crest Ave Facility

Deduct _____

No. P120 Deduct Work in First-Floor Bathrooms

Deduct _____

No. P130 Deduct Work in Second-Floor Bathrooms

Deduct _____

No. _____

Add-Deduct _____

No. _____

Add-Deduct _____

No. _____

Add-Deduct _____

UNIT PRICES

The Undersigned hereby agrees that each Unit Price submitted represents full compensation for either additions to or deductions from the Contract Sum for extra work or changes ordered under the Contract, as specified for Unit Prices under Instructions to Bidders and Division 1 "General Requirements".

2-1	1-inch Type L Copper Tubing	/lf
2-2	2-inch Type L Copper Tubing	/lf
2-3	4-inch Cast Iron Soil Pipe	/lf
2-4	4-inch Rainwater Pipe	/lf
2-5	Provide 1-inch Ball Valve in Existing Piping	/ea
2-6	Provide 2-inch Ball Valve in Existing Piping	/ea
2-7
2-8
2-9
2-10
2-11
2-12

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

ALLOWANCES

The Undersigned hereby agrees that the sums indicated for each labor and material allowance is included in the Base Bid and is work that is in addition to the required work of the Contract. The undersigned further certifies that the labor and material sums for each allowance shall be established using the listed Unit Price indicated on this Bid Form, except where alternative direction is provided in the allowance description. The Undersigned agrees that unused allowance sums will be deducted from the Contract amount by Change Order.

2-a (1,500) If 1-inch Type L Copper Tubing @ \$ _____ per lf (Unit Price No. 2-1) for a total cost of

_____ (\$ _____).

2-b (50) If 2-inch Type L Copper Tubing @ \$ _____ per lf (Unit Price No. 2-2) for a total cost of

_____ (\$ _____).

2-c (50) If 4-inch Cast Iron Soil Pipe @ \$ _____ per lf (Unit Price No. 2-3) for a total cost of

_____ (\$ _____).

2-d (50) If 4-inch Rainwater Pipe @ \$ _____ per lf (Unit Price No. 2-4) for a total cost of

_____ (\$ _____).

2-e (10) ea 1-inch Ball Valves in Existing Piping @ \$ _____ per ea (Unit Price No. 2-5) for a total cost of

_____ (\$ _____).

2-f (10) ea 2-inch Ball Valves in Existing Piping @ \$ _____ per ea (Unit Price No. 2-6) for a total cost of

_____ (\$ _____).

2-g _____ @ \$ _____ per _____ (Unit Price No. _____) for a total cost of

_____ (\$ _____).

2-h _____ @ \$ _____ per _____ (Unit Price No. _____) for a total cost of

_____ (\$ _____).

COMPLETION DATE:

Bidder submits this Bid with the understanding that the Work of each phase, or portion thereof, of the contract be substantially complete in accordance with Division 01 Section "Summary" and that all Work shall be substantially complete no later than midnight, March 19, 2027 or December 31, 2026 if Alternate Series 120 and 130 are accepted.

This schedule of completion of the work shall be considered of the essence of the contract, and for the cost of extra inspections, salaries of contingent forces, and other expenses entailed by the Owner resulting from the contractor's delay in completing the Work of the Contract within the Contract Time, the Owner shall be entitled to the sum established as liquidated damages, not a penalty, per Contract for each calendar day after the scheduled completion date that the work is not substantially complete, subject to extensions of time as provided in the General Conditions.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

ADDENDA RECEIPT

The Undersigned agrees that the following Addenda, which have been issued during the bidding period, have been received and have been considered both before and in the preparation of this Bid.

Addendum No. _____ Dated _____

FOR REFERENCE
ONLY

BID SECURITY

Accompanying this Bid is a _____
_____ in the amount of
_____ (\$ _____)

made payable to the Owner, as defined in the Instructions to Bidders, which it is agreed will be forfeited as liquidated damages if the Undersigned fails to execute the Contract and/or furnish Bonds as specified and evidences of required insurance coverage within ten (10) days after notification of the Award of the Contract to him at the official address of the Undersigned given below.

BID WITHDRAWAL

This Bid is submitted with the definite understanding that Bids are valid for acceptance by the Owner and may not be withdrawn for a period of at least sixty (60) days after the actual date of the opening thereof unless the award of the contract is delayed due to required approvals of other governmental agencies, or sale of bonds, in which case, bids shall be irrevocable for one hundred twenty (120) days in compliance with Act 1978-317, approved November 26, 1978. The Owner reserves the right to reject any or all Bids or any part thereof or items therein and to waive technicalities as it deems best to protect its interests.

ASSIGNMENT

The Undersigned will not assign his bid or any of his rights or interests thereunder without the written consent of the Owner.

SIGNATURES

The Undersigned hereby certifies that this Bid is genuine and not sham, collusive or fraudulent or made in the interest of or in behalf of any person, firm, or corporation not herein named; and that the undersigned has not, directly or indirectly, induced or solicited any Bidder to submit a sham Bid, or any other person, firm or corporation from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself any advantage over any other Bidder.

FOR REFERENCE (Individual Bidder)
Witness: _____ (SEAL)
ONLY Trading and doing business as: _____

Business Address: _____

*If a fictitious or trade name is employed in the conduct of business, insert such name and complete as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

(If a Partnership)

**

_____ (Name of Partnership)

Witness:

NOT FOR BIDDING (SEAL)
PURPOSES (SEAL)
Partner (SEAL)
Partner (SEAL)
Partner

Business Address: _____

**If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

(If a Corporation)

(CORPORATE SEAL)

(Name of Corporation)

Attest:

(Assistant Secretary)

BY

Vice President

Business Address: _____

(1) Complete, as appropriate, the following statement: The Corporation has been organized, and is
existing under the laws of the

of _____

(2) If the corporation has been organized under laws other than those of the Commonwealth of
Pennsylvania, complete, as appropriate, by deletion the following statement:

The corporation (has) (has not) been granted a certificate of authority to do business in the
Commonwealth of Pennsylvania under applicable laws.

END OF DOCUMENT

NOT FOR BIDDING
PURPOSES

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID FORM

CONTRACT NO. 3 – HVAC CONSTRUCTION

MAIN OFFICE RENOVATIONS
BERKS COUNTY INTERMEDIATE UNIT

Name of Bidder _____

Street Address _____

City, State, Zip Code _____

Telephone No. _____ Date _____

To: Dr. Jill Hackman, Executive Director
Berks County Intermediate Unit
1111 Commons Blvd.
Reading, PA 19605

STIPULATED SUM

This Bid is submitted in accordance with your Advertisement inviting Sealed Bids for Main Office Renovations, to be received by the Berks County Intermediate Unit until the time and date specified.

Having carefully examined the Existing Site and Building (if any) all Contract Documents, including Drawings, Specifications, Instructions to Bidders, General Conditions, and all other documents bound within the Specifications, having carefully examined all Addenda, issued during the Bid Period, all conditions affecting the work, the Undersigned hereby agrees to furnish all labor, materials, equipment, tools, and do all work that is necessary to complete all Contract Work in accordance with said Bidding Documents for the lump sum of

BASE BID

NOT FOR BIDDING PURPOSES

The Bidding Documents are incorporated herein by reference and shall be construed to be part hereof, with the same effect as if such were repeated at length herein, or physically attached hereto.

ALTERNATES

The following listed alternate prices shall be filled in and submitted with the Bid Form. It is agreed that all work to be performed under accepted alternate prices shall conform to the applicable contract documents, and shall include all work in connection with or consequent to the alternate price work to produce a complete installation.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

Alternate prices shall be all inclusive of the cost of materials, work and profit, supervision, administration and any and all other costs in connection therewith for work in place and accepted or omitted as the cause may be, and shall hold for the same period as the bid. Refer to General Requirements, Section 01 23 00 for description of Alternates. (Indicate whether amount is "Add" or "Deduct" by crossing out the part which does not apply.) Bidder shall insert the words "No Change" if there is no change in cost of the Base Bid to include the work of that Alternate.

The undersigned hereby proposes the following prices for Alternates, the selection of which shall be at the Owner's option:

No. H100 Deduct Work at Reading Crest Ave Facility

Deduct _____

No. H110 Deduct Work in Pavilion

Deduct _____

No. H120 Deduct Work in First-Floor Bathrooms

Deduct _____

No. H130 Deduct Work in Second-Floor Bathrooms

Deduct _____

No. H140 Additional Cleaning of Existing Ductwork

Add _____

No. _____

Add-Deduct _____

UNIT PRICES

The Undersigned hereby agrees that each Unit Price submitted represents full compensation for either additions to or deductions from the Contract Sum for extra work or changes ordered under the Contract, as specified for Unit Prices under Instructions to Bidders and Division 1 "General Requirements".

3-1	24-inch x 24-inch Lay-In Diffuser	/ea
3-2	24-inch x 24-inch Grid Core Grille	/ea
3-3	Replace Existing 4-inch Pipe Coupling	/ea
3-4	1-inch Isolation Valve in Existing Chilled Water Piping	/ea
3-5	4-inch Isolation Valve in Existing Chilled Water Piping	/ea
3-6	2-inch Chilled Water Piping.....	/lf
3-7	4-inch Chilled Water Piping.....	/lf
3-8	12-inch x 12-inch Volume Damper.....	/ea
3-9	24-inch x 16-inch 1-1/2 Hour Rated Fire Damper.....	/ea
3-10	Galvanized Rectangular, Insulated Ductwork.....	/lb
3-11	Digital Temperature Sensor.....	/ea
3-12	
3-13	

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

ALLOWANCES

The Undersigned hereby agrees that the sums indicated for each labor and material allowance is included in the Base Bid and is work that is in addition to the required work of the Contract. The undersigned further certifies that the labor and material sums for each allowance shall be established using the listed Unit Price indicated on this Bid Form, except where alternative direction is provided in the allowance description. The Undersigned agrees that unused allowance sums will be deducted from the Contract amount by Change Order.

3-a (10) ea 24-inch x 24-inch Lay-In Diffusers @ \$ _____ per ea (Unit Price No. 3-1) for a total cost of

_____ (\$ _____).

3-b (10) ea 24-inch x 24-inch Grid Core Grilles @ \$ _____ per ea (Unit Price No. 3-2) for a total cost of

_____ (\$ _____).

3-c (6) ea Replace Existing 4-inch Pipe Couplings @ \$ _____ per ea (Unit Price No. 3-3) for a total cost of

_____ (\$ _____).

3-d (20) ea 1-inch Isolation Valves in Existing Chilled Water Piping @ \$ _____ per ea (Unit Price No. 3-4) for

a total cost of _____ (\$ _____).

3-e (5) ea 4-inch Isolation Valves in Existing Chilled Water Piping @ \$ _____ per ea (Unit Price No. 3-5) for

a total cost of _____ (\$ _____).

3-f (80) lf of 2-inch Chilled Water Piping @ \$ _____ per lf (Unit Price No. 3-6) for a total cost of

_____ (\$ _____).

3-g (20) lf of 4-inch Chilled Water Piping @ \$ _____ per lf (Unit Price No. 3-7) for a total cost of

_____ (\$ _____).

3-h (10) ea 12-inch x 12-inch Volume Dampers @ \$ _____ per ea (Unit Price No. 3-8) for a total cost of

_____ (\$ _____).

3-i (4) ea 24-inch x 16-inch 1-1/2 Hour Rated Fire Dampers @ \$ _____ per ea (Unit Price No. 3-9) for

a total cost of _____ (\$ _____).

3-j (200) lbs Galvanized Rectangular, Insulated Ductwork @ \$ _____ per lb (Unit Price No. 3-10) for

a total cost of _____ (\$ _____).

3-k (4) ea Digital Temperature Sensors @ \$ _____ per ea (Unit Price No. 3-11) for a total cost of

_____ (\$ _____).

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

3-l _____ @ \$_____ per __ (Unit Price No. __) for a total cost of

(\$_____).

3-m _____ @ \$_____ per __ (Unit Price No. __) for a total cost of

(\$_____).

3-n _____ @ \$_____ per __ (Unit Price No. __) for a total cost of

(\$_____).

COMPLETION DATE:

Bidder submits this Bid with the understanding that the Work of each phase, or portion thereof, of the contract be substantially complete in accordance with Division 01 Section "Summary" and that all Work shall be substantially complete no later than midnight, March 19, 2027 or December 31, 2026 if Alternate Series 120 and 130 are accepted.

This schedule of completion of the work shall be considered of the essence of the contract, and for the cost of extra inspections, salaries of contingent forces, and other expenses entailed by the Owner resulting from the contractor's delay in completing the Work of the Contract within the Contract Time, the Owner shall be entitled to the Sum established as liquidated damages, not a penalty, per Contract for each calendar day after the scheduled completion date that the work is not substantially complete, subject to extensions of time as provided in the General Conditions.

ADDENDA RECEIPT

The Undersigned agrees that the following Addenda, which have been issued during the bidding period, have been received and have been considered both before and in the preparation of this Bid.

Addendum No.

Dated

NOT FOR BIDDING

PURPOSES

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID SECURITY

Accompanying this Bid is a _____

_____ in the amount of

_____ (\$ _____)

made payable to the Owner, as defined in the Instructions to Bidders, which it is agreed will be forfeited as liquidated damages if the Undersigned fails to execute the Contract and/or furnish Bonds as specified and evidences of required insurance coverage within ten (10) days after notification of the Award of the Contract to him at the official address of the Undersigned given below.

BID WITHDRAWAL

This Bid is submitted with the definite understanding that Bids are valid for acceptance by the Owner and may not be withdrawn for a period of at least sixty (60) days after the actual date of the opening thereof unless the award of the contract is delayed due to required approvals of other governmental agencies, or sale of bonds, in which case, bids shall be irrevocable for one hundred twenty (120) days in compliance with Act 1978-317, approved November 26, 1978. The Owner reserves the right to reject any or all Bids or any part thereof or items therein and to waive technicalities as it deems best to protect its interests.

ASSIGNMENT

The Undersigned will not assign his bid or any of his rights or interests thereunder without the written consent of the Owner.

SIGNATURES

The Undersigned hereby certifies that this Bid is genuine and not sham, collusive or fraudulent or made in the interest of or in behalf of any person, firm, or corporation not herein named; and that the undersigned has not, directly or indirectly, induced or solicited any Bidder to submit a sham Bid, or any other person, firm or corporation from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself any advantage over any other Bidder.

(Individual Bidder)

Witness:

_____ (SEAL)

Trading and doing business as:

*

Business Address: _____

*If a fictitious or trade name is employed in the conduct of business, insert such name and complete as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

00 41 00 - 5 - HVAC

BIDS SUBMITTED ON THIS "FOR REFERENCE ONLY" FORM WILL BE REJECTED

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

(If a Partnership)

**

(Name of Partnership)

Witness:

(SEAL)

Partner

FOR REFERENCE

(SEAL)

Partner

ONLY

(SEAL)

Partner

Business Address: _____

**If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

(If a Corporation)

(CORPORATE SEAL)

(Name of Corporation)

Attest:

NOT FOR BIDDING

(Assistant Secretary) BY _____

Vice President

Business Address: _____

PURPOSES

*** (1) Complete, as appropriate, the following statement: The Corporation has been organized, and is existing under the laws of the

of _____

(2) If the corporation has been organized under laws other than those of the Commonwealth of Pennsylvania, complete, as appropriate, by deletion the following statement:

The corporation (has) (has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania under applicable laws.

END OF DOCUMENT

00 41 00 - 6 - HVAC

BIDS SUBMITTED ON THIS "FOR REFERENCE ONLY" FORM WILL BE REJECTED

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID FORM

CONTRACT NO. 4 – ELECTRICAL CONSTRUCTION

MAIN OFFICE RENOVATIONS
BERKS COUNTY INTERMEDIATE UNIT

Name of Bidder _____

Street Address _____

City, State, Zip Code _____

Telephone No. _____ Date _____

To: Dr. Jill Hackman, Executive Director
Berks County Intermediate Unit
1111 Commons Blvd.
Reading, PA 19605

STIPULATED SUM

This Bid is submitted in accordance with your Advertisement inviting Sealed Bids for Main Office Renovations, to be received by the Berks County Intermediate Unit until the time and date specified.

Having carefully examined the Existing Site and Building (if any) all Contract Documents, including Drawings, Specifications, Instructions to Bidders, General Conditions, and all other documents bound within the Specifications, having carefully examined all Addenda, issued during the Bid Period, all conditions affecting the work, the Undersigned hereby agrees to furnish all labor, materials, equipment, tools, and do all work that is necessary to complete all Contract Work in accordance with said Bidding Documents for the lump sum of

BASE BID

NOT FOR BIDDING PURPOSES

(\$ _____)

The Bidding Documents are incorporated herein by reference and shall be construed to be part hereof, with the same effect as if such were repeated at length herein, or physically attached hereto.

ALTERNATES

The following listed alternate prices shall be filled in and submitted with the Bid Form. It is agreed that all work to be performed under accepted alternate prices shall conform to the applicable contract documents, and shall include all work in connection with or consequent to the alternate price work to produce a complete installation.

Alternate prices shall be all inclusive of the cost of materials, work and profit, supervision, administration and any and all other costs in connection therewith for work in place and accepted or omitted as the cause may be, and shall hold for the same period as the bid. Refer to General Requirements, Section 01 23 00 for description of Alternates. (Indicate whether amount if "Add" or "Deduct" by crossing out the part which does not apply.) Bidder shall insert the words "No Change" if there is no change in cost of the Base Bid to include the work of that Alternate.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

The undersigned hereby proposes the following prices for Alternates, the selection of which shall be at the Owner's option:

No. E100 Deduct Work at Reading Crest Ave Facility

Deduct _____

No. E110 Deduct Work in Pavilion

Deduct _____

No. E120 Deduct Work in First-Floor Bathrooms

Deduct _____

No. E130 Deduct Work in Second-Floor Bathrooms

Deduct _____

No. _____

Add-Deduct _____

No. _____

Add-Deduct _____

No. E2611 Panel Board Switches & Starters by Cutler Hammer

Add-Deduct _____

No. E2612 Panel Board Switches & Starters by GE

Add-Deduct _____

No. E2613 Panel Board Switches & Starters by Siemens

Add-Deduct _____

No. _____

Add-Deduct _____

No. E620 Static Uninterruptable Power Supply Lithium-Ion Battery

Add-Deduct _____

No. E2710 Communications Cabling Installer

Add-Deduct _____

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

No. _____

Add-Deduct _____

No. _____

Add-Deduct _____

UNIT PRICES

The Undersigned hereby agrees that each Unit Price submitted represents full compensation for either additions to or deductions from the Contract Sum for extra work or changes ordered under the Contract, as specified for Unit Prices under Instructions to Bidders and Division 1 "General Requirements".

4-1	Data Outlet	/ea
4-2	Power Outlet	/ea
4-3	Wall Switch	/ea
4-4	Type "F" Light Fixtures	/ea
4-5	Exit Sign	/ea
4-6	Fire Alarm Audible/Visual Device	/ea
4-7	Fire Alarm Smoke Detector	/ea
4-8	_____	_____
4-9	_____	_____
4-10	_____	_____

ALLOWANCES

The Undersigned hereby agrees that the sums indicated for each labor and material allowance is included in the Base Bid and is work that is in addition to the required work of the Contract. The undersigned further certifies that the labor and material sums for each allowance shall be established using the listed Unit Price indicated on this Bid Form, except where alternative direction is provided in the allowance description. The Undersigned agrees that unused allowance sums will be deducted from the Contract amount by Change Order.

4-a (10) ea Data Outlets @ \$ _____ per ea (Unit Price No. 4-1) for a total cost of
_____ (\$ _____).

4-b (10) ea Power Outlets @ \$ _____ per ea (Unit Price No. 4-2) for a total cost of
_____ (\$ _____).

4-c (5) ea Type "F" Light Fixtures @ \$ _____ per ea (Unit Price No. 4-4) for a total cost of
_____ (\$ _____).

4-d (5) ea Exit Signs @ \$ _____ per ea (Unit Price No. 4-5) for a total cost of
_____ (\$ _____).

4-e (10) ea Fire Alarm Audible/Visual Devices @ \$ _____ per ea (Unit Price No. 4-6) for a total cost of
_____ (\$ _____).

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

4-f (10) ea Fire Alarm Smoke Detectors @ \$_____ per ea (Unit Price No. 4-7) for a total cost of
_____ (\$_____).

4-g _____ @ \$_____ per _____ (Unit Price No. __) for a total cost of
_____ (\$_____).

4-h _____ @ \$_____ per _____ (Unit Price No. __) for a total cost of
_____ (\$_____).

COMPLETION DATE:

Bidder submits this Bid with the understanding that the Work of each phase, or portion thereof, of the contract be substantially complete in accordance with Division 01 Section "Summary" and that all Work shall be substantially complete no later than midnight, March 19, 2027 or December 31, 2026 if Alternate Series 120 and 130 are accepted.

This schedule of completion of the work shall be considered of the essence of the contract, and for the cost of extra inspections, salaries of contingent forces, and other expenses entailed by the Owner resulting from the contractor's delay in completing the Work of the Contract within the Contract Time, the Owner shall be entitled to the Sum established as liquidated damages, not a penalty, per Contract for each calendar day after the scheduled completion date that the work is not substantially complete, subject to extensions of time as provided in the General Conditions.

ADDENDA RECEIPT

The Undersigned agrees that the following Addenda, which have been issued during the bidding period, have been received and have been considered both before and in the preparation of this Bid.

Addendum No.

Dated

NOT FOR BIDDING

PURPOSES

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID SECURITY

Accompanying this Bid is a _____
_____ in the amount of

(\$ _____)

made payable to the Owner, as defined in the Instructions to Bidders, which it is agreed will be forfeited as liquidated damages if the Undersigned fails to execute the Contract and/or furnish Bonds as specified and evidences of required insurance coverage within ten (10) days after notification of the Award of the Contract to him at the official address of the Undersigned given below.

BID WITHDRAWAL

This Bid is submitted with the definite understanding that Bids are valid for acceptance by the Owner and may not be withdrawn for a period of at least sixty (60) days after the actual date of the opening thereof unless the award of the contract is delayed due to required approvals of other governmental agencies, or sale of bonds, in which case, bids shall be irrevocable for one hundred twenty (120) days in compliance with Act 1978-317, approved November 26, 1978. The Owner reserves the right to reject any or all Bids or any part thereof or items therein and to waive technicalities as it deems best to protect its interests.

ASSIGNMENT

The Undersigned will not assign his bid or any of his rights or interests thereunder without the written consent of the Owner.

SIGNATURES

The Undersigned hereby certifies that this Bid is genuine and not sham, collusive or fraudulent or made in the interest of or in behalf of any person, firm, or corporation not herein named; and that the undersigned has not, directly or indirectly, induced or solicited any Bidder to submit a sham Bid, or any other person, firm or corporation from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself any advantage over any other Bidder.

(Individual Bidder)

Witness:

(SEAL)

Trading and doing business as:

*

Business Address: _____

*If a fictitious or trade name is employed in the conduct of business, insert such name and complete as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

00 41 00 - 5 - ELECTRICAL

BIDS SUBMITTED ON THIS "FOR REFERENCE ONLY" FORM WILL BE REJECTED

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

(If a Partnership)

**

(Name of Partnership)

Witness:

(SEAL)
Partner

FOR REFERENCE _____

(SEAL)
Partner
ONLY _____
(SEAL)
Partner

Business Address: _____

**If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

(If a Corporation)

(CORPORATE SEAL)

(Name of Corporation)

Attest:

NOT FOR BIDDING _____

(Assistant Secretary) _____
BY _____
Vice President

Business Address: _____

PURPOSES _____

*** (1) Complete, as appropriate, the following statement: The Corporation has been organized, and is existing under the laws of the

of _____

(2) If the corporation has been organized under laws other than those of the Commonwealth of Pennsylvania, complete, as appropriate, by deletion the following statement:

The corporation (has) (has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania under applicable laws.

END OF DOCUMENT

BID BOND FORM

KNOW ALL MEN BY THESE PRESENTS, that we, _____

(hereinafter called the "Principal"), as Principal, and _____ a company authorized to transact business in the Commonwealth of Pennsylvania, and having its principal office at _____

(hereinafter called the "Surety"), as Surety, are held and firmly bound unto _____ (hereinafter called the "Obligee"), as Obligee, in the sum of _____

Dollars (\$ _____)

lawful money of the United States of America, for payment of which we bind ourselves, and each of our respective heirs, legal representatives, successors and assigns, jointly and severally, by these presents, on this _____ day of _____, 20 _____.

WHEREAS, said Principal is herewith submitting to the Obligee a Bid to perform _____ Work for the Obligee's proposed _____
(Name of Project and Location Municipality, County and State)

pursuant to Drawings, Specifications and other Contract Documents incorporated into said Bid by reference; and it is a condition of the Obligee's receipt and consideration of said Bid that such shall be accompanied by Bid Security to be held by the Obligee on terms embodied herein.

THEREFORE, the condition of this obligation is that if said Principal shall furnish a Performance Bond and a Payment Bond to the Obligee together with good and sufficient surety or sureties, as may be required for the faithful performance and proper fulfillment of the Contract, in the form specified by the Owner, and furnish required certificates of insurance upon the Obligee's delivery to the Principal of seven (7) days notice of intention to accept the Principal's Bid and to make a formal award of Contract, and shall enter into such Contract and shall furnish insurance certificates in all respects as required by said Bidding Documents, then this obligation shall be void, but otherwise it shall remain in full force. In the event of the failure to enter into such Contract, furnish such bonds, and furnish such certificates within the time specified, the Principal and Surety shall pay to the Obligee the difference between the amount of the Principal's accepted Bid and any higher amount for which the Obligee may contract for the required work, as well as any advertising, Architect's, legal and other expenses incurred by the Obligee by reason of the default; provided, however, that the obligations of the Surety hereunder shall not exceed the amount of this Bid Security together with interest.

IN WITNESS WHEREOF, the Principal and Surety, intending to be legally bound, have executed this Bid Bond the day and year aforementioned.

(Individual Principal) _____ (SEAL)
(Signature of Individual)

Trading and doing business as:

Witness:

(Partnership Principal)

(Name of Partnership)

Witness:

BY: _____ (SEAL)

BY: _____ (SEAL)

(Corporation Principal)

(Name of Corporation)

ATTEST:

(Secretary)

BY: _____
(President)

(CORPORATE SEAL)

or (if appropriate)

Witness:

*BY: _____
Authorized Representative

*Attach appropriate proof, dated as of the same date as the Bond, evidencing authority to execute on behalf of the corporation.

(Corporation Surety)

(Name of Corporation)

Witness or Attest:

**BY: _____
Attorney in Fact

(CORPORATE SEAL)

**Attach an appropriate power of attorney, dated as of the same date as the Bond, evidencing the authority of the Attorney-In-Fact to act in behalf of the Corporation Surety.

IN WITNESS WHEREOF, the Principal and Surety, intending to be legally bound, have executed this bond the day and year aforementioned.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____ certify that I am the _____ of the Corporation named as PRINCIPAL, in the within Bid Bond; that _____ who signed the said Bid Bond on behalf of the Principal was then _____ of said corporation; that I know the signee's signature, and the signature thereto is genuine; and that said Bid Bond is duly signed, sealed and attested for on behalf of said Corporation by authority of its governing body.

_____ (Affix Corporate Seal)

(Assistant Secretary)

AGREEMENT OF SURETY

(Note: This Agreement shall be properly executed and must accompany the Certified Check, Bank Cashier's Check, Trust Company Treasurer's Check or Bid Bond, whichever is furnished as Bid Security.)

KNOW ALL MEN BY THESE PRESENTS, that we _____, as Surety, a corporation existing under the laws of the State of _____, and authorized to transact business in the Commonwealth of Pennsylvania, hereby agree to execute within the time limit specified in the Contract Documents, the Contract Bonds in the forms and in the amounts required for the faithful performance and proper fulfillment of the _____ Construction Contract for _____
(Name of Project)
on behalf of _____
(Name of Contractor)

hereinafter called the Bidder, provided that the above Contract be awarded to the Bidder within sixty (60) days after the date of opening of Bids or otherwise as set forth in the Instructions to Bidders, and the Surety further agrees that should the Surety, after notification of intent to make such award, omit or refuse to execute the required bonds, then the Surety shall pay to the Obligee the difference between the amount of the Principal's accepted Bid and any higher amount for which the Obligee may contract for the required work, as well as any advertising, Architect's, legal and other expenses incurred by the Obligee by reason of the default; provided, however, that the obligations of the Surety hereunder shall not exceed the amount of this Bid Security together with interest.

WITNESS

CORPORATE SURETY

DATE

SIGNATURE

(Affix
Corporate Seal)

ATTORNEY-IN-FACT

END OF DOCUMENT

NONCOLLUSION AFFIDAVIT

Project Name: _____

Owner: _____

Project No.: _____

Commonwealth of Pennsylvania

County of: _____

I state that I am

_____ of _____
(Title) (Name of Company)

the Bidder that submitted that attached Bid and that I am authorized to make this affidavit on behalf of my company, and its owners, directors, and officers. I am the person responsible in my company for the price(s) and the amount of this Bid.

I state that:

(1) The price(s) and amount of this Bid have been arrived at independently and without consultation, communication or agreement by the Bidder, any of its sureties, agents, representatives, owners, employees, or parties in interest with any other contractors, bidders, potential bidders or any other sureties, agents, representatives, owners, employees or parties in interest of any other contractors, bidders or potential bidders. The price(s) quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its sureties, agents, representatives, owners, employees, or parties in interest, including this affidavit.

(2) Neither the price(s) nor the amount of this Bid, and neither the approximate price(s) nor approximate amount of this Bid, have been disclosed to any other company or person who is a bidder, potential bidder or a surety, agent, representative, owner, employee or party in interest of any other contractor, bidder or potential bidder, and they will not be disclosed before opening Bid.

(3) No attempt has been made or will be made to induce any company, firm or person to refrain from bidding on this contract, or to submit a Bid higher than this Bid, or to submit any collusive or intentionally high or noncompetitive Bid or other form of complementary Bid.

(4) The Bid of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any bidder, potential bidder or a surety, agent, representative, owner, employee or party in interest of any other contractor, Bidder or potential bidder to submit a complementary or other noncompetitive Bid.

(5) _____, its affiliates,
(Name of Company)

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
(Name of Company)

acknowledges that the above representations are material and important, and will be relied on by the Owner in awarding the contract(s) for which this Bid is submitted. I understand and my company understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Owner of the true facts relating to the submission of Bids for this contract.

(Sign Here and Print Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20 _____.
NOTARY PUBLIC

My Commission Expires _____

INSTRUCTIONS FOR NONCOLLUSION AFFIDAVIT

1. This Noncollusion Affidavit is material to any contract awarded pursuant to this Bid. According to the Pennsylvania Anti Bid-Rigging Act, 73 P.S.1611 et seq., governmental agencies may require Noncollusion Affidavits to be submitted together with Bids.
2. This Noncollusion Affidavit must be executed by the member, officer or employee of the Bidder who makes the final decision on prices and the amount quoted in the Bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of Bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Bidder with responsibilities for the preparation, approval or submission of the Bid.
4. In the case of a Bid submitted by a joint venture, each party to the venture must be identified in the Bid Documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of Bids higher than the Bid of another firm, any intentionally high or noncompetitive Bid, and any other form of Bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the Bid.

END OF DOCUMENT



AIA® Document A101® – 2017

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

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

BETWEEN the Owner:

(Name, legal status, address and other information)

BERKS COUNTY INTERMEDIATE UNIT

1111 Commons Boulevard
Reading, PA 19605

and the Contractor:

(Name, legal status, address and other information)

for the following Project:

(Name, location and detailed description)

MAIN OFFICE RENOVATIONS

1111 Commons Boulevard
Reading, PA 19605

The Architect:

(Name, legal status, address and other information)

AEM ARCHITECTS, INC.

3700 Perkiomen Avenue
Reading, PA 19606

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

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

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

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

TABLE OF ARTICLES

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

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

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

ARTICLE 2 THE WORK OF THIS CONTRACT

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

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

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

(Check one of the following boxes.)

(Paragraph deleted)

Established as follows:

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

The date of commencement of the Work shall be upon issuance of the Notice to Proceed

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

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

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work as stated in the "Summary" Section of the Specifications.

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

Init.

AIA Document A101 – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 14:35:27 ET on 10/13/2025 under Order No.2114460833 which expires on 12/31/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1146383920)

By the following date: Midnight, [as indicated in Bid Form and will be confirmed based on Bid award]

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

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

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

ARTICLE 4 CONTRACT SUM

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

§ 4.2 Alternates

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

Item	Price
------	-------

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

Item	Price	Conditions for Acceptance
------	-------	---------------------------

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

Item	Price
------	-------

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

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

§ 4.5 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

Liquidated Damages shall apply to Project phases, milestones, and Substantial Completion as stated in Division 01 of the Specifications and General Conditions Section Article 9.11

§ 4.6 Other:

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

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

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

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

(Paragraphs deleted)

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

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

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

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

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

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

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

§ 5.1.7 Retainage

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

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

As noted in Sections 9.3.1.3 and 9.3.1.4 of the General Conditions

(Paragraphs deleted)

§ 5.1.7.2

Init.

AIA Document A101 – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 14:35:27 ET on 10/13/2025 under Order No.2114460833 which expires on 12/31/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1146383920)

(Paragraphs deleted)

The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less 150% of such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2017, as amended.

(Paragraphs deleted)

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

§ 5.2 Final Payment

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

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

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 15 days after the Owner's approval of the Architect's final Certificate for Payment, or as follows:

(Paragraphs deleted)

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

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

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

§ 6.2 Binding Dispute Resolution

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

(Check the appropriate box.)

Litigation pursuant to Section 15.4 of AIA Document

(Paragraphs deleted)

A201–2017, as amended, unless the Owner opts for binding arbitration

ARTICLE 7 TERMINATION OR SUSPENSION

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

(Paragraphs deleted)

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

ARTICLE 8 MISCELLANEOUS PROVISIONS

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

§ 8.2 The Owner's representative:

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

§ 8.3 The Contractor's representative:

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

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

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101TM–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101TM–2017 Exhibit A, and elsewhere in the Contract Documents.

(Paragraphs deleted)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101TM–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101TM–2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201TM–2017, General Conditions of the Contract for Construction

| (Paragraphs deleted)

.5 Drawings

Number	Title	Date
--------	-------	------

.6 Specifications

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

.7 Addenda, if any:

Number	Date	Pages
--------	------	-------

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

.8 Other Exhibits:

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted).9 Other documents, if any, listed below:

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

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

OWNER (Signature)

(Printed name and title)

CONTRACTOR (Signature)

(Printed name and title)



Insurance and Bonds

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

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

MAIN OFFICE RENOVATIONS
1111 Commons Boulevard
Reading, PA 19605

THE OWNER:
(Name, legal status and address)

BERKS COUNTY INTERMEDIATE UNIT
1111 Commons Boulevard
Reading, PA 19605

THE CONTRACTOR:
(Name, legal status and address)

ADDITIONS AND DELETIONS:

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

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

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

TABLE OF ARTICLES

- A.1 GENERAL**
- A.2 OWNER'S INSURANCE**
- A.3 CONTRACTOR'S INSURANCE AND BONDS**
- A.4 SPECIAL TERMS AND CONDITIONS**

ARTICLE A.1 GENERAL

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

ARTICLE A.2 OWNER'S INSURANCE

§ A.2.1 General

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

§ A.2.2 Liability Insurance

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

§ A.2.3 Required Property Insurance

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

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

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

Causes of Loss	Sub-Limit
All Risk	Pending Contracting Sum

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

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

(Table deleted)

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

§ A.2.3.1.4 Deductibles and Self-Insured Retentions. If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions. This shall not apply to claims or loss caused by the Contractor. The Contractor shall be responsible for the cost of the deductible in such case.

§ A.2.3.1.5 Owner will purchase and maintain property insurance upon the entire work at the site, as indicated. For bidding purposes, the Contractor shall assume this coverage will be written with a ten thousand dollar (\$10,000.00) deductible clause.

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

§ A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of

the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

(Paragraphs deleted)

ARTICLE A.3 CONTRACTOR'S INSURANCE AND BONDS

§ A.3.1 General

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

§ A.3.1.1.1 The Contractor shall submit to the Owner, within seven (7) days of the Award of the Contract, an appropriate Certificate of Insurance which certifies that the Contractor is covered by insurance requirements of Article 11, Subparagraphs 11.1.2.1 through 11.1.2.5. Further, the Contractor fully understands that failure to timely submit the Certificate of Insurance shall give the Owner the option to withdraw the award, and forfeit the Bidder's Bid Bond.

§ A.3.1.1.2 The Contractor shall furnish three (3) copies of Certificates of Insurance herein required; furnish three (3) copies of any endorsements that are subsequently issued amending coverages or limits; and furnish three (3) copies of Certificates of Insurance at time of policy renewal indicating such renewal. The Certificates of Insurance shall set forth evidence of all coverages required by the Contract Documents, and shall specifically certify that the coverage afforded under these policies will not be canceled, non-renewed, materially changed, or the limits reduced without a minimum of thirty (30) days prior written notice, by certified mail, to the Owner. Failure to furnish the correct types of insurance on the correct forms in the correct amounts shall constitute a material breach of the conditions for award of the Agreement and the Contractor shall be deemed to be in default.

§ A.3.1.1.3 From signing of the Agreement, the Contractor shall at its own expense, purchase and maintain insurance in companies properly licensed to do business in the Commonwealth of Pennsylvania and have an A- or better, or financial rating of IX or better with the A.M. Best's Company Key Rating, Guide - Latest Edition and being, satisfactory to Owner and Architect, and which are licensed to practice business in the Commonwealth of Pennsylvania. Contractor shall maintain required General Liability and Umbrella coverage limits identified in Section A.3.2 for up to 1 year following the completion of project.

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

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

§ A.3.2 Contractor's Required Insurance Coverage

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

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

§ A.3.2.2 Commercial General Liability

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than one million dollars (\$1,000,000) each occurrence, three million dollars (\$3,000,000) general aggregate, and three million dollars (\$3,000,000) aggregate for products-completed operations hazard, providing coverage for claims including:

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

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

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

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

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

§ A.3.2.5 Workers' Compensation at statutory limits.

§ A.3.2.6 Employers' Liability with policy limits not less than one million dollars (\$1,000,000) each accident, one million dollars (\$1,000,000) each employee, and one million dollars (\$1,000,000) policy limit.

(Paragraph deleted)

§ A.3.2.8 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than one million dollars (\$1,000,000) per claim and one million dollars (\$1,000,000) in the aggregate.

§ A.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than one million dollars (\$1,000,000) per claim and one million dollars (\$1,000,000) in the aggregate.

§ A.3.2.10 Coverage under Sections A.3.2.8 and A.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than two million dollars (\$2,000,000) per claim and two million dollars (\$2,000,000) in the aggregate.

(Paragraphs deleted)

§ A.3.3 Contractor's Other Insurance Coverage

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

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

§ A.3.3.1.1 If the Contractor stores work off site, the Contractor shall provide insurance coverage for portions of the Work stored off the site after written approval of the Owner at the value established in the approval, and also portions of the Work in transit.

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

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

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

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

[] **§ A.3.3.2.2 Railroad Protective Liability Insurance**, with policy limits of not less than (\$) per claim and (\$) in the aggregate, for Work within fifty (50) feet of railroad property.

[] **§ A.3.3.2.3 Asbestos Abatement Liability Insurance**, with policy limits of not less than (\$) per claim

and (\$) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.

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

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

[] **§ A.3.3.2.6 Other Insurance**
(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage	Limits

§ A.3.4 Performance Bond and Payment Bond

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

(Specify type and penal sum of bonds.)

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

The Payment Bond and the Performance Bond shall be the form provided by the Owner.

§ A.3.4.1 The Contractor shall deliver the required bonds to the Owner not later than seven (7) days after receipt of Notice of Intent to Award.

§ A.3.4.2 The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

ARTICLE A.4 SPECIAL TERMS AND CONDITIONS

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

PERFORMANCE BOND

Bond No.: _____

Amount: \$ _____

 _____, as principal (the "Contractor"), and
 _____, as surety (the "Surety"), are firmly bound to

BERKS COUNTY INTERMEDIATE UNIT

as obligee (hereinafter called the "Owner"), in the sum of _____ Dollars

(\$ _____), for the payment of which we bind ourselves, our heirs, executors, legal representatives, successors and assigns, jointly and severally, by this Bond.

Background. The Contractor submitted to the Owner a bid (the "Bid") to perform certain _____ Work for the Owner in connection with a project known as **MAIN OFFICE RENOVATIONS**, such Work to be performed pursuant to plans, specifications and other related contract documents that are incorporated into the Bid by reference. The Bid and other contract documents shall be deemed a part hereof as fully as if set out herein, and shall together be referred to as the "Contract Documents." The Owner is a "contracting body" under provisions of Act No. 385 of the General Assembly of the Commonwealth of Pennsylvania, approved by the Governor on December 20, 1967, known and cited as the "Public Works Contractors' Bond Law of 1967" (the "Act"). Under the Contract Documents, it is provided that if the Contractor shall furnish this Bond to the Owner, and if the Owner shall make an award to the Contractor in accordance with the Bid, then the Contractor and the Owner shall enter into an agreement with respect to performance of such work (the "Agreement"), the form of which Agreement is set forth in the Contract Documents. It is a condition of the Contract Documents that this Bond shall be furnished by the Contractor to the Owner.

NOW, THEREFORE, intending to be legally bound, the Contractor and Surety agree as follows:

1. The Contractor and the Surety, jointly and severally, bind themselves for performance of the obligations of the Contractor under the Agreement and other Contract Documents, and to all of the terms of this Performance Bond. The Contractor and Surety understand that time is of the essence in performing their respective obligations under the Contract Documents and this Bond.

2. The Contractor and Surety will be relieved of their obligations under this Bond if and when the Contractor shall perform all of its obligations under the Agreement and other Contract Documents in the manner provided therein, including the making of any payments due to the Owner and its employees, directors or agents, and the Contractor and the Surety shall perform all of their obligations under this Bond. This Bond shall remain in force and effect until all of the foregoing conditions are fulfilled.

3. If the Owner terminates its Agreement with the Contractor for cause pursuant to the Contract Documents or if the Contractor has abandoned its work in violation of the Contract Documents, the Surety will have the following rights and obligations:

a. As Option 1, the Surety shall fulfill the performance of all obligations of the Contractor under the Contract Documents and this Bond. Pursuant to Option 1, any replacement contractor retained by the Surety to fulfill the performance of the obligations of the Contractor must be qualified as a responsible contractor under Pennsylvania law. The original Contractor shall not serve as the Surety's replacement contractor. The Surety shall provide the Owner, upon request, information on the pertinent qualifications of any proposed replacement contractor. The Owner will pay the unpaid contract price to the Surety as work progresses, under the payment terms of the Contract Documents.

b. As Option 2, the Surety may request to enter a written agreement with the Owner, pursuant to which the Owner shall complete all unfulfilled work of the Contractor pursuant to the Contract Documents, with reimbursement from Surety to Owner if the cost of finishing the work, together with all other expenses for which the Surety is liable, exceeds the unpaid balance to the Contractor under the Contract Documents. If the Surety wishes to make a request to the Owner pursuant to Option 2, it must do so within 30 days of receipt of written notice by the Owner that the Agreement with the Contractor has been terminated or that the Contractor has abandoned its work under the Contract Documents. The Owner shall be under no obligation to accept a request by the Surety to utilize Option 2, and if such a request is not timely made or is denied, the Surety shall proceed pursuant to Option 1.

4. Without limiting the obligations otherwise stated in this Bond, the Surety shall be liable under this Bond to pay the Owner the following to the extent the Contractor does not make such payment to the Owner: (a) any money the Contractor is obligated to pay the Owner under the Contract Documents, including any liquidated damages; and (b) any cost, expense, liability or damage incurred by the Owner (including any fees or costs of attorneys, architects, engineers, construction managers or other consultants) arising from (i) any default, failure or termination of the Contractor, (ii) the Owner's enforcement of Contractor or Surety obligations under this Bond, or (iii) any delay in performance of the Contractor's scope of Work caused by the Contractor or Surety that violates a project schedule approved pursuant to the Contract Documents, without regard to whether such delay occurs before or after commencement of the Surety's obligations pursuant to Paragraph 3 of this Performance Bond.

5. Amounts due and not paid to Owner when due under this Bond shall bear interest from the date the payment is due at the legal rate prevailing in Pennsylvania.

6. This Bond shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract Documents not increasing the contract price more than twenty percent (20%), so as to bind the Contractor and the Surety to the performance of the Contract Documents as so amended, and so as to increase the Bond amount by the increased contract price amount. The term "amendment," wherever used in this Bond and whether referring to this Bond, the Contract Documents, or the Agreement shall include any alteration, addition, extension or modification of any character whatsoever.

7. The Contractor and the Surety agree that none of the following will in any way reduce the Surety's obligations under this Bond, and the Surety waives notice of any of the following: (1) any change, alteration or addition to the terms of the Contract Documents or to the work to be performed thereunder; (2) any extension of time; (3) any act of the forbearance of either the Contractor or the Owner toward the other; (4) any acceleration of payments to the Contractor resulting in payments to the Contractor of more than the amount to which the Contractor is entitled under the Contract Documents or in advance of the time required under the Contract Documents.

8. No settlement between the Owner and the Contractor shall abridge the right of any other beneficiary hereunder having a claim not yet asserted or satisfied.

9. Owner's acceptance of the Contractor's work under the Contract Documents or approval of final payment to the Contractor shall not terminate the performance obligations of Contractor and Surety under the Contract Documents and this Bond, and shall not waive any later claim for nonperformance.

10. Owner may at any time, but is not obligated to, notify Surety of Owner's concerns about Contractor performance, and send to Surety copies of any communication to Contractor.

11. This Bond shall be interpreted in accordance with the laws (including the common law) of the Commonwealth of Pennsylvania. Exclusive jurisdiction and venue for any litigation concerning this Bond shall exist in the Court of Common Pleas in the county in which the project is located. The Contractor and the Surety waive a jury trial in any such litigation.

12. This Bond is executed and delivered under the subject to the Act.

IN WITNESS WHEREOF, the Contractor and the Surety cause this Bond to be signed, sealed and delivered this _____

day of _____, 20_____.

(Individual Contractor)

WITNESS:

WITNESS: _____ (SEAL)
Signature of Individual
Trading and Doing Business As

(Partnership Contractor)

WITNESS:

Name of Partnership

By: _____ (SEAL)
Partner
By: _____ (SEAL)
Partner
By: _____ (SEAL)
Partner

(Corporation Contractor)

ATTEST:

(Assistant) Secretary

(CORPORATE SEAL)

or (If Appropriate)

WITNESS:

Name of Corporation

*By: _____
Authorized Representative

*Attach appropriate proof, dated as of the same date as the Bond, evidencing authority to execute in behalf of the corporation.

(Corporation Surety)

Name of Corporation

WITNESS:

**

Attorney-in-Fact

**Attach an appropriate power of attorney, dated as of the same date as the Bond, evidencing the authority of the attorney-in-fact to act in behalf of the corporation.

PAYMENT BOND FORM

KNOW ALL MEN BY THESE PRESENTS that we, _____, as

Principal (the "Principal"), and _____, a company organized and existing under the laws of the _____ of _____, having its principal office at _____

_____, and authorized to do business in the Commonwealth of Pennsylvania, as Surety (the "Surety"), are held and firmly bound unto _____

as Obligee (the "Obligee"), as hereinafter set forth, in the full and just sum of _____

_____ Dollars (\$ _____), lawful money of the United States of America, for the payment of which we bind ourselves, our heirs, executors administrators, successors and assigns, jointly and severally, firmly by these presents.

WITNESSETH THAT:

WHEREAS, the Principal heretofore has submitted to the Obligee a certain Bid, dated _____, 20 _____ (the "Bid"), to perform certain _____ Work for the Obligee, in connection with
(Name of Contract)

(Name of Project and Location Municipality, County and State)

pursuant to Drawings, Specifications and other related documents constituting the Bid Documents, which are incorporated into the Bid by reference (the "Contract Documents"), as prepared by AEM Architects, Inc., Registered Architect(s) of 3700 Perkiomen Ave., Reading, Pennsylvania; and

WHEREAS, the Obligee is a "contracting body" under provisions of Act No. 385 of the General Assembly of the Commonwealth of Pennsylvania, approved by the Governor on December 20, 1967, known and cited as the "Public Works Contractors' Bond Law of 1967" (the "Act"); and

WHEREAS, the Act, in Section 3(a), requires that, before an award shall be made to the Principal by the Obligee in accordance with the Bid, the Principal shall furnish this Bond to the Obligee, with this Bond to become binding upon the award of a contract to the Principal by the Obligee in accordance with the Bid; and

WHEREAS, it also is a condition of the Contract Documents that this Bond shall be furnished by the Principal to the Obligee, and..."

WHEREAS, under the Bidding Documents, it is provided, inter alia, that if the Principal shall furnish this Bond to the Obligee, and if the Obligee shall make an award to the Principal in accordance with the Bid, then the Principal and the Obligee shall enter into an agreement with respect to performance of such work (the "Agreement"), the form of which Agreement is set forth in the Contract Documents.

NOW, THEREFORE, the terms and conditions of this Bond are and shall be that if the Principal and any subcontractor of the Principal to whom any portion of the work under the Agreement shall be subcontracted, and if all assignees of the Principal and of any such subcontractor, promptly shall pay or shall cause to be paid, in full, all money which may be due any claimant supplying labor or materials in the prosecution and performance of the Work in accordance with the Agreement and in accordance with the Contract Documents, including any amendment, extension or addition to the Agreement and/or to the Contract Documents, for material furnished or labor performed, then this Bond shall be void; otherwise, this Bond shall be and shall remain in force and effect.

This Bond, as provided by the Act, shall be solely for the protection of claimants supplying labor or materials to the Principal or to any subcontractor of the Principal in the prosecution of the Work covered by the Agreement, including any amendment, extension or addition to the Agreement and is conditioned for the prompt payment of all such materials furnished and labor supplied or performed in the prosecution of any portion of the work. The term "claimant", when used herein and as required by the Act, shall mean any individual, firm, partnership, association or corporation. The phrase "labor or materials", when used herein and as required by the Act, shall include, without limitation, public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site of the work covered by the Agreement. As required by the Act, the provisions of this Bond shall be applicable whether or not the material furnished or labor performed enters into and becomes a component part of the public building, public work or public improvement contemplated by the Contract Documents and the Agreement.

As provided and required by the Act, the Principal and the Surety agree that any claimant, who has performed labor or furnished material in the prosecution of the Work in accordance with the Agreement and in accordance with the Contract Documents, including any amendment, extension or addition to the Agreement and/or to the Contract Documents, and who has not been paid therefore, in full, before the expiration of ninety (90) days after the day on which such claimant performed the last of such labor or furnished the last of such materials for which payment is claimed, may institute an action upon this Bond, in the name of the claimant, in assumpsit, to recover any amount due the claimant for such labor or material, and may prosecute such action to final judgment and may have execution upon the judgment; provided, however, that: (a) any claimant who has a direct contractual relationship with any subcontractor of the Principal, but has no contractual relationship, express or implied, with the Principal, may institute an action upon this Bond only if such claimant first shall have given written notice, served in the manner provided in the Act, to the Principal within (90) days from the date upon which such claimant performed the last of the labor or furnished the last of the materials for which payment is claimed, stating, with substantial accuracy, the amount claimed and the name of the person for whom the work was performed or to whom the material was furnished; and (b) no action upon this Bond shall be commenced after the expiration of one (1) year from the day upon which the last of the labor was performed or material was supplied, for the payment of which such action is instituted by the claimant; and (c) every action upon this Bond shall be instituted either in the appropriate court of the County where the Agreement is to be performed or of such other County as Pennsylvania statutes shall provide, or in the United States district court for the District in which the project, to which the Agreement related, is situated, and not elsewhere.

This Bond is executed and delivered under and subject to the Act, to which reference hereby is made.

The Principal and the Surety agree that any alterations, changes and/or additions to the Contract Documents, and/or any alterations, changes and/or additions to the work to be performed under the Agreement in accordance with the Contract Documents, and/or any alterations, changes and/or additions to the Agreement, and/or any giving by the Obligee of any extensions of time for the performance of the Agreement in accordance with the Contract Documents and/or any act of forbearance of either the Principal or the Obligee toward the other with respect to the Contract Documents and the Agreement, and/or the reduction of any percentage to be retained by the Obligee as permitted by the Contract Documents and by the Agreement, shall not release, in any manner whatsoever, the Principal and the Surety, or either of them, or their heirs, executors, administrators, successors and assigns, from liability and obligations under this Bond; and the Surety, for value received, does waive notice of any such alterations, changes, additions, extensions of time, acts of forbearance and/or reduction of retained percentage.

If the Principal is a foreign corporation (incorporated under any laws other than those of the Commonwealth of Pennsylvania) then further terms and conditions of this Bond are and shall be that the Principal and the Surety shall not be discharged from liability on this Bond, nor this Bond surrendered until such Principal files with the Obligee a certificate from the Pennsylvania Department of Revenue evidencing the payment in full of all bonus taxes, penalties and interest, and a certificate from the Bureau of Employment and Unemployment Compensation of the Pennsylvania Department of Labor and Industry, evidencing the payment of all unemployment compensation, contributions, penalties and interest due the Commonwealth of Pennsylvania from said Principal or any foreign corporation, subcontractor thereunder or for which liability has accrued but the time for payment has not arrived, all in accordance with the provisions of the Act of June 10, 1947, P.L. 493, of the Commonwealth of Pennsylvania.

Any dispute resolution proceeding, legal or equitable, under this Payment Bond, shall be instituted in the Court of Common Pleas of Berks County and in such dispute resolution proceeding, Obligee may join both Principal and Surety as parties, and Principal and Surety hereby consent to such joinder, jurisdiction and venue. This Payment Bond shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without regard to principles of conflicts of laws.

IN WITNESS WHEREOF, the Principal and the Surety cause this Bond to be signed, sealed and delivered this _____ day

of _____, 20_____.

(Individual Principal)

(SEAL)

(Signature of Individual)

Trading and doing business as:

Witness:

(Partnership Principal)

(Name of Partnership)

Witness:

BY: _____ (SEAL)
Partner

BY: _____ (SEAL)
Partner

BY: _____ (SEAL)
Partner

(Corporation Principal)

(Name of Corporation)

ATTEST:

BY: _____
Secretary (Assistant Secretary) (Vice President)

CORPORATE SEAL

or (if appropriate)

Witness:

*BY: _____
Authorized Representative

*Attach appropriate proof, with raised corporate seal, dated as of the same date as the Payment Bond, evidencing authority to execute in behalf of the corporation.

(Corporation Surety)

(Name of Corporation)

Witness:

**BY: _____
Attorney-in-fact

**Attach an appropriate power of attorney with raised corporate seal, dated as of the same date as the Bond, evidencing the authority of the Attorney-In-Fact to act on behalf of the Corporation Surety. The Power of Attorney must show that the Attorney-in-Fact is a Pennsylvania Resident.

END OF DOCUMENT



PENNSYLVANIA EXEMPTION CERTIFICATE

- STATE AND LOCAL SALES AND USE TAX
- STATE 6% AND LOCAL 1% HOTEL OCCUPANCY TAX
- PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
- VEHICLE RENTAL TAX (VRT)
- ADDITIONAL LOCAL, CITY, COUNTY HOTEL TAX *

This form cannot be used to obtain a Sales Tax Account ID, PTA Account ID or Exempt Status.

(Please Print or Type)
**Read Instructions
On Reverse Carefully**

THIS FORM MAY BE PHOTOCOPIED – VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

CHECK ONE:

- PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)
- PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller, Vendor or Lessor

Street	City	State	ZIP Code
--------	------	-------	----------

NOTE: Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:

FORM MV-1, Application for Certificate of Title (first-time registrations)

FORM MV-4ST, Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate **are exempt** from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested).

- 1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: _____
- 2. Purchaser is a/an: _____
- 3. Property will be resold under Account ID _____ (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 8 explaining why a number is not required).
- 4. Purchaser is a/an: _____ holding Sales Tax Exemption Number _____
- 5. Property or services will be used directly and predominately by purchaser performing a public utility service.
 PA Public Utility Commission PUC Number _____ and/or U.S. Department of Transportation MC/MX _____
- 6. Exempt wrapping supplies, Account ID _____ (If purchaser does not have a PA Sales Tax Account ID, include a statement under Number 8 explaining why a number is not required).
- 7. Canned computer software purchased by a financial institution subject to the Bank and Trust Company Shares Tax (Article VII) or the Mutual Thrift Institutions Tax (Article XV).
- 8. Other _____
(Explain in detail. Additional space on reverse side).

I am authorized to execute this certificate and claim this exemption. Misuse of this certificate by seller, lessor, buyer, lessee or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee	Signature	EIN	Date
Street	City	State	ZIP Code

1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

3. RETENTION:

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.

⚠️ IMPORTANT: DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.

4. NONPROFIT EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75000000).

GENERAL INSTRUCTIONS

Those purchasers set forth below may use this form in connection with the claim for exemption for the following taxes:

- a. State and local sales and use tax;
- b. PTA rental fee or tax on leases of motor vehicles;
- c. Hotel occupancy tax (state 6%, Philadelphia 1%, Allegheny 1%) if referenced with the symbol (•);
- d. PTA fee on the purchase of tires if referenced with the symbol (†);
- e. Vehicle rental tax (VRT).

EXEMPTION REASONS

1.) Property and/or services will be used directly and predominately by purchaser in performing purchaser's operation of:

A. Manufacturing B. Mining C. Dairying D. Processing E. Farming F. Shipbuilding G. Timbering

This exemption is not valid for property or services used in: (a) constructing, repairing or remodeling of real property, other than real property used directly in exempt operations; or (b) maintenance, managerial, administrative, supervisory, sales, delivery, warehousing or other nonoperational activities. This exemption is not valid for vehicles that are required to be registered under the Vehicle Code, as well as supplies and repair parts for such vehicles, the PTA tire fee, and certain taxable services.

2.) Purchaser is a/an:

- + A. Instrumentality of the commonwealth (to include public schools and state universities).
- + B. Political subdivision of the commonwealth (includes townships and boroughs).
- + ● C. Municipal authority created under the Municipality Authorities Acts.
- + ● D. Electric cooperative corporations created under the Electric Cooperative Law of 1990.
- E. Cooperative agricultural associations required to pay corporate net income tax under the Cooperative Agricultural Association Corporate Net Income Tax Act (exemption not valid for registered vehicles).
- + ● F. Credit unions organized under Federal Credit Union Act or Commonwealth Credit Union Act.
- + ● G. U.S. government, its agencies and instrumentalities.
- H. Federal employee on official business (exemption limited to hotel occupancy tax only. A copy of orders or statement from supervisor must be attached to this certificate).
 - I. School bus operator (This exemption certificate is limited to the purchase of parts, repairs or maintenance services upon vehicles licensed as school buses by the PA Department of Transportation).
 - J. Charter Schools and Community Colleges.

3.) Property and/or services will be resold or rented in the ordinary course of purchaser's business. If purchaser does not have a PA Sales Tax Account ID (8 digit number assigned by the department), complete Number 8 explaining why such number is not required. This exemption is valid for property or services to be resold: (1) in original form; or (2) as an ingredient or component of other property.

4.) **Renewable Entities beginning with "75":**

A. Religious Organization
B. Nonprofit Educational Institution
C. Charitable Organization

Permanent Exemptions beginning with the two numbers "75":

D. Volunteer Fire Company
E. Relief Association

Special Exemptions:

F. Direct Pay Permit Holder
G. Individual Holding Diplomatic ID
H. Keystone Opportunity Zone
(beginning with two digit 72 account number)
I. Tourist Promotion Agency

Exemptions for exempt organizations are limited to purchases of tangible personal property or services for use and not for sale. Exempt organizations A-E above, shall have an sales tax exemption certificate number assigned by the PA Department of Revenue. Exempt organizations A-E above, are not exempt for purchases used for the following: (1) constructions, improvement, repair or maintenance or any real property, except supplies and materials used for routine repair or maintenance of the real property; (2) any unrelated,activities or operation of a public trade or business; or (3) equipment used to maintain real property.

5.) Property or services will be used directly and predominately by purchaser in the production, delivery or rendition of public utility services as defined by the PA Utility Code.

This exemption is not valid for property or services used for the following: (1) construction, improvement, repair or maintenance of real property, other than real property used directly in rendering the public utility services; or (2) managerial, administrative, supervisor, sales or other nonoperational activities; or (3) vehicles, as well as supplies and repair parts for such vehicles, unless the predominant use is for providing a common carrier service; or (4) tools and equipment used but not installed in maintenance of facilities or direct use equipment. Tools and equipment used to repair "direct use" property are exempt from tax.

6.) Vendor/seller purchasing wrapping supplies and nonreturnable containers used to wrap property which is sold to others.

7.) Canned computer software or services to canned computer software directly utilized in conducting the business of banking purchased by a financial institution subject to the Bank and Trust Company Shares Tax (Article VII) or the Mutual Thrift Institutions Tax (Article XV).

8.) Other (Attach a separate sheet of paper if more space is required).

* Employees or representatives of the Commonwealth traveling on Commonwealth duty are exempt from any taxes on hotel stays or room rentals imposed by local governments that are in addition to the 6% state tax and the 1% Philadelphia and Allegheny County hotel occupancy tax.



AIA® Document A201® – 2017

General Conditions of the Contract for Construction

for the following PROJECT:

(Name and location or address)

MAIN OFFICE RENOVATIONS

1111 Commons Boulevard

Reading, PA 19605

THE OWNER:

(Name, legal status and address)

BERKS COUNTY INTERMEDIATE UNIT

1111 Commons Boulevard

Reading, PA 19605

THE ARCHITECT:

(Name, legal status and address)

AEM ARCHITECTS, INC.

3700 Perkiomen Avenue

Reading, PA 19606

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

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

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS
- 2 OWNER
- 3 CONTRACTOR
- 4 ARCHITECT
- 5 SUBCONTRACTORS
- 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
- 7 CHANGES IN THE WORK
- 8 TIME
- 9 PAYMENTS AND COMPLETION
- 10 PROTECTION OF PERSONS AND PROPERTY
- 11 INSURANCE AND BONDS
- 12 UNCOVERING AND CORRECTION OF WORK
- 13 MISCELLANEOUS PROVISIONS
- 14 TERMINATION OR SUSPENSION OF THE CONTRACT
- 15 CLAIMS AND DISPUTES

INDEX

(Topics and numbers in bold are Section headings.)

Acceptance of Nonconforming Work

9.6.6, 9.9.3, **12.3**
Acceptance of Work
9.6.6, 9.8.2, 9.9.3, 9.10.1, 9.10.3, 12.3

Access to Work

3.16, 6.2.1, 12.1
Accident Prevention
10

Acts and Omissions
3.2, 3.3.2, 3.12.8, 3.18, 4.2.3, 8.3.1, 9.5.1, 10.2.5,
10.2.8, 13.3.2, 14.1, 15.1.2, 15.2

Addenda

1.1.1
Additional Costs, Claims for
3.7.4, 3.7.5, 10.3.2, 15.1.5

Additional Inspections and Testing

9.4.2, 9.8.3, 12.2.1, **13.4**

Additional Time, Claims for

3.2.4, 3.7.4, 3.7.5, 3.10.2, 8.3.2, **15.1.6**

Administration of the Contract

3.1.3, **4.2**, 9.4, 9.5
Advertisement or Invitation to Bid
1.1.1

Aesthetic Effect
4.2.13

Allowances **3.8**

Applications for Payment
4.2.5, 7.3.9, 9.2, **9.3**, 9.4, 9.5.1, 9.5.4, 9.6.3, 9.7, 9.10

Approvals
2.1.1, 2.3.1, 2.5, 3.1.3, 3.10.2, 3.12.8, 3.12.9,
3.12.10.1, 4.2.7, 9.3.2, 13.4.1

Arbitration

8.3.1, 15.3.2, **15.4**

ARCHITECT

4

Architect, Definition of

4.1.1
Architect, Extent of Authority
2.5, 3.12.7, 4.1.2, 4.2, 5.2, 6.3, 7.1.2, 7.3.4, 7.4, 9.2,
9.3.1, 9.4, 9.5, 9.6.3, 9.8, 9.10.1, 9.10.3, 12.1, 12.2.1,
13.4.1, 13.4.2, 14.2.2, 14.2.4, 15.1.4, 15.2.1
Architect, Limitations of Authority and Responsibility
2.1.1, 3.12.4, 3.12.8, 3.12.10, 4.1.2, 4.2.1, 4.2.2, 4.2.3,
4.2.6, 4.2.7, 4.2.10, 4.2.12, 4.2.13, 5.2.1, 7.4, 9.4.2,
9.5.4, 9.6.4, 15.1.4, 15.2

Architect's Additional Services and Expenses
2.5, 12.2.1, 13.4.2, 13.4.3, 14.2.4

Architect's Administration of the Contract

3.1.3, 3.7.4, 15.2, 9.4.1, 9.5

Architect's Approvals

2.5, 3.1.3, 3.5, 3.10.2, 4.2.7

Architect's Authority to Reject Work

3.5, 4.2.6, 12.1.2, 12.2.1
Architect's Copyright
1.1.7, 1.5
Architect's Decisions
3.7.4, 4.2.6, 4.2.7, 4.2.11, 4.2.12, 4.2.13, 4.2.14, 6.3,
7.3.4, 7.3.9, 8.1.3, 8.3.1, 9.2, 9.4.1, 9.5, 9.8.4, 9.9.1,
13.4.2, 15.2

Architect's Inspections
3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 13.4

Architect's Instructions
3.2.4, 3.3.1, 4.2.6, 4.2.7, 13.4.2

Architect's Interpretations
4.2.11, 4.2.12
Architect's Project Representative
4.2.10

Architect's Relationship with Contractor
1.1.2, 1.5, 2.3.3, 3.1.3, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.4.2,
3.5, 3.7.4, 3.7.5, 3.9.2, 3.9.3, 3.10, 3.11, 3.12, 3.16,
3.18, 4.1.2, 4.2, 5.2, 6.2.2, 7, 8.3.1, 9.2, 9.3, 9.4, 9.5,
9.7, 9.8, 9.9, 10.2.6, 10.3, 11.3, 12, 13.3.2, 13.4, 15.2

Architect's Relationship with Subcontractors
1.1.2, 4.2.3, 4.2.4, 4.2.6, 9.6.3, 9.6.4, 11.3

Architect's Representations
9.4.2, 9.5.1, 9.10.1

Architect's Site Visits
3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.5.1, 9.9.2, 9.10.1, 13.4

Asbestos

10.3.1

Attorneys' Fees
3.18.1, 9.6.8, 9.10.2, 10.3.3

Award of Separate Contracts
6.1.1, 6.1.2

Award of Subcontracts and Other Contracts for Portions of the Work

5.2

Basic Definitions

1.1

Bidding Requirements

1.1.1

Binding Dispute Resolution
8.3.1, 9.7, 11.5, 13.1, 15.1.2, 15.1.3, 15.2.1, 15.2.5,
15.2.6.1, 15.3.1, 15.3.2, 15.3.3, 15.4.1

Bonds, Lien

7.3.4.4, 9.6.8, 9.10.2, 9.10.3

Bonds, Performance, and Payment

7.3.4.4, 9.6.7, 9.10.3, **11.1.2**, 11.1.3, **11.5**

Building Information Models Use and Reliance

1.8

Building Permit

3.7.1

Capitalization

1.3

Certificate of Substantial Completion
9.8.3, 9.8.4, 9.8.5

Certificates for Payment	Concealed or Unknown Conditions
4.2.1, 4.2.5, 4.2.9, 9.3.3, 9.4 , 9.5, 9.6.1, 9.6.6, 9.7, 9.10.1, 9.10.3, 14.1.1.3, 14.2.4, 15.1.4	3.7.4, 4.2.8, 8.3.1, 10.3
Certificates of Inspection, Testing or Approval	Conditions of the Contract
13.4.4	1.1.1, 6.1.1, 6.1.4
Certificates of Insurance	Consent, Written
9.10.2	3.4.2, 3.14.2, 4.1.2, 9.8.5, 9.9.1, 9.10.2, 9.10.3, 13.2, 15.4.4.2
Change Orders	Consolidation or Joinder
1.1.1, 3.4.2, 3.7.4, 3.8.2.3, 3.11, 3.12.8, 4.2.8, 5.2.3, 7.1.2, 7.1.3, 7.2 , 7.3.2, 7.3.7, 7.3.9, 7.3.10, 8.3.1, 9.3.1.1, 9.10.3, 10.3.2, 11.2, 11.5, 12.1.2	15.4.4
Change Orders , Definition of	CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
7.2.1	1.1.4, 6
CHANGES IN THE WORK	Construction Change Directive , Definition of
2.2.2, 3.11, 4.2.8, 7 , 7.2.1, 7.3.1, 7.4, 8.3.1, 9.3.1.1, 11.5	7.3.1
Claims , Definition of	Construction Change Directives
15.1.1	1.1.1, 3.4.2, 3.11, 3.12.8, 4.2.8, 7.1.1, 7.1.2, 7.1.3, 7.3 , 9.3.1.1
Claims, Notice of	Construction Schedules, Contractor's
1.6.2, 15.1.3	3.10, 3.11, 3.12.1, 3.12.2, 6.1.3, 15.1.6.2
CLAIMS AND DISPUTES	Contingent Assignment of Subcontracts
3.2.4, 6.1.1, 6.3, 7.3.9, 9.3.3, 9.10.4, 10.3.3, 15 , 15.4	5.4 , 14.2.2.2
Claims and Timely Assertion of Claims	Continuing Contract Performance
15.4.1	15.1.4
Claims for Additional Cost	Contract , Definition of
3.2.4, 3.3.1, 3.7.4, 7.3.9, 9.5.2, 10.2.5, 10.3.2, 15.1.5	1.1.2
Claims for Additional Time	CONTRACT, TERMINATION OR SUSPENSION OF THE
3.2.4, 3.3.1, 3.7.4, 6.1.1, 8.3.2, 9.5.2, 10.3.2, 15.1.6	5.4.1.1, 5.4.2, 11.5, 14
Concealed or Unknown Conditions, Claims for 3.7.4	Contract Administration
Claims for Damages	3.1.3, 4, 9.4, 9.5
3.2.4, 3.18, 8.3.3, 9.5.1, 9.6.7, 10.2.5, 10.3.3, 11.3, 11.3.2, 14.2.4, 15.1.7	Contract Award and Execution, Conditions Relating to
Claims Subject to Arbitration	3.7.1, 3.10, 5.2, 6.1
15.4.1	Contract Documents, Copies Furnished and Use of
Cleaning Up	1.5.2, 2.3.6, 5.3
3.15 , 6.3	Contract Documents , Definition of
Commencement of the Work, Conditions Relating to	1.1.1
2.2.1, 3.2.2, 3.4.1, 3.7.1, 3.10.1, 3.12.6, 5.2.1, 5.2.3, 6.2.2, 8.1.2, 8.2.2, 8.3.1, 11.1, 11.2, 15.1.5	Contract Sum
Commencement of the Work , Definition of	2.2.2, 2.2.4, 3.7.4, 3.7.5, 3.8, 3.10.2, 5.2.3, 7.3, 7.4, 9.1 , 9.2, 9.4.2, 9.5.1.4, 9.6.7, 9.7, 10.3.2, 11.5, 12.1.2, 12.3, 14.2.4, 14.3.2, 15.1.4.2, 15.1.5 , 15.2.5
8.1.2	Contract Sum , Definition of
Communications	9.1
3.9.1, 4.2.4	Contract Time
Completion, Conditions Relating to	1.1.4, 2.2.1, 2.2.2, 3.7.4, 3.7.5, 3.10.2, 5.2.3, 6.1.5, 7.2.1.3, 7.3.1, 7.3.5, 7.3.6, 7, 7, 7.3.10, 7.4, 8.1.1, 8.2.1, 8.2.3, 8.3.1, 9.5.1, 9.7, 10.3.2, 12.1.1, 12.1.2, 14.3.2, 15.1.4.2, 15.1.6.1, 15.2.5
3.4.1, 3.11, 3.15, 4.2.2, 4.2.9, 8.2, 9.4.2, 9.8, 9.9.1, 9.10, 12.2, 14.1.2, 15.1.2	Contract Time , Definition of
COMPLETION, PAYMENTS AND 9	8.1.1
Completion, Substantial	CONTRACTOR
3.10.1, 4.2.9, 8.1.1, 8.1.3, 8.2.3, 9.4.2, 9.8, 9.9.1, 9.10.3, 12.2, 15.1.2	3
Compliance with Laws	Contractor, Definition of
2.3.2, 3.2.3, 3.6, 3.7, 3.12.10, 3.13, 9.6.4, 10.2.2, 13.1, 13.3, 13.4.1, 13.4.2, 13.5, 14.1.1, 14.2.1.3, 15.2.8, 15.4.2, 15.4.3	3.1, 6.1.2
Contractor's Construction and Submittal Schedules	Contractor's Construction and Submittal Schedules
3.10 , 3.12.1, 3.12.2, 4.2.3, 6.1.3, 15.1.6.2	

Contractor's Employees
2.2.4, 3.3.2, 3.4.3, 3.8.1, 3.9, 3.18.2, 4.2.3, 4.2.6, 10.2, 10.3, 11.3, 14.1, 14.2.1.1
Contractor's Liability Insurance
11.1
Contractor's Relationship with Separate Contractors and Owner's Forces
3.12.5, 3.14.2, 4.2.4, 6, 11.3, 12.2.4
Contractor's Relationship with Subcontractors
1.2.2, 2.2.4, 3.3.2, 3.18.1, 3.18.2, 4.2.4, 5, 9.6.2, 9.6.7, 9.10.2, 11.2, 11.3, 11.4
Contractor's Relationship with the Architect
1.1.2, 1.5, 2.3.3, 3.1.3, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.4.2, 3.5.1, 3.7.4, 3.10, 3.11, 3.12, 3.16, 3.18, 4.2, 5.2, 6.2.2, 7, 8.3.1, 9.2, 9.3, 9.4, 9.5, 9.7, 9.8, 9.9, 10.2.6, 10.3, 11.3, 12, 13.4, 15.1.3, 15.2.1
Contractor's Representations
3.2.1, 3.2.2, 3.5, 3.12.6, 6.2.2, 8.2.1, 9.3.3, 9.8.2
Contractor's Responsibility for Those Performing the Work
3.3.2, 3.18, 5.3, 6.1.3, 6.2, 9.5.1, 10.2.8
Contractor's Review of Contract Documents
3.2
Contractor's Right to Stop the Work
2.2.2, 9.7
Contractor's Right to Terminate the Contract
14.1
Contractor's Submittals
3.10, 3.11, 3.12, 4.2.7, 5.2.1, 5.2.3, 9.2, 9.3, 9.8.2, 9.8.3, 9.9.1, 9.10.2, 9.10.3
Contractor's Superintendent
3.9, 10.2.6
Contractor's Supervision and Construction Procedures
1.2.2, 3.3, 3.4, 3.12.10, 4.2.2, 4.2.7, 6.1.3, 6.2.4, 7.1.3, 7.3.4, 7.3.6, 8.2, 10, 12, 14, 15.1.4
Coordination and Correlation
1.2, 3.2.1, 3.3.1, 3.10, 3.12.6, 6.1.3, 6.2.1
Copies Furnished of Drawings and Specifications
1.5, 2.3.6, 3.11
Copyrights
1.5, **3.17**
Correction of Work
2.5, 3.7.3, 9.4.2, 9.8.2, 9.8.3, 9.9.1, 12.1.2, **12.2**, 12.3, 15.1.3.1, 15.1.3.2, 15.2.1
Correlation and Intent of the Contract Documents
1.2
Cost, Definition of
7.3.4
Costs
2.5, 3.2.4, 3.7.3, 3.8.2, 3.15.2, 5.4.2, 6.1.1, 6.2.3, 7.3.3.3, 7.3.4, 7.3.8, 7.3.9, 9.10.2, 10.3.2, 10.3.6, 11.2, 12.1.2, 12.2.1, 12.2.4, 13.4, 14
Cutting and Patching
3.14, 6.2.5

Damage to Construction of Owner or Separate Contractors
3.14.2, 6.2.4, 10.2.1.2, 10.2.5, 10.4, 12.2.4
Damage to the Work
3.14.2, 9.9.1, 10.2.1.2, 10.2.5, 10.4, 12.2.4
Damages, Claims for
3.2.4, 3.18, 6.1.1, 8.3.3, 9.5.1, 9.6.7, 10.3.3, 11.3.2, 11.3, 14.2.4, 15.1.7
Damages for Delay
6.2.3, 8.3.3, 9.5.1.6, 9.7, 10.3.2, 14.3.2
Date of Commencement of the Work, Definition of
8.1.2
Date of Substantial Completion, Definition of
8.1.3
Day, Definition of
8.1.4
Decisions of the Architect
3.7.4, 4.2.6, 4.2.7, 4.2.11, 4.2.12, 4.2.13, 6.3, 7.3.4, 7.3.9, 8.1.3, 8.3.1, 9.2, 9.4, 9.5.1, 9.8.4, 9.9.1, 13.4.2, 14.2.2, 14.2.4, 15.1, 15.2
Decisions to Withhold Certification
9.4.1, **9.5**, 9.7, 14.1.1.3
Defective or Nonconforming Work, Acceptance, Rejection and Correction of
2.5, 3.5, 4.2.6, 6.2.3, 9.5.1, 9.5.3, 9.6.6, 9.8.2, 9.9.3, 9.10.4, 12.2.1
Definitions
1.1, 2.1.1, 3.1.1, 3.5, 3.12.1, 3.12.2, 3.12.3, 4.1.1, 5.1, 6.1.2, 7.2.1, 7.3.1, 8.1, 9.1, 9.8.1, 15.1.1
Delays and Extensions of Time
3.2, **3.7.4**, 5.2.3, 7.2.1, 7.3.1, **7.4**, **8.3**, 9.5.1, **9.7**, 10.3.2, **10.4**, 14.3.2, **15.1.6**, 15.2.5
Digital Data Use and Transmission
1.7
Disputes
6.3, 7.3.9, 15.1, 15.2
Documents and Samples at the Site
3.11
Drawings, Definition of
1.1.5
Drawings and Specifications, Use and Ownership of
3.11
Effective Date of Insurance
8.2.2
Emergencies
10.4, 14.1.1.2, **15.1.5**
Employees, Contractor's
3.3.2, 3.4.3, 3.8.1, 3.9, 3.18.2, 4.2.3, 4.2.6, 10.2, 10.3.3, 11.3, 14.1, 14.2.1.1
Equipment, Labor, or Materials
1.1.3, 1.1.6, 3.4, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1, 4.2.6, 4.2.7, 5.2.1, 6.2.1, 7.3.4, 9.3.2, 9.3.3, 9.5.1.3, 9.10.2, 10.2.1, 10.2.4, 14.2.1.1, 14.2.1.2
Execution and Progress of the Work
1.1.3, 1.2.1, 1.2.2, 2.3.4, 2.3.6, 3.1, 3.3.1, 3.4.1, 3.7.1, 3.10.1, 3.12, 3.14, 4.2, 6.2.2, 7.1.3, 7.3.6, 8.2, 9.5.1, 9.9.1, 10.2, 10.3, 12.1, 12.2, 14.2, 14.3.1, 15.1.4

Extensions of Time
3.2.4, 3.7.4, 5.2.3, 7.2.1, 7.3, 7.4, 9.5.1, 9.7, 10.3.2, 10.4, 14.3, 15.1.6, **15.2.5**

Failure of Payment
9.5.1.3, **9.7**, 9.10.2, 13.5, 14.1.1.3, 14.2.1.2

Faulty Work
(See Defective or Nonconforming Work)

Final Completion and Final Payment
4.2.1, 4.2.9, 9.8.2, **9.10**, 12.3, 14.2.4, 14.4.3

Financial Arrangements, Owner's
2.2.1, 13.2.2, 14.1.1.4

GENERAL PROVISIONS

1

Governing Law

13.1

Guarantees (See Warranty)

Hazardous Materials and Substances

10.2.4, 10.3

Identification of Subcontractors and Suppliers
5.2.1

Indemnification

3.17, **3.18**, 9.6.8, 9.10.2, 10.3.3, 11.3

Information and Services Required of the Owner

2.1.2, **2.2**, 2.3, 3.2.2, 3.12.10.1, 6.1.3, 6.1.4, 6.2.5, 9.6.1, 9.9.2, 9.10.3, 10.3.3, 11.2, 13.4.1, 13.4.2, 14.1.1.4, 14.1.4, 15.1.4

Initial Decision

15.2

Initial Decision Maker, Definition of

1.1.8

Initial Decision Maker, Decisions
14.2.4, 15.1.4.2, 15.2.1, 15.2.2, 15.2.3, 15.2.4, 15.2.5

Initial Decision Maker, Extent of Authority
14.2.4, 15.1.4.2, 15.2.1, 15.2.2, 15.2.3, 15.2.4, 15.2.5

Injury or Damage to Person or Property

10.2.8, 10.4

Inspections
3.1.3, 3.3.3, 3.7.1, 4.2.2, 4.2.6, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 12.2.1, 13.4

Instructions to Bidders
1.1.1

Instructions to the Contractor
3.2.4, 3.3.1, 3.8.1, 5.2.1, 7, 8.2.2, 12, 13.4.2

Instruments of Service, Definition of

1.1.7

Insurance
6.1.1, 7.3.4, 8.2.2, 9.3.2, 9.8.4, 9.9.1, 9.10.2, 10.2.5, **11**

Insurance, Notice of Cancellation or Expiration
11.1.4, 11.2.3

Insurance, Contractor's Liability

11.1

Insurance, Effective Date of
8.2.2, 14.4.2

Insurance, Owner's Liability

11.2

Insurance, Property

10.2.5, 11.2, 11.4, 11.5

Insurance, Stored Materials
9.3.2

INSURANCE AND BONDS

11

Insurance Companies, Consent to Partial Occupancy
9.9.1

Insured loss, Adjustment and Settlement of
11.5

Intent of the Contract Documents
1.2.1, 4.2.7, 4.2.12, 4.2.13

Interest

13.5

Interpretation

1.1.8, 1.2.3, **1.4**, 4.1.1, 5.1, 6.1.2, 15.1.1

Interpretations, Written
4.2.11, 4.2.12

Judgment on Final Award
15.4.2

Labor and Materials, Equipment

1.1.3, 1.1.6, **3.4**, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1, 5.2.1, 6.2.1, 7.3.4, 9.3.2, 9.3.3, 9.5.1.3, 9.10.2, 10.2.1, 10.2.4, 14.2.1.1, 14.2.1.2

Labor Disputes
8.3.1

Laws and Regulations
1.5, 2.3.2, 3.2.3, 3.2.4, 3.6, 3.7, 3.12.10, 3.13, 9.6.4, 9.9.1, 10.2.2, 13.1, 13.3.1, 13.4.2, 13.5, 14, 15.2.8, 15.4

Liens
2.1.2, 9.3.1, 9.3.3, 9.6.8, 9.10.2, 9.10.4, 15.2.8

Limitations, Statutes of
12.2.5, 15.1.2, 15.4.1.1

Limitations of Liability
3.2.2, 3.5, 3.12.10, 3.12.10.1, 3.17, 3.18.1, 4.2.6, 4.2.7, 6.2.2, 9.4.2, 9.6.4, 9.6.7, 9.6.8, 10.2.5, 10.3.3, 11.3, 12.2.5, 13.3.1

Limitations of Time
2.1.2, 2.2, 2.5, 3.2.2, 3.10, 3.11, 3.12.5, 3.15.1, 4.2.7, 5.2, 5.3, 5.4.1, 6.2.4, 7.3, 7.4, 8.2, 9.2, 9.3.1, 9.3.3, 9.4.1, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 12.2, 13.4, 14, 15, 15.1.2, 15.1.3, 15.1.5

Materials, Hazardous

10.2.4, 10.3

Materials, Labor, Equipment and
1.1.3, 1.1.6, 3.4.1, 3.5, 3.8.2, 3.8.3, 3.12, 3.13, 3.15.1, 5.2.1, 6.2.1, 7.3.4, 9.3.2, 9.3.3, 9.5.1.3, 9.10.2, 10.2.1.2, 10.2.4, 14.2.1.1, 14.2.1.2

Means, Methods, Techniques, Sequences and
Procedures of Construction
3.3.1, 3.12.10, 4.2.2, 4.2.7, 9.4.2

Mechanic's Lien
2.1.2, 9.3.1, 9.3.3, 9.6.8, 9.10.2, 9.10.4, 15.2.8

Mediation

8.3.1, 15.1.3.2, 15.2.1, 15.2.5, 15.2.6, **15.3**, 15.4.1, 15.4.1.1

Minor Changes in the Work

1.1.1, 3.4.2, 3.12.8, 4.2.8, 7.1, **7.4**

MISCELLANEOUS PROVISIONS

13

Modifications, Definition of

1.1.1

Modifications to the Contract

1.1.1, 1.1.2, 2.5, 3.11, 4.1.2, 4.2.1, 5.2.3, 7, 8.3.1, 9.7, 10.3.2

Mutual Responsibility

6.2

Nonconforming Work, Acceptance of

9.6.6, 9.9.3, 12.3

Nonconforming Work, Rejection and Correction of
2.4, 2.5, 3.5, 4.2.6, 6.2.4, 9.5.1, 9.8.2, 9.9.3, 9.10.4, 12.2

Notice

1.6, 1.6.1, 1.6.2, 2.1.2, 2.2.2, 2.2.3, 2.2.4, 2.5, 3.2.4, 3.3.1, 3.7.4, 3.7.5, 3.9.2, 3.12.9, 3.12.10, 5.2.1, 7.4, 8.2.2, 9.6.8, 9.7, 9.10.1, 10.2.8, 10.3.2, 11.5, 12.2.2.1, 13.4.1, 13.4.2, 14.1, 14.2.2, 14.4.2, 15.1.3, 15.1.5, 15.1.6, 15.4.1

Notice of Cancellation or Expiration of Insurance
11.1.4, 11.2.3

Notice of Claims

1.6.2, 2.1.2, 3.7.4, 9.6.8, 10.2.8, 15.1.3, 15.1.5, 15.1.6, 15.2.8, 15.3.2, 15.4.1

Notice of Testing and Inspections
13.4.1, 13.4.2

Observations, Contractor's

3.2, 3.7.4

Occupancy

2.3.1, 9.6.6, 9.8

Orders, Written

1.1.1, 2.4, 3.9.2, 7, 8.2.2, 11.5, 12.1, 12.2.2.1, 13.4.2, 14.3.1

OWNER

2

Owner, Definition of

2.1.1

Owner, Evidence of Financial Arrangements

2.2, 13.2.2, 14.1.1.4

Owner, Information and Services Required of the

2.1.2, 2.2, 2.3, 3.2.2, 3.12.10, 6.1.3, 6.1.4, 6.2.5, 9.3.2, 9.6.1, 9.6.4, 9.9.2, 9.10.3, 10.3.3, 11.2, 13.4.1, 13.4.2, 14.1.1.4, 14.1.4, 15.1.4

Owner's Authority

1.5, 2.1.1, 2.3.32.4, 2.5, 3.4.2, 3.8.1, 3.12.10, 3.14.2, 4.1.2, 4.2.4, 4.2.9, 5.2.1, 5.2.4, 5.4.1, 6.1, 6.3, 7.2.1, 7.3.1, 8.2.2, 8.3.1, 9.3.2, 9.5.1, 9.6.4, 9.9.1, 9.10.2, 10.3.2, 11.4, 11.5, 12.2.2, 12.3, 13.2.2, 14.3, 14.4, 15.2.7

Owner's Insurance

11.2

Owner's Relationship with Subcontractors

1.1.2, 5.2, 5.3, 5.4, 9.6.4, 9.10.2, 14.2.2

Owner's Right to Carry Out the Work

2.5, 14.2.2

Owner's Right to Clean Up

6.3

Owner's Right to Perform Construction and to Award Separate Contracts

6.1

Owner's Right to Stop the Work

2.4

Owner's Right to Suspend the Work

14.3

Owner's Right to Terminate the Contract

14.2, 14.4

Ownership and Use of Drawings, Specifications and Other Instruments of Service

1.1.1, 1.1.6, 1.1.7, 1.5, 2.3.6, 3.2.2, 3.11, 3.17, 4.2.12, 5.3

Partial Occupancy or Use

9.6.6, 9.9

Patching, Cutting and

3.14, 6.2.5

Patents

3.17

Payment, Applications for

4.2.5, 7.3.9, 9.2, 9.3, 9.4, 9.5, 9.6.3, 9.7, 9.8.5, 9.10.1, 14.2.3, 14.2.4, 14.4.3

Payment, Certificates for

4.2.5, 4.2.9, 9.3.3, 9.4, 9.5, 9.6.1, 9.6.6, 9.7, 9.10.1, 9.10.3, 14.1.1.3, 14.2.4

Payment, Failure of

9.5.1.3, 9.7, 9.10.2, 13.5, 14.1.1.3, 14.2.1.2

Payment, Final

4.2.1, 4.2.9, 9.10, 12.3, 14.2.4, 14.4.3

Payment Bond, Performance Bond and

7.3.4.4, 9.6.7, 9.10.3, 11.1.2

Payments, Progress

9.3, 9.6, 9.8.5, 9.10.3, 14.2.3, 15.1.4

PAYMENTS AND COMPLETION

9

Payments to Subcontractors

5.4.2, 9.5.1.3, 9.6.2, 9.6.3, 9.6.4, 9.6.7, 14.2.1.2

PCB

10.3.1

Performance Bond and Payment Bond

7.3.4.4, 9.6.7, 9.10.3, 11.1.2

Permits, Fees, Notices and Compliance with Laws

2.3.1, 3.7, 3.13, 7.3.4.4, 10.2.2

PERSONS AND PROPERTY, PROTECTION OF

10

Polychlorinated Biphenyl

10.3.1

Product Data, Definition of

3.12.2

Product Data and Samples, Shop Drawings

3.11, 3.12, 4.2.7

Progress and Completion

4.2.2, 8.2, 9.8, 9.9.1, 14.1.4, 15.1.4

Progress Payments

9.3, 9.6, 9.8.5, 9.10.3, 14.2.3, 15.1.4

Project, Definition of	
1.1.4	
Project Representatives	
4.2.10	
Property Insurance	
10.2.5, 11.2	
Proposal Requirements	
1.1.1	
PROTECTION OF PERSONS AND PROPERTY	
10	
Regulations and Laws	
1.5, 2.3.2, 3.2.3, 3.6, 3.7, 3.12.10, 3.13, 9.6.4, 9.9.1, 10.2.2, 13.1, 13.3, 13.4.1, 13.4.2, 13.5, 14, 15.2.8, 15.4	
Rejection of Work	
4.2.6, 12.2.1	
Releases and Waivers of Liens	
9.3.1, 9.10.2	
Representations	
3.2.1, 3.5, 3.12.6, 8.2.1, 9.3.3, 9.4.2, 9.5.1, 9.10.1	
Representatives	
2.1.1, 3.1.1, 3.9, 4.1.1, 4.2.10, 13.2.1	
Responsibility for Those Performing the Work	
3.3.2, 3.18, 4.2.2, 4.2.3, 5.3, 6.1.3, 6.2, 6.3, 9.5.1, 10	
Retainage	
9.3.1, 9.6.2, 9.8.5, 9.9.1, 9.10.2, 9.10.3	
Review of Contract Documents and Field Conditions by Contractor	
3.2, 3.12.7, 6.1.3	
Review of Contractor's Submittals by Owner and Architect	
3.10.1, 3.10.2, 3.11, 3.12, 4.2, 5.2, 6.1.3, 9.2, 9.8.2	
Review of Shop Drawings, Product Data and Samples by Contractor	
3.12	
Rights and Remedies	
1.1.2, 2.4, 2.5, 3.5, 3.7.4, 3.15.2, 4.2.6, 5.3, 5.4, 6.1, 6.3, 7.3.1, 8.3, 9.5.1, 9.7, 10.2.5, 10.3, 12.2.1, 12.2.2, 12.2.4, 13.3, 14, 15.4	
Royalties, Patents and Copyrights	
3.17	
Rules and Notices for Arbitration	
15.4.1	
Safety of Persons and Property	
10.2, 10.4	
Safety Precautions and Programs	
3.3.1, 4.2.2, 4.2.7, 5.3, 10.1, 10.2, 10.4	
Samples, Definition of	
3.12.3	
Samples, Shop Drawings, Product Data and	
3.11, 3.12, 4.2.7	
Samples at the Site, Documents and	
3.11	
Schedule of Values	
9.2, 9.3.1	
Schedules, Construction	
3.10, 3.12.1, 3.12.2, 6.1.3, 15.1.6.2	
Separate Contracts and Contractors	
1.1.4, 3.12.5, 3.14.2, 4.2.4, 4.2.7, 6, 8.3.1, 12.1.2	
Separate Contractors, Definition of	
6.1.1	
Shop Drawings, Definition of	
3.12.1	
Shop Drawings, Product Data and Samples	
3.11, 3.12, 4.2.7	
Site, Use of	
3.13, 6.1.1, 6.2.1	
Site Inspections	
3.2.2, 3.3.3, 3.7.1, 3.7.4, 4.2, 9.9.2, 9.4.2, 9.10.1, 13.4	
Site Visits, Architect's	
3.7.4, 4.2.2, 4.2.9, 9.4.2, 9.5.1, 9.9.2, 9.10.1, 13.4	
Special Inspections and Testing	
4.2.6, 12.2.1, 13.4	
Specifications, Definition of	
1.1.6	
Specifications	
1.1.1, 1.1.6, 1.2.2, 1.5, 3.12.10, 3.17, 4.2.14	
Statute of Limitations	
15.1.2, 15.4.1.1	
Stopping the Work	
2.2.2, 2.4, 9.7, 10.3, 14.1	
Stored Materials	
6.2.1, 9.3.2, 10.2.1.2, 10.2.4	
Subcontractor, Definition of	
5.1.1	
SUBCONTRACTORS	
5	
Subcontractors, Work by	
1.2.2, 3.3.2, 3.12.1, 3.18, 4.2.3, 5.2.3, 5.3, 5.4, 9.3.1.2, 9.6.7	
Subcontractual Relations	
5.3, 5.4, 9.3.1.2, 9.6, 9.10, 10.2.1, 14.1, 14.2.1	
Submittals	
3.10, 3.11, 3.12, 4.2.7, 5.2.1, 5.2.3, 7.3.4, 9.2, 9.3, 9.8, 9.9.1, 9.10.2, 9.10.3	
Submittal Schedule	
3.10.2, 3.12.5, 4.2.7	
Subrogation, Waivers of	
6.1.1, 11.3	
Substances, Hazardous	
10.3	
Substantial Completion	
4.2.9, 8.1.1, 8.1.3, 8.2.3, 9.4.2, 9.8, 9.9.1, 9.10.3, 12.2, 15.1.2	
Substantial Completion, Definition of	
9.8.1	
Substitution of Subcontractors	
5.2.3, 5.2.4	
Substitution of Architect	
2.3.3	
Substitutions of Materials	
3.4.2, 3.5, 7.3.8	
Sub-subcontractor, Definition of	
5.1.2	

Subsurface Conditions	
3.7.4	
Successors and Assigns	
13.2	
Superintendent	
3.9 , 10.2.6	
Supervision and Construction Procedures	
1.2.2, 3.3 , 3.4, 3.12.10, 4.2.2, 4.2.7, 6.1.3, 6.2.4, 7.1.3, 7.3.4, 8.2, 8.3.1, 9.4.2, 10, 12, 14, 15.1.4	
Suppliers	
1.5, 3.12.1, 4.2.4, 4.2.6, 5.2.1, 9.3, 9.4.2, 9.5.4, 9.6, 9.10.5, 14.2.1	
Surety	
5.4.1.2, 9.6.8, 9.8.5, 9.10.2, 9.10.3, 11.1.2, 14.2.2, 15.2.7	
Surety, Consent of	
9.8.5, 9.10.2, 9.10.3	
Surveys	
1.1.7, 2.3.4	
Suspension by the Owner for Convenience	
14.3	
Suspension of the Work	
3.7.5, 5.4.2, 14.3	
Suspension or Termination of the Contract	
5.4.1.1, 14	
Taxes	
3.6, 3.8.2.1, 7.3.4.4	
Termination by the Contractor	
14.1 , 15.1.7	
Termination by the Owner for Cause	
5.4.1.1, 14.2 , 15.1.7	
Termination by the Owner for Convenience	
14.4	
Termination of the Architect	
2.3.3	
Termination of the Contractor Employment	
14.2.2	
TERMINATION OR SUSPENSION OF THE CONTRACT	
14	
Tests and Inspections	
3.1.3, 3.3.3, 3.7.1, 4.2.2, 4.2.6, 4.2.9, 9.4.2, 9.8.3, 9.9.2, 9.10.1, 10.3.2, 12.2.1, 13.4	
TIME	
8	
Time, Delays and Extensions of	
3.2.4, 3.7.4, 5.2.3, 7.2.1, 7.3.1, 7.4, 8.3 , 9.5.1, 9.7, 10.3.2, 10.4, 14.3.2, 15.1.6, 15.2.5	

Time Limits	
2.1.2, 2.2, 2.5, 3.2.2, 3.10, 3.11, 3.12.5, 3.15.1, 4.2, 5.2, 5.3, 5.4, 6.2.4, 7.3, 7.4, 8.2, 9.2, 9.3.1, 9.3.3, 9.4.1, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 12.2, 13.4, 14, 15.1.2, 15.1.3, 15.4	
Time Limits on Claims	
3.7.4, 10.2.8, 15.1.2, 15.1.3	
Title to Work	
9.3.2, 9.3.3	
UNCOVERING AND CORRECTION OF WORK	
12	
Uncovering of Work	
12.1	
Unforeseen Conditions, Concealed or Unknown	
3.7.4, 8.3.1, 10.3	
Unit Prices	
7.3.3.2, 9.1.2	
Use of Documents	
1.1.1, 1.5, 2.3.6, 3.12.6, 5.3	
Use of Site	
3.13 , 6.1.1, 6.2.1	
Values, Schedule of	
9.2 , 9.3.1	
Waiver of Claims by the Architect	
13.3.2	
Waiver of Claims by the Contractor	
9.10.5, 13.3.2, 15.1.7	
Waiver of Claims by the Owner	
9.9.3, 9.10.3, 9.10.4, 12.2.2.1, 13.3.2, 14.2.4, 15.1.7	
Waiver of Consequential Damages	
14.2.4, 15.1.7	
Waiver of Liens	
9.3, 9.10.2, 9.10.4	
Waivers of Subrogation	
6.1.1, 11.3	
Warranty	
3.5 , 4.2.9, 9.3.3, 9.8.4, 9.9.1, 9.10.2, 9.10.4, 12.2.2, 15.1.2	
Weather Delays	
8.3, 15.1.6.2	
Work, Definition of	
1.1.3	
Written Consent	
1.5.2, 3.4.2, 3.7.4, 3.12.8, 3.14.2, 4.1.2, 9.3.2, 9.10.3, 13.2, 13.3.2, 15.4.4.2	
Written Interpretations	
4.2.11, 4.2.12	
Written Orders	
1.1.1, 2.4, 3.9, 7, 8.2.2, 12.1, 12.2, 13.4.2, 14.3.1	

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Basic Definitions

§ 1.1.1 The Contract Documents

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

§ 1.1.2 The Contract

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

§ 1.1.3 The Work

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

§ 1.1.3.1 Nothing in this Contract shall be interpreted as imposing on either the Owner or Architect, or their respective agents, employees, officers, directors or consultants, any duty, obligation or authority with respect to any items that are not intended to be incorporated into the completed Project, or that do not comprise the Work, including, but not limited to, the following: shoring; scaffolding; hoists; weatherproofing; or any temporary facility; or activity; since these are the sole responsibility of each Contractor.

§ 1.1.4 The Project

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

§ 1.1.5 The Drawings

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

§ 1.1.5.1 The Drawings are diagrammatical and show the general arrangement and extent of the Work; exact locations and arrangements of operating systems shall be determined as the Work progresses and shall be subject to the Architect's approval. No extra compensation will be allowed due to conflicts, inconsistencies, or discrepancies between actual dimensions and those indicated. The right is reserved by the Architect to make any reasonable change in location of equipment, ductwork and piping, prior to roughing in without involving additional expense. Each Prime Contractor shall coordinate its Work with the Work of others, so that interference between mechanical and electrical work and architectural and structural work does not occur. Each Prime Contractor shall furnish and install offsets, bends, turns, and the like in connection with its Work to avoid interference with Work of other Prime Contractors, to conceal Work where required, and to secure necessary clearance and access for operation and maintenance.

§ 1.1.6 The Specifications

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

§ 1.1.7 Instruments of Service

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

§ 1.1.8 Initial Decision Maker

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

§ 1.2 Correlation and Intent of the Contract Documents

~~The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results. invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.~~

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

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

~~If a minor change in the Work is found necessary due to actual field conditions, each Contractor shall submit detailed drawings of such departure for approval by the Architect before making the change.~~

~~§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings. In the event of conflicts, inconsistencies or discrepancies between the Contract Documents and applicable standards, codes, laws, ordinances, regulations and/or requirements of any state, federal or any other governmental agency, the Contractor shall: (1) provide the better quality or greater quantity of Work or (2) comply with the more stringent requirement or both, at no additional cost, in accordance with the Architect's interpretation. The terms and conditions of this Section, however, shall not relieve the Contractor of any of the obligations set forth in Sections 3.2 and 3.7 and their Subparagraphs.~~

~~§ 1.2.4 In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities:~~

- ~~1. The Agreement.~~
- ~~2. Addenda, with those of later date having precedence over those of earlier date.~~
- ~~3. The General Conditions of the Contract for Construction, including revisions.~~
- ~~4. Division 01 and Multiple Contract Summary Section 01 12 00.~~
- ~~5. Drawings and Specifications.~~

In the case of a conflict, inconsistency or discrepancy between Drawings and Specifications or within either document not clarified by Addendum, the better quality or greater quantity of Work shall be provided in accordance with Architect's interpretation, at no additional cost.

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

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

§ 1.2.7 The Drawings and Specifications, as a part of the Contract Documents, are for the purpose of illustrating and describing the general character and extent of the work; and are intended to agree and be mutually explanatory. Further, it is the intention that these instruments of the Contract shall be complete in their meaning, and shall represent completeness in design as well as any portion thereof. It is the intent and purpose of the Specifications and Drawings to cover and include each item of material, machinery, apparatus, equipment, labor and services necessary to properly install, equip, adjust and put into perfect operation the respective portions of the installations specified, and to so interconnect the various items or sections of the work as to form a complete and operating whole, and deliver the Work in the specified time. Any apparatus, machinery, material, equipment, labor and services not specifically mentioned which may be found necessary to complete or perfect any portion of the construction in a substantial manner, and in compliance with the requirements stated, implied or intended in the Contract Documents, shall be furnished without extra cost to the Owner. This shall include all material, devices or methods peculiar to the type of construction furnished and installed by the Contractor.

§ 1.2.8 If the Contractor, in the course of the work, finds any discrepancy between the Drawings and the physical conditions of the locality, or any errors in Drawings or in the layout as given by the points and instruction, the Contractor shall immediately inform the Architect in writing, and the Architect, with reasonable promptness, shall verify the same. Any work done after such discovery, until authorized, shall be done at the Contractor's risk.

§ 1.2.9 Drawings may show work fully drawn out, or only a portion thereof, the remainder being in outline. The drawn out portion shall be understood as applying to other like or similar places. Ornament, carving, materials, or other similar items, where indicated on Drawings by a starting only of the detail, shall be considered as being repeated or continued through the area, courses or parts in which the drawings, furring or other approved methods of obtaining such finished surface shall be provided.

§ 1.2.10 In case of discrepancy between the Drawings and Specifications, such conflict shall be promptly referred to the Architect for review, direction, interpretation, and final decision.

§ 1.2.11 In multiple prime construction, where the Contract Documents duplicate the same work or materials under more than one contract or subcontract, such duplication shall be settled by the Architect in writing upon request of a concerned Contractor prior to submission of a Bid. Any such duplication which may exist in documents after Bids are received will be interpreted by the Architect as having duplicate values in the several contracts or subcontracts and proper credit to the Owner, therefore shall be made by the affected Contractor(s) as the Architect shall designate.

§ 1.2.12 Work shown diagrammatically on Drawings shall be agreed upon for exact location before being installed. Where work of various trades is in close proximity, each Contractor shall confer with other Contractors concerned before making installation. Work installed in an arbitrary manner without regard for work of other Contractors will be rejected where an undesirable condition or a hardship for others results.

§ 1.2.13 Certain terms used in Contract Documents are defined in this Section. Definitions and explanations of this Section are not necessarily either complete or exclusive, but are general for the Work to the extent they are not stated more explicitly in other provisions of the Contract Documents. These terms are:

1.2.13.1 Relocate: The term "relocate" shall mean "move from the existing location to the new location installed complete and ready for use" for all items noted on the Drawings and/or indicated in the Specifications.

1.2.13.2 Coordinate: The term "coordinate" means to cooperate with related trades to furnish and install all connections between the trades in correct sequence, size, and location to create a complete system ready for the intended use.

1.2.13.3 Verify: The term "verify" means to measure, investigate, review, test, and check the accuracy or correctness of and prove by demonstration, evidence, or testimony, the location, size, dimension, and condition of an item.

1.2.13.4 Regulations: The term "Regulations" includes, without limitation, laws, statutes, ordinances and lawful orders issued by authorities having jurisdiction, as well as rules, conventions and agreements within the construction industry that control performance of the Work.

1.2.13.5 "Dispute": The term "Dispute" means any disagreement between two parties to the Contract Documents, including, without limitation, a disagreement relating to the obligations of the Contractors under the Contract Documents, a disagreement relating to the interpretation of the Contract Documents or any disagreement arising out of or relating to the Contract Documents.

1.2.13.6 "Agreement" and "Contract" may be used interchangeably.

§ 1.3 Capitalization

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

§ 1.4 Interpretation

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

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

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

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

§ 1.6 Notice

§ 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement. The term "Notice" as used in the Contract Documents shall mean Written Notice. Notice to a Contractor shall be effective upon (a) actual receipt of an email by the intended recipient, (b) in-person delivery to the intended recipient, (c) delivery by overnight courier service or any other means to the intended recipient at the intended recipient's place of business, or (d) depositing the notice in the U.S. Mail by any means to the intended recipient at the intended recipient's place of business.

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

§ 1.6.1.2 Written Notice shall be deemed to have been served the Owner if delivered in person or sent by Registered or Certified Mail to the following:

1. Dr. Jill Hackman, Executive Director
BERKS COUNTY INTERMEDIATE UNIT
1111 Commons Boulevard
Reading, PA 19605

2. With a copy to the Solicitor:
James Mancuso, Esq.
Mancuso Law Group, LLC
P.O. Box 6311
Wyomissing, PA 19610

§ 1.7 Digital Data Use and Transmission

The parties shall agree upon ~~written~~ protocols governing the transmission and use of, and reliance on, ~~of~~ Instruments of Service or any other information or documentation in digital ~~form~~ ~~form~~, unless otherwise already provided in the Agreement or Contract Documents.

§ 1.8 Building Information Models Use and Reliance

~~Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.~~

ARTICLE 2 OWNER

§ 2.1 General

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

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

§ 2.2 Evidence of the Owner's Financial Arrangements

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

§ 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that

event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start up, plus interest as provided in the Contract Documents.

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

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

§ 2.1.1.1 The designation Owner in the Contract Documents shall refer to the Berks County Intermediate Unit, 1111 Commons Boulevard, Reading, PA 19605.

§ 2.3 Information and Services Required of the Owner

§ 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities. The Contractor represents that it is familiar with the Project site and has received all information it needs concerning the condition of the Project site. The Contractor represents that it has inspected the location of the Work and has satisfied itself as to the condition thereof, including, without limitation, all structural, surface and reasonably ascertainable subsurface conditions.

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

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

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

§ 2.3.4.1 The Owner will furnish all land and right-of-way necessary for the carrying out of the Agreement and the completion of the work therein contemplated.

§ 2.3.4.2 The Contractor shall confirm the location of all utilities on the site prior to the commencement of any work on site. To the extent required for the execution of the Work, the Contractor shall provide all temporary or permanent connections, terminations, removal or alterations of the utility services to the site. Individual responsibilities of the separate Prime Contractors are delineated further in the Specifications.

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

§ 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2. Contractors have been furnished with a full set of Contract Documents in electronic format for bidding and construction purposes. If any Contractor wishes to purchase hard copies of the Contract Documents, they will be provided by the Architect only after receipt of payment in the amount established in the Advertisement for Bids and/or the Instructions to Bidders.

§ 2.4 Owner's Right to Stop the Work

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

§ 2.4.1 This right shall be in addition to and not in restriction or derogation of the Owner's rights under Article 14 hereof. The Owner's right to stop the work shall not relieve the Contractor of any of its responsibilities and obligations under or pursuant to the Contract Documents.

§ 2.5 Owner's Right to Carry Out the Work

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

§ 2.5.1 The right of the Owner to carry out the Work pursuant to this Section 2.5 shall not give rise to any duty on the part of the Owner to exercise this right for the benefit of the Contractor, another Prime Contractor, or any other person or entity. Nothing in this Section shall obligate the Owner to carry out the work for the benefit of any Contractor, person or entity. The Owner's rights set forth in Sections 2.4 and 2.5 shall be in addition to all other rights of the Owner granted in the Contract Documents, at law, or in equity.

§ 2.6 Limitation of Responsibility

§ 2.6.1 In no event shall the Owner and Architect have control over, charge of, or any responsibility for construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the Work, notwithstanding any of the rights and authority granted the Owner in the Contract Documents. Hence, the Owner and Contractor hereby acknowledge and agree that the Owner has retained the Contractor as an independent contractor to perform the Work on the Project. It is expressly understood and agreed that the presence on the jobsite of the Owner's visiting officers or employees, the Owner, Architect or supervisory personnel employed by Owner and the making by such personnel of any observations of the Contractor's Work, materials, tools or equipment, or inspections of the finished Work of the Contractor and approval of same, or failure to take exception thereto, shall in no way relieve the Contractor from its absolute responsibility to perform its Work and furnish its materials in accordance with the requirements of the Contract Documents. It is further understood that under no circumstances shall the Contractor urge, for any purpose whatsoever, that the presence of the Owner, Architect, any supervisory personnel, and visiting officers or employees of the Owner or Architect and any failure by such personnel to take exception to any Work of the Contractor, constitute a ratification or approval of the Work or work methods employed by the Contractor if the same did not in fact comply with the requirements of the Contract Documents.

ARTICLE 3 CONTRACTOR

§ 3.1 General

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

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

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

§ 3.1.4 Prime Contractor: Contractor that has entered into a direct contract agreement for construction activities with the Owner, as defined in the Instructions to Bidders. Further, any reference in the Drawings and Specifications (Contract Documents) to Contractor refers to Prime Contract (Contractor).

§ 3.2 Review of Contract Documents and Field Conditions by Contractor

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

§3.2.1.1 The submission of a Bid by the Contractor is evidence that such an examination has been made and later claims for labor, equipment or materials required, or for difficulties encountered that could have been foreseen if an examination had been made, will not be recognized.

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. Project site affecting the Work. Any errors, inconsistencies, omissions, or variations of any kind noted by a Contractor shall be reported immediately to the Architect. Any work performed involving such errors, inconsistencies, omissions, or variations in the Contract Documents due to the Contractor's failure to verify any such location or dimensions shall be promptly rectified by the Contractor without any additional cost to the Owner. The Contractor shall satisfy itself as to the accuracy of all dimensions and locations and the interconnection of its Work with existing or other Work. By submission of a Bid, the Contractor acknowledges that the Contract Documents are full and complete, are sufficient to have enabled it to determine the Contract Sum and that the Drawings, the Specifications and all Addenda are sufficient to enable the Contractor to construct the Work outlined therein in accordance with applicable laws, statutes, ordinances, codes, building codes and regulations of any state, federal or any other governmental agency, and otherwise to fulfill all of its obligations under the Contract Documents. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.2.1 Except as to any reported error, inconsistencies or omissions, and to concealed or unknown conditions defined in Section 3.7.4 by executing the Contract, the Contractor represents the following:

§ 3.2.2.1.1 The Contract Documents are sufficiently complete and detailed for the Contractor to: (1) perform the Work required and to produce the results intended by the Contract Documents; and (2) comply with all requirements of the Contract Documents.

§ 3.2.2.1.2 The Work required by the Contract Documents, including, without limitation, all construction details, construction means, methods, procedures, and techniques necessary to perform the Work, use of materials, selection of equipment, and requirements of product manufacturers are consistent with: (1) good and sound practices within the construction industry; (2) generally prevailing and accepted industry standards applicable to Work; (3) requirements of any warranties applicable to the Work; and (4) all laws, ordinances, regulations, rules, orders, codes and building codes of any state, federal or any other governmental agency having jurisdiction over each Contractor's performance of the Work.

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

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

§ 3.3 Supervision and Construction Procedures

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

§ 3.3.1.1 At any time during the performance of the Work, the Owner shall have the right and authority to require replacement of any of the Contractor's supervisory personnel, including but not limited to, the Project Manager, Superintendent or Foreman.

§ 3.3.1.2 The Owner shall have the right and authority but not the duty to direct the Contractor to assign additional supervisory personnel to insure compliance with the project schedule and quality requirements of the Contract at no additional cost to the Contract Sum. The Contractor shall not change or replace the assigned Project Manager or Superintendent without prior written consent of the Owner so long as they remain in the Contractor's employ.

§ 3.3.1.2.1 When more than one major phase is being constructed at different locations on the project site, the Contractor shall provide supervision for each phase as it is being performed. When performing construction activities to maintain progress of the Work requires extended hours, multiple shifts and/or additional work days, adequate supervision shall be provided by each Contractor during these times. The competence level and ability of supervisory personnel shall be adequate to perform required construction activities.

§ 3.3.1.2.2 Although the additional supervisory personnel may be reassigned during the course of the Work, each Contractor shall retain one superintendent with full responsibility while performing the Work.

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

§ 3.3.2.1 Contractors whose failure to perform their work or whose negligence in performing their work impacts other Prime Contractors shall be responsible for costs or damages incurred by the other Contractors that are necessary to maintain the Project Schedule.

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

§ 3.3.4 The schedule of any work affecting existing installations or facilities shall be coordinated with the Owner and Architect. At no time shall any work or operations leading to work defined in the Contract Documents interfere in any way with the Owner's day-to-day activities, service of power, light, heat, water, telephone, utilities, etc., which must be maintained. Shutdown of utilities or equipment affecting existing operations are not permitted except as provided herein. Any premium time or additional cost to comply with these requirements shall be at the expense of the Contractor and considered to be included in their bid. No shutdowns, except by special permission, shall be scheduled between 5:00 a.m. and 6:00 p.m. All required shutdowns require prior written approval of the Owner.

§ 3.3.5 In multiple prime contract construction, each Contractor shall be responsible for intermeshing of other contracts and its own work, so that no part will be left in an unfinished condition owing to disagreement among Contractors as to where the work of one begins and ends with reference to the work of another. Each Contractor shall deliver a fully completed project to the Owner.

§ 3.3.6 No alleged verbal agreement or conversation with any officer, agent or employee of the Architect, Architect's Consultants, or Owner, either before or after the execution of the Contract, shall affect or modify the terms or obligations herein contained. Failure to comply with any of these requirements will not relieve the Contractor from the responsibility of properly estimating the difficulty or cost of successful completion of the work, nor from the responsibility for faithful performance of the provisions of this Contract. Modifications or changes shall be made in writing and agreed to be incorporated by both parties. This requirement may not be waived.

§ 3.4 Labor and Materials

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

§ 3.4.1.1 The Contractor shall not deviate from any specified kind, quality, size, design, performance, brand or manufacturer without the Architect's written approval.

§ 3.4.1.2 Any material specified by reference to the number, symbol or title of a specified standard, such as a Commercial Standard, a Federal Specification, a trade association standard or other similar standard, shall comply with the requirements in the latest revision thereof, and any amendment or supplement thereto in effect on the date of submission of Proposal, except as limited to type, class or grade, or modified in such reference. The standards referred to, except as modified in the Specifications, shall have full force and effect as though printed in full in the Specification.

§ 3.4.1.3 The specific mention of a manufacturer's name, brand of material, equipment, etc., shall be considered as indicating a standard of quality, grade or type desired. Materials of manufacturers other than those mentioned throughout these specifications may be accepted if they are equal in quality and performance to those specified and written approval is given by the Architect. Substitution procedures are further defined in the "Instructions to Bidders" and Division 01 Section "Product Requirements".

§ 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the

consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

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

§ 3.4.3.1 Contractors' personnel shall not make any remarks to any students or Owner's personnel that violate decency or cause embarrassment to that individual or the Owner. Failure to comply with this will result in dismissal from the Project.

§ 3.4.3.2 The Contractor shall abide by the following requirements:

- a. Contractor's employees shall not socialize with students, faculty, staff, visitors or patrons.
- b. Smoking and other use of tobacco is prohibited in buildings and on the grounds owned by or under the control of the Owner. The Contractors and their employees are similarly prohibited from using tobacco of any kind in the buildings, on the site and on all property owned by the Owner. This prohibition also includes the use of e-cigarettes, vaping and the like.
- c. Use of radios on the site for music or entertainment purposes is not permitted.
- d. Workers shall not possess or consume alcoholic beverages when on site.
- e. Use of any illegal substances (i.e., alcohol, drugs, etc.) is expressly prohibited.

Failure to comply with requirements "a" through "e" above may result in the Owner requesting the offending party to be removed from the project and not allowed to return.

§ 3.4.3.3 The Contractor shall remove from the Work such employees of the Contractor or of any subcontractor as the Owner or Architect requests be removed, with or without a reason. Contractor shall require the employees of the Contractor and of all subcontractors to comply with Owner's rules and regulations.

§ 3.4.4 The equipment and procedures used on portions of the work shall be such that no damage to adjacent property or roadways will result from their use. No work of any kind shall be installed or stored in a manner which will endanger the structure of the building.

§ 3.4.5 All products on this Project shall be asbestos-free. If any suspected asbestos-containing or hazardous material is installed, the Owner has the right to have the material in question tested and if proven to contain asbestos, or be a health hazard, the Contractor shall remove all material in question and replace it with new acceptable material at no additional cost to the Owner and shall pay for all costs associated with testing of the suspected material.

§ 3.4.6 Material Shipments: The Contractor in making or ordering shipments shall not consign or have consigned materials, equipment or any other items in the name of the Architect, or the Owner. Neither the Architect or the Owner shall be under any obligation to make payment for charges on shipments made by or to the Contractor.

§ 3.4.7 Labor to be Employed: The Contractor shall not employ workers, means, materials or equipment which may cause strikes, work stoppages or any disturbances by workmen employed by the Contractor or the Owner or other Contractors or Subcontractors in connection with the Work of the Project or the location thereof. The Contractor agrees that all disputes as to jurisdiction of trades shall be adjusted in accordance with any plan for the settlement of jurisdictional disputes which may be in effect either nationally or in the locality in which the Work is being done and that it shall be bound and abide by all such adjustments and settlements of jurisdictional disputes, provided that the provisions of this Article shall not be in violation of or in conflict with any provisions of law applicable to the settlement of such disputes. Should the Contractor fail to carry out or comply with any of the foregoing provision, the Owner shall have the right, in addition to any other rights and remedies provided by the Contract Documents or by law, after three (3) days' notice mailed or delivered to the last known address of the Contractor, for all or any portion of the Work, and, for the purpose of completing the Work, to enter upon the Premises and take possession, in the same manner, to the same extent and upon the same terms and conditions as set forth in Article 14.2 of the General Conditions.

§ 3.4.8 Overtime: Any work necessary to be performed after regular working hours, on Saturday, Sunday or Legal Holidays, shall be performed without additional expense to the Owner (see Section 3.3.4).

§ 3.4.9 Should extra time, in any form, such as shift work, overtime, premium time or weekend work become necessary to meet contractual deadlines regardless of trade, costs for the same shall be included in the bid. The Contractor's failure to include costs in its bid for extra time shall not relieve them from utilizing shift work, overtime, premium time, or weekend work in the performance of its Contract responsibilities nor entitle them to additional compensation.

§ 3.4.10 Contract Sum Not Adjusted for Rising Costs: Notwithstanding any other provision in the Contract Documents to the contrary, each Contractor's Contract Sum is intended to include all increases in cost, foreseen or unforeseen, including, without limitation, increases in costs arising from supply shortages, unusual delay in deliveries, increases in market prices for materials, labor, taxes and/or other causes beyond the Owner's control, all of which are to be borne solely by the applicable Contractor supplying the materials and/or labor to the Project. All loss and/or damage arising from any of the Work performed under this Agreement through unforeseen or unusual obstructions, difficulties or delays which may be encountered in the prosecution of same shall be borne solely by the applicable Contractor prosecuting the Work.

§ 3.5 Warranty

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

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

§ 3.5.3 The Contractor hereby guarantees the Work to the full extent provided in the Drawings, Specifications, General Conditions, and other Contract Documents.

§ 3.5.4 The Contractor shall remove, replace and/or repair at its own expense and at the convenience of the Owner any faulty, defective or improper work, material or equipment discovered at any time during construction or after Project completion.

§ 3.5.4.1 Without limitation by the foregoing, the Contractor shall pay in addition for all damage to the Project resulting from defects in the Work and all costs and expenses necessary to correct, remove, replace and/or repair the Work and any other work or property which may be damaged in correcting, removing, replacing or repairing the Work, as well as any consequential damages the Owner may suffer.

§ 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect. **§ 3.6.1** The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 3.6.2 The Contractor hereby accepts and assumes full and exclusive liability for payment of all sales taxes, state and municipal taxes including, without limitation, business privilege taxes, use taxes, and all contributions and payroll taxes under the provisions of State or Federal law, including, without limitation, the laws of the Commonwealth of Pennsylvania, and Social Security Acts, as to all employees engaged in the performance of the Work subject to this Agreement, and further agrees to meet all requirements that may be specified under regulations of government

officials having jurisdiction over the Work. All sales taxes, state and municipal taxes, business privilege taxes and use taxes are expressly included within the compensation owed to the Contractor under the terms of this Agreement. It is further agreed that the Owner shall have the right to deduct the amount of any and all such taxes from the compensation owed to the Contractor under the terms of this Agreement at any time, in the Owner's sole discretion, as the Owner deems advisable, it being agreed that the Owner shall have the right to deduct any and all such moneys from the next payments due under this Agreement and from the retained percentages.

§ 3.6.3 The Contractor hereby accepts and assumes full and exclusive liability for and shall indemnify, protect and save harmless the Architect and Owner from and against the payment of:

- .1 All contributions, taxes or premiums (including, without limitation, interest and penalties thereon) which may be payable under any unemployment insurance laws of any state, the Older Workers Benefit Protection Act of 1990 (OWBPA) (P.L. 101-433, October 16, 1990, 104 Stat. 978), as amended from time to time, the Federal Social Security Act, as amended from time to time, Federal, State, County and/or Municipal tax withholding laws, or any other laws, measured upon the payroll of or required to be withheld from employees, by whomever employed, engaged in the Work.
- .2 All sales, use, personal property and other taxes (including, without limitation, interest and penalties thereon) required by any Federal, State, County, Municipal or any other laws to be paid or collected by the Contractor or any of its Subcontractors or vendors or any other person acting for, through or under it or any of them by reason of the performance of the Work or the acquisition, ownership, furnishing or use of any materials, equipment, supplies, labor, services or other items for or in connection with the Work.
- .3 All pension, welfare, vacation, annuity and other union benefit contributions payable under or in connection with labor agreements with respect to all persons, by whomsoever employed, engaged in the Work.
- .4 In the event that any law is or has been passed, or any rule or regulation pursuant thereto is enacted, which requires the Owner to pay, either directly or indirectly, the amount of any such sales, use, personal property and other taxes (including, without limitation, interest and penalties thereon) required by any Federal, State, County, Municipal or any other laws or should any such law, rule or regulation direct the Owner to collect the same, or make the Owner liable for the collection thereof, or make the Owner responsible therefor, it is covenanted and agreed that the Contractor shall fully and completely make all payments therefor, and shall fully and completely indemnify and save the Owner harmless from any and all such taxes.

§ 3.6.4 The Contractor shall base its Bid on the properly charged, collected and remitted sales tax due on only those "construction activities" which are presumed to become a permanent part of the real estate in accordance with 61 Pa. Code Section 31.11, et seq., as amended from time to time. The Contractor shall not include in its Bid any tax for "sales activities" which do not become a permanent part of the real estate in accordance with 61 Pa. Code Section 31.11, et seq., as amended from time to time. For all such "sales activities" the Contractor will receive an appropriate executed blanket exemption certificate from the Owner.

§ 3.6.5 The Contractor shall keep detailed records of all materials, equipment and labor furnished in connection with the Work and shall keep such full and detailed accounts as may be necessary for the proper financial management under this Agreement and the system utilized by the Contractor shall be satisfactory to the Owner. The Owner or its representative shall be afforded access to the Contractor's records, books, correspondence, instructions, drawings, receipts, vouchers, memoranda, certifications and similar data relating to this Agreement. Further, the Owner or its representative shall have the authority, but not the obligation, to require the Contractor to provide the Owner with certified payroll records for the labor furnished by the Contractor in connection with the Work.

§ 3.6.5.1 The Contractor shall preserve all such records for a period of three (3) years, or for such longer period as may be required by law, after final payment. To the extent requested by Owner, copies of such records will be provided by the Contractor. Also, the Contractor shall immediately transmit to the Owner copies of all invoices and receipts for materials, equipment and labor furnished in connection with the Work by the Contractor and any other materials that reflect sales and use tax paid or not paid.

§ 3.6.6 If any sales or use tax exemption is available for the Project, the Owner agrees to provide the Contractor with the necessary certification to obtain any such tax exemption. The Contractor agrees to assign and transfer to the Owner all of its rights to sales and use tax which may be refunded as a result of a claim for refund for materials and/or equipment purchased for the Project. The Contractor further agrees that it will not file a claim for refund for any sales or use tax which is the subject of this assignment. This assignment will include, without limitation, any tax erroneously paid by the Contractor. Further, the Contractor agrees to execute all such documents as may be necessary to effectuate such an assignment.

§ 3.7 Permits, Fees, Notices and Compliance with Laws

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

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

§ 3.7.2.3 The Contractor at all times shall observe and comply with all Federal and State Laws and local ordinances and regulations in any manner affecting the conduct of Work and all such orders or decrees as exist at present and those which may be enacted later by bodies or tribunals having jurisdiction or authority over the Work and shall indemnify and hold harmless the Owner and all his officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulations, order or decree, whether by itself or its employees.

§ 3.7.2.4 Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

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

§ 3.7.4 Concealed or Unknown Conditions

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

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

§ 3.8 Allowances

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

§ 3.8.1.1 Cash allowances are prohibited.

§ 3.8.2 Unless otherwise provided in the Contract Documents,

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

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

§ 3.9 Superintendent

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor. At the request of the Architect or Owner, the Contractor's superintendent shall attend project meetings, whether the project meetings are prior to the start of the Contractor's work or subsequent to the completion of the Contractor's work.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, within fifteen (15) days of issuance of the Notice to Proceed, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. The proposed superintendent's resume shall include at least three (3) recent projects of similar size and scope, with the names and telephone numbers of Owner and Architect representatives for each project. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

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

§ 3.9.4 The superintendent shall be on site full time and shall not be changed except with the consent of the Owner and Architect, unless the superintendent proves to be unsatisfactory to the Contractor and ceases to be in the Contractor's employ. If the Contractor should at any time fail to provide adequate supervision and superintendence, as may be evidenced by incomplete or non-conforming work, the Owner may provide supervision and superintendence and the cost thereof, including compensation for additional professional services, shall be charged to the Contractor in the form of a Change Order incorporating an appropriate reduction in the Contract Sum. If the payments due the Contractor are not sufficient to cover such amount, Contractor shall pay the difference to the Owner.

§ 3.10 Contractor's Construction and Submittal Schedules

§ 3.10.1 The Contractor, promptly after being awarded the Contract, within ten (10) days of issuance of the Notice to Proceed, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the expeditious and orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

§ 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, within fifteen (15) days of issuance of the Notice to Proceed, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals. The Contractor shall thereafter maintain a current submittal schedule at all times.

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

§ 3.10.4 In multiple prime contract construction, the General Contractor shall receive initial and progress schedules from all other Prime Contractors, correlate the information, and prepare a single construction schedule encompassing all Contracts; which schedule shall be signed by each Prime Contractor as being correct and as being the official schedule upon which delivery and performance of the Work will be based.

§ 3.10.5 Each Contractor shall cooperate and consult with the other Prime Contractors during the Work of this Project. Contractor shall schedule and execute its work to avoid delay to other Contractors. The Contractor shall be financially responsible for undue delay they caused to other Prime Contractors on the project. The Contractor shall defend and hold harmless the Owner and Architect for any claims, losses or delays of any kind whatsoever made by other Contractors arising from delays caused by the Contractor.

§ 3.10.6 The Owner shall have the right to direct a postponement or rescheduling of any date or time for the performance of any part of the Work that may interfere with the operations of other Contractors or of the Owner's premises or any of the Owner's operations. The Contractor shall, upon the Owner's request, schedule any portion of the Work affecting other Contractors or the operation of the premises during hours when the premises are not in operation. Any postponement, rescheduling, or performance of the Work under this Section may be grounds for an extension of the Contract Time, if permitted under Section 8.3.

§ 3.10.7 Progress payments to the Contractor shall not occur until the Contractor has met the requirements of schedule information stated in Section 3.10 and the Contract Documents.

§ 3.10.8 Failure of Contractor to fully comply with requirements of Section 3.10, and the other Contract Documents regarding scheduling shall constitute default by Contractor of its obligations, sufficient for termination of the Contract.

§ 3.11 Documents and Samples at the Site

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

§ 3.12 Shop Drawings, Product Data and Samples

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

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

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

§ 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in

the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

§ 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors. Submittals which are not marked as reviewed for compliance with the Contract Documents and approved by the Contractor may be returned by the Architect without action.

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

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

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

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

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

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

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

§ 3.12.11 Shop Drawings, Product Data, and Samples shall be submitted in quantity and procedure as directed by the Architect. In multiple prime contract construction, it shall be the responsibility of each Contractor to prepare and furnish to other Contractors engaged on the project, copies of Shop Drawings as may be required by such other Contractors for the proper installation of its work. Failure of the Contractor to furnish such information shall make it responsible for any other expenses incurred in carrying out the provisions of such other related contracts.

§ 3.12.12 Under no circumstances shall the Architect or Engineer's review of any shop drawing be construed as an approval of extra cost or time for any work shown thereon. Any claim for extra cost shall be made as specified before the time of submitting Shop Drawings.

§ 3.12.13 All expenses incurred in delivering, transporting, packing, collecting, etc., of samples of materials or equipment shall be paid by the Contractor, whether samples are delivered to the Project, to the Architect or to the laboratory. The cost of testing and mill inspection of all material required to be furnished under this contract shall be borne by the Contractor. Any sample destroyed in the course of testing cannot be returned to the Contractor. Certain approved material, such as hardware, valves, fittings, fire alarm signals, in good condition and not subject to destructive tests, may be used in the Work by the Contractor. This material to be the last of its particular kind to be incorporated in the building, may not be removed from the Architect's office until just previous to its use. Any material delivered to the Project will be compared with the approved sample on file in the Architect's office and/if necessary, an additional test shall be made on this material.

§ 3.12.14 To better facilitate the Shop Drawings process, copies of the contract drawings will be made available in electronic format to all Prime Contractors subject to the following provisions:

.1 The data contained in any and all electronic files is copyright protected by the Architect and shall be used solely for the facilitation of the Shop Drawing process **on this Project only**. Any other use that is not consistent with this intended use is strictly prohibited. Any misuse will be punishable to the fullest extent of the law.

.2 Electronic media will only be made available to Prime Contractors. Direct requests from Subcontractors will not be honored. The Contractors shall bear the responsibility and cost of distribution to their Subcontractors, if desired. Requests shall be made in writing directly to the Architect and shall indicate the list of drawings requested (indicate by drawing number). Drawings will be provided in AutoCAD.dwg format via appropriate electronic media.

The Architect will then calculate the cost of compiling the request and issue a total price to the Prime Contractor. **Payment, by the Prime Contractor, must be received in full prior to the Architect preparing and releasing any electronic files.** Checks shall be made payable to AEM Architects, Inc.

.3 The cost of electronic files is hereby established as follows:

Discipline	Drawings Included	Cost
Architectural	Floor Plans	\$500
	Reflected Ceiling Plan	\$500
Site/Civil	Site Plan	\$500
Plumbing	Floor Plans	\$500
HVAC	Floor Plans	\$500
Electrical	Floor Plans	\$500

.4 The Contractor shall thoroughly check all information and details of the drawings and be satisfied that all information and details are correct. Information concerning existing conditions, if applicable, shall be thoroughly field checked and verified. Incorrect information and details shall immediately be called to the

attention of the Architect. Please note that Addenda Information will not be included on the electronic files. The Prime Contractor shall be responsible for incorporating all pertinent Addenda information.

.5 The Owner, Architect, and Architect's Consultants shall not be held responsible for any cost or other liabilities resulting from the use of electronic files or the failure of the Prime Contractor to detect errors and omissions concerning matters within its contractual responsibility through the use of said electronic files. The Contractor shall indemnify and hold harmless, to the fullest extent permitted by law, the Owner, Architect, and Architect's Consultants, its directors, officers, agents, and employees from and against any and all claims, damages, losses and expenses, including attorney's fees arising out of the modification, misinterpretation, or misuse of the electronic files, and for any and all errors or omissions alleged to have arisen out of the use of any electronic files.

.6 Nothing herein contained shall be construed as constituting a guarantee, warranty or assurance, either expressed or implied, by any party, that the electronic files will yield or accomplish the Contractor's desired outcome.

§ 3.13 Use of Site

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

§ 3.13.1.1 If requested by Owner, Contractor shall move materials from one location on Owner's property to another, at the sole expense of Contractor, except that expense shall be borne by Owner when Owner requires that materials be moved from a location on Owner's property previously assigned to Contractor by Owner. No advertising signs of any nature shall be placed at or near the site, without the written consent of Owner. Owner may make use of any portion of the Work for which a Certificate of Substantial Completion has been accepted in writing by Owner and Contractor.

§ 3.13.2 The work shall be conducted so as not to impede traffic nor obstruct any thoroughfare or access to property, and so as not to interfere with the work of other Contractors except as authorized by the Architect or Owner in writing. Construction traffic shall be as directed by the Owner to minimize interference with its operations. All deliveries shall be scheduled and coordinated around hours directed by the Owner.

§ 3.13.3 Parking: Employees of the contractor shall park their automobiles on Owner's property at locations directed by the Owner.

§ 3.14 Cutting and Patching

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

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

§ 3.15 Cleaning Up

§ 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. rubbish. The Contractor shall clean Work areas daily and should the occasion arise that the Owner or Architect must direct the Contractor to clean an area, the Contractor shall do so within twenty-four (24) hours. If Contractor fails to clean up specific area within the allotted time, the Owner may do so immediately and the cost thereof shall be charged to the Contractor. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

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

§ 3.16 Access to Work

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

§ 3.17 Royalties, Patents and Copyrights

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

§ 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, legal fees and other costs, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent but only to the extent caused, in whole, or in part, by the acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18. The Contractor agrees to and does hereby assume on behalf of the Owner and Architect the defense of any action at law or in equity which may be brought against such indemnities, upon their demand, the amount of any judgment that may be entered against such indemnities in any such action. In the event that any such claim, loss, cost, expense, liability, damage or injury arises or is made, asserted, threatened against the Owner for which the Contractor or its insurer does not admit coverage, or if the Owner reasonably determines such coverage to be inadequate, the Owner shall have the right to withhold from Contractor any payments due or to become due to the Contractor an amount sufficient to protect the Owner from such claim, loss, cost, expense, liability, damage or injury, including, without limitation, legal and expenses reasonably necessary for the defense thereof.

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

§ 3.18.3 The obligations of the Contractor under this Section 3.18 shall not extend to the liability of the Architect, its consultants, and agents and employees of any of them arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, or (2) the giving of or failure to give directions or instructions by the Architect, their consultants or agents and employees of any of them provided such giving of or failure to give is the primary cause of the injury or damage.

§ 3.18.4 Any part of the work which may cause contamination or pollution to the environment shall be performed by subcontractors who are properly certified to do such work and who normally carry contractually assumed indemnification insurance and public liability insurance to cover such work in the amount required to be carried by Contractor for liability and contractually assumed liability coverage under this Contract.

§ 3.18.5 No provision of Section 3.18 shall give rise to any duties on the part of the Architect or the Owner.

§ 3.18.6 In the event that any Contractor is requested but refuses to honor the indemnity obligations hereunder, then such Contractor shall, in addition to all other obligations, pay the cost of bringing any action by the party requesting

indemnity, including, but not limited to, any legal fees and costs incurred in enforcing the indemnity obligations hereunder. Furthermore, the Contractor shall be solely responsible for all legal fees incurred by the Owner in defending, removing, marking satisfied mechanics' liens or any other expenses incurred by Owner in connection with mechanics' lien claims and/or judgments.

§ 3.19 The Contractor agrees (in addition to the representations and warranties contained in the Contract Documents), as an inducement to the Owner to execute this Agreement, that the Contractor shall be restricted to the rights and remedies set forth in Article 15 for all disputes between the Contractor and the Owner. However, the Owner's right to recover under the Contract Documents, at law or in equity shall not be restricted to the rights and remedies set forth in Article 15. This Section shall survive the execution and delivery of this Agreement and the Final Completion of the Work.

§ 3.20 Representations and Warranties

§ 3.20.1 The Contractor represents and warrants the following to the Owner (in addition to the other representations and warranties contained in the Contract Documents), as an inducement to the Owner to execute the Owner-Contractor Agreement, which representations and warranties shall survive the execution and delivery of the Owner-Contractor Agreement and the Final Completion of the Work:

- (a) that it is financially solvent, able to pay its debts as they mature and possess sufficient working capital to complete the Work and perform its obligations under the Contract Documents;
- (b) that it is able to furnish the personnel, tools, materials, supplies, equipment and labor required to complete the Work and perform its obligations hereunder and has sufficient experience and competence to do so;
- (c) that it is authorized to do business in the Commonwealth of Pennsylvania and is properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and over the Work and the site of the Project;
- (d) that its execution of the Owner-Contractor Agreement and its performance thereof is within its duly authorized powers;
- (e) that it is familiar with all Federal, State, Municipal and Department laws, ordinances and regulations, which may in any way affect the Work of those employed herein, including, but not limited to, any special acts relating to the Work or to the Project of which it is a part;
- (f) that such temporary and permanent Work required by the Contract Documents as is to be done by it, can be satisfactorily constructed and used for the purposes for which it is intended, and that such construction will not injure any person or damage any property;
- (g) that it is familiar with local trade jurisdictional practices at the site of the Project;
- (h) that it has carefully examined the Contract Documents and the site of the Work, and that, from its own investigation, it has satisfied itself as to the nature and location of the Work, the character, quality and quantity of the surface and subsurface materials likely to be encountered, the character of equipment and other facilities needed for the performance of the Work, and the general local conditions, and all other materials which may in any way affect the Work or its performance; and
- (i) that it has determined what local ordinances, if any, will affect its Work. The Contractor has checked for any County, City, Borough, or Township rules or regulations applicable to the area in which the Project is being constructed and in addition, the Contractor has checked for any rules or regulations of other organizations having jurisdiction, including, but not limited to, chambers-of-commerce, planning commission, industries, or utility companies who have jurisdiction over lands which the Contractor occupies. Any costs of compliance with local controls is included in the bid, even though documents of such local controlling agencies are not listed herein.

ARTICLE 4 ARCHITECT

§ 4.1 General

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

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

§ 4.2 Administration of the Contract

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

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

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 4.2.4 Communications

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

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

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

§ 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the

Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

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

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

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

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

§ 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

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

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

ARTICLE 5 SUBCONTRACTORS

§ 5.1 Definitions

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

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

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

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, within thirty (30) days after issuance of the Notice to Proceed, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

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

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

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

§ 5.3 Subcontractual Relations

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

§ 5.4 Contingent Assignment of Subcontracts

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

- .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract; and
- .3 the Contractor agrees, upon Owner's request, to execute whatever instruments the Owner may require to confirm any such assignment.

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

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

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

ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

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

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

those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

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

§ 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. ~~The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised. See Section 3.10 of these General Conditions concerning scheduling of Work on multi-prime construction projects.~~

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

§ 6.2 Mutual Responsibility

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

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

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

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

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

§ 6.2.6 Disputes or Actions between Contractors

§ 6.2.6.1 Should the Contractor, itself or by its Subcontractor or Sub-Subcontractor or their respective agents, servants, or employees, cause damage or injury to the property or Work of other Contractors or Subcontractors, or by failing to perform its Work (including, without limitation, the Work of its Subcontractor or Sub-Subcontractors) with due diligence, delay any Contractor or Subcontractors, which suffer additional expense or damage as a result, the parties involved in such dispute and their respective Sureties shall settle by agreement or arbitrate said claim, dispute or action by referring same to the American Arbitration Association. Said claim, dispute or action shall be determined pursuant to the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. The Owner will not be a party to disputes or actions between Contractors, the Sureties or Subcontractors concerning such additional expense or damage. It is agreed by all parties that claims, disputes or actions between Contractors, Sureties and Subcontractors concerning the additional expense or damage will not delay completion of the Work, which shall be

continued by the parties, subject to the rights hereinbefore provided. It is agreed by the parties to this Agreement (the Owner as promisee and the Contractor as promisor) that the intent of this clause is to benefit the Contractors and their Sureties on the Project and to serve as an indication of the mutual intent of the Owner and the Contractor that this clause raise such other Contractors to the status of third party beneficiaries only as to the terms and conditions of Section 6.2.6. The Contractor agrees that Section 6.2.6 provides third party beneficiary rights as a benefit to the Contractor, and that they specifically exclude claims, disputes or actions against the Owner for delay or other damages.

§ 6.2.6.2 The Contractor further agrees that all claims, disputes and other matters in question between Prime Contractors, their Sureties or Subcontractors, which arise out of, or are related to this Agreement, or the breach thereof, shall be settled by agreement or resolved by arbitration, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This agreement to arbitrate is in consideration of the fact that all other Prime Contractors agree to this same arbitration provision, as provided in each separate Prime Contract required for the construction of this Project, and is specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accord with applicable law in any court having jurisdiction thereof. The Owner shall not be a party to this arbitration. This clause raises all Prime Contractors to the status of third party beneficiaries for purposes of Section 6.2.6 only.

§ 6.2.6.3 Notice of the demand for arbitration shall be filed in writing with the other Prime Contractor(s) and with the Regional Office of the American Arbitration Association. A copy of the demand shall be filed with the Architect and the Owner. The demand for arbitration shall be made within thirty (30) days after the claim, dispute or other matter in question has arisen. The Owner shall not be a party to the claim, dispute or other matter in question, but shall be a witness in any arbitration at the request of any party to the arbitration. The Owner will be provided with copies of all documents submitted to the arbitrator at no cost to the Owner.

§ 6.2.6.4 The Contractor hereby agrees that the Contractor's sole remedy for including, without limitation, injuries, costs, damages or expenses resulting from disputes between Contractors, Sureties or Subcontractors will be to seek recovery from the other Contractors, Sureties or Subcontractors for the transgressions of such other Contractors, Sureties or Subcontractors. The Contractor hereby further agrees that it shall have no recourse against the Owner for the transgressions of other Contractors, Sureties or Subcontractors that result in including, without limitation, delay, acceleration, out-of-sequence Work, overtime, stacking of trades, failure to adequately clean the work areas, disputes over the scope of the Contractor's work, or disputes between Contractors, Sureties or Subcontractors regarding any other matter concerning the Project.

§ 6.2.6.5 The Contractor acknowledges that the restrictions contained in the Contract are reasonable and necessary in order to protect the legitimate interests of the Owner and that any violation of the Contract would result in irreparable injuries to the Owner and monetary damages would be inadequate to compensate the Owner for such violation. Therefore, the Contractor hereby agrees that if the Contractor disregards any Section of these the Contract, including, without limitation, any portion of this Article 6, and institutes or attempts to institute any proceeding (e.g., arbitration, litigation, mediation, etc.) against the Owner for including, without limitation, injuries, damages or expenses resulting from disputes between Contractors, Sureties or Subcontractors, the Owner is entitled to obtain from any court of competent jurisdiction preliminary and permanent injunctive relief to prevent the Contractor from pursuing any proceeding against the Owner and the Owner is entitled to stay any such proceeding. In the event that the Owner pursues preliminary or permanent injunctive relief to prevent the Contractor from pursuing any proceeding against the Owner or that the Owner attempts to stay any such proceeding, the Contractor and the Contractor's Surety shall be jointly and severally liable for and shall reimburse the Owner immediately upon demand for including, without limitation, all legal fees, professional fees and all other costs associated therewith incurred by the Owner. The Owner's rights set forth in this Section 6.2.6.5 shall be in addition to all other rights of the Owner granted in the Contract Documents, at law, or in equity.

§ 6.3 Owner's Right to Clean Up

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

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 General

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

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

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

§ 7.2 Change Orders

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

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

§ 7.3 Construction Change Directives

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

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

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

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation; evaluation with overhead and profit calculated and applied in accordance with Section 7.3.7.3;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 ~~Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or~~
- .4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in ~~the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. Section 7.3.4.3.~~ In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be ~~limited to the following: as follows:~~

§ 7.3.4.1 In Section 7.3.4, the phrase "reasonable expenditures and savings" is defined as the cost of the Work of all items listed below:

- .1 The above phrase "cost of the Work" shall mean costs incurred in the proper performance of the work and paid by the Contractor. Such costs shall be at rates not higher than the standard paid in the locality of the Project except with prior consent of the Owner, and shall include the items set forth below.

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect; 2 Wages paid for labor in the direct employ of the Contractor in the performance of the Work under applicable collective bargaining agreements, or under a salary or wage schedule and including such benefits, if any, as may be payable with respect thereto.
- .3 Salaries of Contractor's employees engaged, at shops or on the road, in transportation of materials or equipment and salaries paid for that portion of time spent on the Work.
- .4 Cost of contributions, assessments or taxes for such items as unemployment compensation and social security, insofar as such cost is based on wages, salaries, or other remuneration paid to employees of the Contractor and included in the Cost of the Work under Sections 7.3.4.1.2 and 7.3.4.1.3.
- .5 Cost of all materials, supplies and equipment incorporated or consumed in the Work, including costs of transportation.
- .6 Payments made by the Contractor to Subcontractors for work performed. All subcontractors shall be subject to the same cost determination as herein described for the Contractor, except, the Owner may, if deemed in its best interest, accept lump sum costs of selected subcontractors.
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed; 7 Cost, including transportation and maintenance of materials, supplies, equipment, temporary facilities and hand tools not owned by the workers, which are consumed in the performance of the Work, and cost less salvage value on such items used but not consumed which remain the property of the Contractor.
- .3 .8 Rental costs of machinery and equipment, exclusive of hand tools, used at the Project, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and others, including installation, minor repairs and replacements, dismantling, removal, transportation and delivery costs, at rental charges consistent with those prevailing in the area.
- .9 Sales, use or similar taxes related to the Work and for which the Contractor is liable as imposed by any governmental authority.
- .10 Permit fees.
- .5 Costs of supervision and field office personnel directly attributable to the change. 11 Cost of removal of all debris.
- .12 Costs incurred due to an emergency affecting the safety of persons and property.
- .13 Other costs incurred in the performance of the Work if and of the extent approved in advance in writing by the Owner.

§ 7.3.4.2 In Subparagraph 7.3.4, the term "overhead" is defined to include, but not necessarily limited to, costs of items listed below:

- .1 Salaries or other compensation of the Contractor's officers, executives, general managers, field superintendents, field timekeepers, estimators, auditors, accountants, purchasing and contracting agents and other employees at the Contractor's principal and branch offices, except employees of the Contractor when engaged at shops or on the road in transportation of materials or equipment for the Work.
- .2 Expenses of the Contractor's principal and branch offices other than the field office.
- .3 Any part of the Contractor's capital expenses, including interest on the Contractor's capital employed for the work.
- .4 General expenses of any kind, except as may be expressly included as reasonable expenditures and savings as hereto before defined.
- .5 The cost of any item not specifically and expressly included in the items defined as reasonable expenditures and savings.
- .6 Minor expenses such as cellular phone charges, long distance telephone calls, facsimiles, telephone and/or internet service at the Project, expressage, or similar petty cash items in connection with the Work.
- .7 Cost of insurances.

§ 7.3.4.3 As referred to in Section 7.3.4, the Reasonable Allowance for Overhead and Profit shall be calculated as follows:

Overhead and Profit

<u>For cost of work performed by the Contractor's or Subcontractor's own forces</u>	<u>15%</u>
---	------------

<u>For cost of work performed as a sub-contract or sub-contract to the contractor or subcontractor</u>	<u>5%</u>
--	-----------

Overhead and profit shall be calculated against the cost of the Work.

§ 7.3.4.4 Costs due to the negligence of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or for whose acts any of them may be liable, including but not limited to the correction of defective work, disposal of materials and equipment wrongly supplied, or making good any damage to property shall not be included as "reasonable expenditures and savings" nor "overhead" for the purposes of this Section 7.3.4.

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

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

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

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

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

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

§ 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time. **§ 7.4.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing and the Contractor shall immediately carry out such written order(s).

§ 7.4.1.1 If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect within three (3) days of receipt of the same, and shall not

proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

§ 7.4.2 The Owner shall have the right to change the location of any piece of apparatus or equipment within five (5) feet of location shown, up to the time of rough-in, without any additional expense to the Owner.

§ 7.4.3 The Architect from time to time, as deemed necessary, will furnish supplementary instructions to clarify or amplify the Drawings and Specifications (Contract Documents). The supplementary instructions may be by means of drawings, or otherwise as is most appropriate, and shall be consistent with the Contract Documents and true developments thereof, or amplifications reasonably inferable therefrom.

ARTICLE 8 TIME

§ 8.1 Definitions

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

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

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

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

§ 8.2 Progress and Completion

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By bidding and executing the Agreement, the Contractor confirms that the Contract Time requirements of Division 01 Section "Summary", including all events, activities, milestones, phases, and modification procedures stipulated in Division 01 Section "Multiple Contract Summary" when applicable, is a reasonable period for performing the Work. Each Contractor shall schedule, coordinate and staff the Work accordingly to maintain the progress of the Work.

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

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time. The Contractor agrees to increase manpower, work hours, and/or furnish all equipment necessary to maintain and achieve timely completion of the work according to the Project schedule.

§ 8.2.4 The work shall be substantially completed within the time frame established in the Contract Documents, subject to conditions stated therein, from the date of Commencement of Work including authorized extensions of time. The Notice to Proceed will be given to Contractors and all Contractors shall be prepared to undertake their work at such times as the progress of the Work requires them to do so. All Contractors shall cooperate with each other and shall coordinate their activities and work so that the entire program of construction can be substantially completed on or before the substantial completion date.

§ 8.2.5 The Contractor shall complete the whole of the work (and any phases as applicable) at or before the time or times stated. Contractor shall submit required Shop Drawings and samples of material to be used, and make delivery of material in accordance with the Project schedule. Contractor shall furnish, at all times, sufficient skilled workers, materials and equipment to perform the Work to the entire satisfaction of the Architect and the Owner and so as not to delay the completion of the whole or any part of the Project.

§ 8.2.6 It is mutually agreed by and between the parties hereto that time shall be an essential part of this Contract and that in case of the failure on the part of the Contractor to complete the Contract within the time specified and agreed upon, the Owner will be damaged thereby. Further, it is mutually agreed that the reasonable amount of liquidated damages for Contractor delay shall be in accordance with Section 9.11.

§ 8.2.7 Adherence to Schedule

- .1 Owner reserves the right to withhold monthly progress payments and retainage if the Contractor is behind schedule, unless the Contractor establishes to the satisfaction of the Owner that the delays are not the fault of the Contractor.
- .2 Monthly progress payments will only be released after the Contractor reaches the status of completion for that month comprehended by the Project construction schedule and related Division 01 Section "Construction Progress Documentation".
- .3 In the event the Owner, after consultation with the Architect, determines that the performance of the Work has not progressed or reached the level of completion required by the Contract Documents, and the Project construction schedule, the Owner shall have the right to order the Contractor to take corrective measures necessary to expedite the progress of construction, including, without limitation, working additional shifts or overtime; supplying additional manpower, equipment, and facilities, and other similar measures (referred to collectively as "Extraordinary Measures"). Such Extraordinary Measures shall continue until the progress of the Work complies with the stage of completion required by the Contract Documents. The Owner's right to require Extraordinary Measures is solely for the purpose of ensuring the Contractor's compliance with the Project construction schedule and failure to comply shall be considered a breach of the Contract Documents.
 - .1 The Contractor shall not, under any circumstances, be entitled to an increase in the Contract Sum in connection with Extraordinary Measures required by Owner under or pursuant to this Section 8.2.
4. Owner may exercise its rights pursuant to Section 8.2 as frequently as the Owner deems necessary to ensure that the Contractor's performance of the Work will comply with any completion dates or milestones set forth in the Contract Documents.

§ 8.3 Delays and Extensions of Time

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

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

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents. No payment or compensation or claim for damages shall be made to the Contractor as compensation for damages for any delays or hindrances from any cause whatsoever in the progress of the Work, notwithstanding whether such delays be avoidable or unavoidable. The Contractor's sole remedy for delays shall be an extension of Contract Time, pursuant to and only in accordance with this Section 8.3, such extension to be a period equivalent to the time lost, day for day, by reason of any and all of the aforesaid causes. In consideration for this grant of a time extension, the Owner, and/or Architect shall not be held responsible for any loss or damage or increased costs sustained by the Contractor; through any delays caused by the Owner, or Architect or any other Contractor or on account of the aforesaid causes or any other cause of delay. In the event the Contractor shall choose to assert such a claim for delay, acceleration, or litigate this clause or issue and loses said litigation, the Contractor shall reimburse the Owner and the Architect for their attorney's and expert witness fees and all other costs and expenses incurred by them in opposing such claim or litigation.

§ 8.3.4 The Owner shall not be liable to the Contractor for any expenses, damages, loss of profits (anticipated or otherwise) or charges of any nature whatsoever (including but not limited to legal and professional fees) which shall result because of any extension of the time of completion which shall be granted by the Owner to the Contractor or to any other Contractor employed by the Owner to perform any other branch of work, or which shall result because of

any delay or hindrance of any nature whatsoever in the progress of the work (e.g., winter protection costs), whether such delay or hindrance shall be avoidable or unavoidable.

§ 8.3.5 No extension of time will be granted by the Owner if the act or occurrence constituting the basis of the request or claim shall be for non-delivery of materials due to any act or neglect of the Contractor, or the failure of the Contractor to employ, furnish or obtain, as necessary for the timely prosecution of the Work, sufficient labor, materials or equipment, or other matters which shall be within the control of the Contractor. The Owner shall consider any delay which shall result because of any of the foregoing causes to be the sole responsibility of the Contractor.

§ 8.3.6 No extension of the time which shall be granted by the Owner shall be deemed to be a waiver by the Owner of any rights accruing to it under the Contract, and no extension of time granted by the Owner shall relieve or shall be deemed to relieve the Contractor from full responsibility for performance of the Work.

§ 8.3.7 The Contractor shall recognize and reasonably anticipate that as the job progresses, the General Contractor will be making changes in and updating the Construction schedule pursuant to Section 3.10. Therefore, no claim for an increase in the Contract Sum for either acceleration, delay or out-of-sequence work will be allowed for decisions as to extensions of time pursuant to this Section or for other changes in the construction schedules which may be experienced.

§ 8.3.8 Should the Owner be prevented or enjoined from proceeding with the Project either before or after the start of construction by reason of any litigation or any other reason, the Contractor shall not be entitled to make or assert claim for damage by reason of said delay, or for acceleration or out-of-sequence work, but time for completion of the work will be extended to such reasonable time as the Owner and Architect may determine will compensate for the time lost for such delay. Said extension shall be processed by Change Order.

§ 8.3.9 Any delay attributable to lack of coordination or cooperation by and/or between each Contractor among themselves or their Subcontractors, will not be recognized by the Owner as a basis for any claim for increasing any Contract Sum, but shall be settled as provided in Section 6.2.6 and its Subparagraphs.

§ 8.3.10 The Contractor's sole remedy for Change Orders relating to Project delay not caused by the Contractor shall be an extension of the Contract Time pursuant to this Section 8.3. Such extension of Contract Time shall be for a period equivalent to a reasonable amount of time to perform the Change Order as the Owner and the Architect determine with such determination to be set forth in writing.

ARTICLE 9 PAYMENTS AND COMPLETION

§ 9.1 Contract Sum

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

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

- .1** Approved Unit Prices shall be used where they apply to determine an equitable adjustment of the Contract Sum in connection with extra work or changes ordered under the Contract. Approved Unit Prices shall apply to both additions to and deductions from the Contract Sum.
- .2** Approved Unit Prices include all profit, overhead, bonds, insurance, taxes, labor, materials, plant equipment and tools necessary and required to fully complete the work item, as specified in detail for the work item in the Contract Documents.

§ 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, within fourteen (14) days of the issuance of the Notice to Proceed, allocating the entire Contract Sum to the various portions of the Work. The schedule of

values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment. The Architect shall be under no obligation to review such changes and shall be duly compensated by the Contractor, through the Contract with the Owner, to compensate the Architect and Owner for time to review any such change.

§ 9.3 Applications for Payment

§ 9.3.1 At least ten-fifteen (15) days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

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

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

§ 9.3.1.3 The Owner shall retain ten percent (10%) of all amounts due the Contractor until the Work is fifty percent (50%) complete. When the Work is fifty percent (50%) complete, one-half of the amount retained by the Owner may be returned to the Contractor, provided the Contractor provides written consent of surety to such reduction in retainage to the Architect along with their Application for Payment, and further provided that the Contractor is making satisfactory progress and there is no specific cause for greater withholding. A specific cause for greater withholding may include, without limitation, the following:

- .1** The Contractor's inability to produce evidence satisfactory to the Architect and/or the Owner evidencing payments for materials, labor and/or payments to Subcontractors, manufacturers or suppliers;
- .2** The existence of a dispute between the Owner and the Contractor regarding increased costs claimed by such Contractor; or
- .3** A Contractor's failure to complete the Work in accordance with the Contract Documents, including, without limitation, the Drawings and Specifications, Construction Schedule, etc.

§ 9.3.1.4 The Owner shall retain five percent (5%) of all amounts due the Contractor after the Work is fifty percent (50%) complete, provided, however, that in the event a dispute arises between the Owner and any Prime Contractor, which dispute is based upon increased costs claimed by one Prime Contractor occasioned by delays or other actions of another Prime Contractor, additional retainage in the sum of one and one-half times the amount of any possible liability may be withheld until such time as a final resolution is agreed to by all parties directly or indirectly involved, unless the Contractor causing the additional claim furnishes a bond satisfactory to the Owner to indemnify the Owner against the full claim.

§ 9.3.1.4.1 In the event a dispute arises between the Owner and a Contractor which is based upon any of the items set forth in Section 9.3.6, the Owner shall have the option, as it deems necessary in its sole and absolute discretion, to either continue to retain ten percent (10%) of the amount due the Contractor or to withhold additional retainage over and above the amount already retained by the Owner in the sum of one and one-half (1.5) times the amount of any possible liability until such time as a final resolution is agreed to by all parties directly or indirectly involved, unless the Contractor causing the additional claim furnishes an additional bond satisfactory to the Owner to indemnify the

Owner against the full claim.

§ 9.3.1.5 The full Contract retainage may be reinstated if the manner of completion of the Work and its progress do not remain satisfactory to the Owner and Architect, or if the Surety withholds its consent, or for other good and sufficient reasons.

§ 9.3.1.7 All monies retained by the Owner may be withheld from the Contractor until the conditions for final Completion and Final Payment of the Project are met.

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

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

§ 9.3.4 All material and work incorporated in the Project covered by partial payments made shall thereupon become the sole property of the Owner, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the Owner to require the fulfillment of all the terms of the Contract.

§ 9.3.5 Materials delivered and stored are the responsibility of the Contractor. The Contractor shall be solely responsible for their safekeeping and usability at the time they are to be incorporated in the Work, and shall, at its own expense, care for and protect the same, employ security as needed, and take out insurance against theft, loss from other cause, damage, destruction and/or such other risks as may be involved which would render the aforesaid materials unfit or unsuitable for use in the Project. Materials shall not be delivered earlier than reasonably necessary for proper progress of the work unless prior approval is granted by the Owner.

§ 9.3.6 In addition to the Owner's right to determine if a specific cause for greater withholding exists under Section 9.3.1, the Architect shall also be entitled to determine if a specific cause for greater withholding exists under this Section 9.3.6. The Architect shall reject the reduction in retainage if the Contractor is not making satisfactory progress in its Work or if the Architect determines that there is a specific cause for greater withholding. The Architect will consider the following items when reviewing a request for reduction in retainage and failure to meet any of the following requirements may be considered by the Architect as sufficient grounds for rejecting a reduction of retainage:

- .1 Satisfactory performance of the Work.
- .2 Satisfactory maintenance of the Project schedule.
- .3 Proper staffing of labor and management of the Project.
- .4 Satisfactory completion of the Work.
- .5 Satisfactory organization of the Project.
- .6 Proper organization and coordination of subcontractors.
- .7 Proper coordination with other Prime Contractors.
- .8 All defective Work has been remedied or is in the process of being remedied.
- .9 Work completed is not in contention.
- .10 Satisfactory follow through of paperwork, certified payrolls, Change Order proposals, or Construction Change Directives.
- .11 Satisfactory response to correcting deficiencies identified by Commissioning and other services that determine acceptance of completed Work.

The Architect's decision to reject a reduction of retainage shall be final and binding on the Contractor.

§ 9.4 Certificates for Payment

§ 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1. will issue to the Owner for approval a Certificate for Payment and issue along with the Contract, a schedule for submission of applications for payment which provides the following deadlines indicated by month, day and year: End of Billing Period; Pencil Copies to Architect; Billings Submission by Contractors to Architect; Approvals to Architect by Contractors; Architect's Certification to the Owner; and Approval and Payment by the Owner.

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

§ 9.5 Decisions to Withhold Certification

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

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless additional security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents. Documents; or
- .8 failure to comply with government Statutes, Regulations or Laws; or
- .9 failure to submit current Wage Certifications as required by the PA Department of Labor & Industry.
- .10 lack of conformity to the provisions of this Agreement.

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15. The Contractor shall however, continue to execute the Work without exception.

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

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

§ 9.6 Progress Payments

§ 9.6.1 After the Architect has issued and the Owner has approved a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect. Such payment by the Owner shall not constitute approval or acceptance of any item of cost in the Application for Payment. No partial payment made hereunder shall be construed to be final acceptance or approval of that portion of the Work to which such partial payment relates or shall relieve the Contractor of any of its obligations.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven-twenty (20) days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.2.1 The Contractor shall, at the request of the Owner or the Architect, prior to the submission of an Application for Payment, submit an affidavit signed by some or all of the Contractors, Subcontractors, manufacturers and/or suppliers that they have been paid for its portion of the Work from previous Applications for Payment.

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

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

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

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

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.
If the Owner fails to approve an Application for Payment for a cause which the Owner and Architect determine is the fault of the Contractor, and not the fault of a particular Subcontractor, or if the Contractor fails to make payment which is properly due to a particular Subcontractor, the Owner may pay such Subcontractor directly, less the amount to be retained under its Subcontract. Any amount so paid by the Owner shall be repaid to the Owner by the Contractor.
Nothing contained in Section 9.6.7 shall be deemed to create any contractual relationship between the Owner and any Subcontractor or to create any rights for any Subcontractor against the Owner.

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

§ 9.7 Failure of Payment

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

§ 9.6.9 The Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor.

§ 9.8 Substantial Completion

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete including the Contractor's notification of Substantial Completion, requesting inspection for the list of items to be completed, and the receipt of the Architect's list of items to be completed or corrected in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. All required occupancy permits, certificates, etc. from authorities having jurisdiction shall be furnished as a condition of Substantial Completion.

§ 9.8.1.1 The Date of Substantial Completion will be established after receipt of the Contractor's Notification for Substantial Completion inspection, the Architect's inspection of the Project and the Owner's approval of Substantial Completion.

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

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

§ 9.8.3.1 Inspections for Substantial Completion will be conducted only at the completion of the Project or a scheduled phase of the Project. Such inspection will take place only when all Prime Contractors are complete with the Project or that scheduled phase of the Project. Any items to be completed or corrected that remain on the punch list shall have a value of 150% of the cost affixed to them. Such amount shall be retained from payments and held until the items are completed or corrected to the satisfaction of the Architect.

§ 9.8.3.2 After receipt of Contractor's Notification of Substantial Completion and the Contractor's list of work to be completed or corrected, the Architect will verify and issue a list of items to be completed or corrected. Should the

Contractor fail to include their listing of the work to be completed or corrected or if the Architect deems said list to be incomplete, the Architect will not be obligated to inspect the Project until such list is provided.

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

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

§ 9.9 Partial Occupancy or Use

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

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

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

§ 9.10 Final Completion and Final Payment

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

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

Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

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

§ 9.10.3.1 Each Contractor shall be responsible for preparing and completing its own comprehensive lists (punch-lists) in order to submit for Substantial Completion. If after the punch-lists are submitted and upon inspection, it is found that a Contractor's punch-list is incomplete, lengthy or ill prepared, the Substantial Completion request shall be denied. If it is required because of a Contractor's incomplete, lengthy or ill prepared punch-list or the Contractor's inability to complete its punch-list and, therefore, complete the Contract, that the Architect or any of its consultants or representatives or the Owner, is required to prepare a punch-list, the Contractor shall be solely responsible for such costs.

In the event the Contractor or its Subcontractor fails to complete these punch-lists, the Owner may: (1) exercise any available remedies under this Contract, at law, and/or at equity to correct or complete deficient Work or retain a third party to correct or complete such Work at the cost of the defaulting Contractor; and (2) retain and deduct from any payments or retention otherwise due to the defaulting Contractor any fees and expenses for services required to be provided to correct or complete such deficient Work. The Architect and/or any of its consultants or representatives, and/or the Owner shall be compensated for such additional work at standard prevailing rates by the Contractor.

§ 9.10.3.2 If more than one (1) inspection for Final Completion is required, the Contractor will be billed and responsible for the professional fees and services of the Architect and its Consultants. Following Substantial Completion, in the event the Contractor or its Subcontractor fails to complete the list of items of the Work instructed by the Architect to be corrected or completed within thirty (30) days after the date of Substantial Completion, the Owner may (1) exercise any available remedies to correct or complete deficient Work or retain a third party to correct or complete such Work at the cost of the defaulting Contractor, (2) retain and deduct from any payments or retention otherwise due to the defaulting Contractor any fees and expenses for services required to be provided by the Owner and the Architect, and (3) recover against the Contractor all costs and expenses incurred by the Owner, including, but not limited to, any and all legal fees, professional fees and all other costs and expenses related thereto. The Owner shall have the right to recover said amounts against any remaining amount due and owing to the Contractor.

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

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment, not constitute a waiver of any Claims by the Owner.

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

§ 9.11 Liquidated Damages

§ 9.11.1 Each Contractor and Contractor's Surety shall be jointly and severally liable for and shall pay the Owner as liquidated damages, and not as a penalty, for Contractor's delay in completing the Work of the Contract within the Contract Time, in the amount indicated in Division 01 Section "Summary", per contract per calendar day, for each calendar day (Sunday and holidays included) of delay until the Work is substantially complete (as defined in Articles

8 and 9.8) at the phase or completion date of construction, subject to adjustments of the Contract Time as provided in the Contract Documents.

In the event the Contractor or Surety litigates the validity of this provision, the daily amount of liquidated damages, or the assertion of liquidated damages, the Contractor and Surety, jointly and severally, shall also be liable for legal fees, professional fees, costs, other expenses and/or damages incurred by the Owner. This liquidated damages provision applies to each phase or milestone of construction. Owner's right to receive liquidated damages shall be in addition to all other rights and remedies available to the Owner at law or in equity.

§ 9.11.2 If any Contractor shall be responsible, in the opinion of the Architect, for delay in the actual time of completion of any other Contractor employed by the Owner in performance of any other portion of the Project, then the Contractor so determined to be responsible shall be liable for and shall pay to the Owner all liquidated damages otherwise attributable to such other Contractor, as well as any legal fees, professional fees, or other costs or expenses incurred by the Owner.

§ 9.11.3 The Owner shall have the right to deduct the total amount of liquidated damages for which the Contractor may be liable under this Article from any payments then or thereafter due the Contractor.

§ 9.11.4 The Surety upon the Performance Bond furnished by the Contractor shall be liable for any liquidated damages for which the Contractor may be liable to the extent that the Contractor shall not make settlement therefor with the Owner.

§ 9.11.5 In addition to the Liquidated Damages established in this Article, the Contractor agrees to pay all associated costs for the Architect and its Consultants, to extend its Contract due to the failure of the Contractor to complete the work within the time frame stipulated in the Contract. Damages to other Prime Contractors due to the extension of the project duration shall be pursued in accordance with Article 6.

§ 9.12 ORDER OF COMPLETION AND USE OF COMPLETED PARTS

§ 9.12.1 The Contractor shall complete any portion or portions of the Work in such order of time as may be stated in the Specifications or as the Owner may require. The Owner shall have the right to take possession of and use any completed or partially completed portion of the Work, notwithstanding the entire Work or such portions which may not have been completed, but such taking possession or payment made to the Contractor shall not be deemed an acceptance of the Work so taken or used or any part thereof.

§ 9.12.2 The Owner shall also have the right to occupy and erect or place any apparatus or equipment in any part of the project without such installation being construed as acceptance of any of the Contractor's workmanship or materials, or as affecting any terms in the Contract. Prior to the Owner taking possession, an inspection shall be made by the Architect and Owner of the completed work to determine if it is in conformity with the Contract, and any subsequent damage due to occupancy by the Owner shall not be the responsibility of the Contractor.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

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

§ 10.2 Safety of Persons and Property

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

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

- .5 all exposed floors, walls, ceilings, fittings, fixtures, pipe, glass, equipment, and all other finished and/or unfinished parts of the Work that may be subject to damage or theft or injury of any kind during the progress of the Work;
- .6 protect against all kinds of weather so as to maintain all work, apparatus and fixtures free from injury or damage. At the end of each day's work, all work subject to damage shall be completely covered;
- .7 maintain and enforce regulations covering all fire hazards, including smoking, and shall provide approved fire extinguishers at proper locations. (In the case of separate contracts, this requirement shall be fulfilled by the specific Contractor specified in Division 01 Section "Temporary Facilities and Controls");
- .8 maintain all passage-ways, guard fences, lights, firewatch and other facilities for protection required by public authority or local conditions. (In the case of separate contracts, this requirement shall be fulfilled by the specific Contractor specified in Division 01 Section "Temporary Facilities and Controls"), and:
 - a. To the extent that the Contractor fails or refuses to meet the requirements of this Section 10.2.1 and such failure and/or refusal results in the Owner incurring additional legal fees, professional fees, other cost or expenses, the Contractor shall be liable for the same.
 - b. If the Contractor fails to restore such property or make good such damage, the Owner may, by contract or otherwise, proceed to repair, rebuild, or otherwise restore such property as may be necessary, and the cost thereof will be deducted from any money due, or to become due, the Contractor under this Contract; or the Owner may deduct from any money due the Contractor a sum sufficient to reimburse the Owner of property so damaged. If the amount owed is not sufficient to reimburse the Owner, the Contractor shall pay the Owner said amount immediately upon demand.
- .9 lock the building to prevent access or unauthorized persons. (In the case of separate contracts, this requirement shall be fulfilled by the General Contractor.);
- .10 provide all temporary shoring and bracing, sheet piling, etc., necessary for underpinning and for the installation of new work shall be included in the Bid in accordance with good practice. The Contractor shall assume all responsibility for this work and make good any damage caused by improper supports or failure of shoring in any respect. Contractor shall remove same at completion and shall be responsible for all damage.

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

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

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

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

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

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

§ 10.2.8 Injury or Damage to Person or Property

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

§ 10.3 Hazardous Materials and Substances

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition. The Work in the affected area shall be resumed in the absence of asbestos or polychlorinated biphenyl (PCB), or when it has been rendered harmless, as evidenced by written reports from an independent licensed laboratory selected, employed, and paid for by the Owner as described in Section 10.3.2. The Contractor's sole remedy if Work is delayed due to presence of hazardous materials shall be to request an extension of Contract Time as permitted under Article 7 and Section 8.3.1.

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

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

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

§ 10.3.5 The Contractor shall reimburse indemnify the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2)

where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

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

§ 10.4 Emergencies

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

ARTICLE 11 INSURANCE AND BONDS

§ 11.1 Contractor's Insurance and Bonds

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

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located. Bonds shall be obtained from a company acceptable to the Owner and authorized to transact business in the Commonwealth of Pennsylvania, and the cost thereof shall be included in the Contract Sum. The amount of each Payment Bond and Performance Bond shall be equal to one-hundred percent (100%) of the Contract Sum. The insurance carriers from whom the Contractor has purchased bonds must be listed in the most recent U.S. Treasury Department Circular and the amount of said bonds in question must not exceed the acceptable limit therein recommended for bonds.

§ 11.1.2.1 If a Contractor fails to deliver bonds in the amounts and types required, in accordance with the Contract, the Owner may declare the Contractor in default and may award the Contract to the next lowest responsive, responsible bidder and require, among other things, surrender of the Bid Bond by said Contractor. All bonds required by the Contract Documents must involve insurance providers that are licensed and authorized to conduct business in the Commonwealth of Pennsylvania. Insurance carriers of which the Contractor has purchased insurance coverage must be listed in the most recent U.S. Treasury Department Circular and the amount of the bond in question must not exceed the acceptable limit of insurance therein recommended.

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

§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage. The Contractor shall be solely liable for paying the deductible on the Owner's builder's risk "all-risks" completed value or equivalent, insurance for the Project for any claims relating to such Contractor's Work.

§ 11.2 Owner's Insurance

§ 11.1.5 All companies providing insurance or bonds for the Contractor must have an A.M. Best financial strength rating of A- or higher.

§ 11.1.6 The Contractor shall purchase and maintain "builder's risk" insurance of the types and limits of liability as identified in Exhibit A to A101-2017. The Contractor shall purchase and maintain the insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2 Owner's Insurance

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

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

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

§ 11.3 Waivers of Subrogation

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

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in

accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

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

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

§11.5 Adjustment and Settlement of Insured Loss

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

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

§ 11.6 Insurance Carriers

§ 11.6.1 If any party is damaged by the failure of the other to purchase or maintain insurance required under Article 11 and so notifies the other party, then the party who failed to purchase or maintain the insurance shall bear all reasonable costs properly attributable thereto.

§ 11.6.2 Whenever the Contractor is required under these Contract Documents to furnish insurance coverage, all policies of insurance so furnished shall be issued by an insurance company or by insurance companies licensed to do business in the Commonwealth of Pennsylvania.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

§ 12.1 Uncovering of Work

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

§ 12.1.1.1 Work that is rejected or fails to conform to the requirements of the Contract Documents that requires any review, research, recommendation, meetings or direction by the Architect or any other consultants, in order to substantiate the same or to approve remedies or alternate solutions will be subject to Section 12.2. The Architect or any consultant, shall be compensated for such additional Work at the prevailing rates by the Owner, who will be entitled to back charge the responsible Contractor for such fees, as well as any legal fees, professional fees, other expenses or costs incurred. The Owner may deduct the same from any Application for Payment or any amount of retainage.

§ 12.1.1.2 If the Contractor, a Subcontractor or anyone for whom either is responsible uses or damages any portion of the Work, including, without limitation, mechanical, electrical, plumbing and other building systems, machinery, equipment or other mechanical device, the Contractor shall cause such item to be restored to "like new" condition at no expense to the Owner.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

§ 12.2 Correction of Work

§ 12.2.1 Before Substantial Completion

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

§ 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, at any time within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner or Architect to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. Notwithstanding the right of the Owner is retained to have any work found not in accordance with the requirements of the Contract Documents corrected under the Statute of Repose in place at the time of the execution of the Agreement. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, during or after the one-year warranty period, the Owner may correct it in accordance with Section 2.5. Nothing contained in this Section 12.2.2 shall decrease the responsibilities set forth in the Performance Bond. **§ 12.2.2.2** The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

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

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

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

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents. If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 2.5. If the Contractor does not proceed with correction of such nonconforming Work within a reasonable time fixed by notice from the Architect, the Owner may remove it and store the salvable materials or equipment at the Contractor's expense. If the Contractor does not pay costs of such removal and storage within seven days after notice, the Owner may sell such materials and equipment at auction or at private sale and shall account for the proceeds thereof, after deducting costs and damages that should have been borne by the Contractor, including compensation for the Architect's services and expenses made necessary thereby and legal fees, professional fees and other expenses or costs incurred. If such proceeds of sale do not cover costs which the Contractor should have borne, the Contract Sum shall be reduced by the deficiency. If payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the Owner upon demand.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work. The Contractor shall bear the cost of correcting destroyed or damaged construction of completed or partially completed Work, of the Owner or separate contractors caused by the Contractor's correction or removal of Work which is not in accordance with the requirements of the Contract Documents.

§ 12.2.6 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work. **§ 12.3 Acceptance of Nonconforming Work**

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

ARTICLE 13 MISCELLANEOUS PROVISIONS

§ 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4. laws of the Commonwealth of Pennsylvania and all actions shall be resolved in a non-jury trial and shall be brought in the Court of Common Pleas of Berks County, Pennsylvania, unless the Owner in its sole discretion opts for binding arbitration under the rules of the American Arbitration Association.

§ 13.2 Successors and Assigns

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

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

§ 13.2.3 The Contractors shall not assign the Contract or any monies due under the Contract without the prior written consent of the Owner. If a Contractor attempts to assign the Contract without such prior written consent, such attempt to assign shall be void and of no effect and the Contractor shall nevertheless remain legally responsible for all obligations under the Contract. Furthermore, the prior written consent of the Owner to any assignment shall not relieve the Contractor of any of its agreements, duties, responsibilities or obligations under the Contract Documents, and the Contractor shall be and remain as fully responsible and liable for its defaults, negligence, acts and omissions and those of its own officers, employees, agents and servants. With respect to any authorized assigned work, the Contractors shall bind each of its assigned parties to all of the terms, provisions and covenants of the Contract Documents.

§ 13.3 Rights and Remedies

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

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

§ 13.3.3 In the event the Contractor should breach any obligation under these Contract Documents, in addition to all other damages, losses, costs and/or relief, whether in law or equity, which the Owner may recover, the Owner shall also be entitled to an award for any reasonable legal fees incurred in the attempts to enforce or recover upon the Contract Documents due to Contractor's breach.

§ 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals including, without limitation, the cost of retesting for verification of compliance if necessary, until the Architect agrees that the work in question does comply with the requirements of the Contract Documents, with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

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

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense. Such amounts will be deducted, to the extent available, from any amount due such Contractor. If the amount due the Contractor is not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner within seven (7) days of receipt of the Owner's invoice for such legal fees, professional fees or other cost or expenses.

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

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

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

§ 13.5 Interest

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

§ 13.6 Estimate of Quantities

§ 13.6.1 The estimated quantities of work to be done and materials to be furnished under the Agreement shown in any of the Contract Documents, including the proposal, are given only for use in comparing bids and to indicate approximately the total amount of the Contract; and the right is especially reserved, except as herein otherwise specifically limited, to increase or diminish them as may be deemed reasonable or desirable by the Owner to complete

the work contemplated by the Agreement and such increase or diminution shall in no way vitiate the Agreement, nor shall any such increase or diminution give cause for claims or liability for damages.

§ 13.7 Promotional Materials

§ 13.7.1 The Contractor shall have the right to include photographic or artistic representations of the Project among the Contractor's promotional materials. The Contractor shall be given reasonable access to the completed Project to make such representations. However, the Contractor's materials shall not include either the Owner=s or the Architect=s confidential or proprietary information and therefore, written permission shall be received from both the Owner and the Architect for any information that will be used. The Contractor shall provide professional credit to the Architect and due credit to the Owner for the Contractor's promotional materials used for the Project.

§ 13.8 Interpretations

§ 13.8.1 The captions and headings of various Articles and Sections in the Contract Documents are for convenience only and are not to be construed as defining or limiting, in any way, the scope or intent of the provisions hereof.

§ 13.8.2 The parties hereto expressly waive the defense of *contra proferentum*, i.e., that the Contract Documents or any portion of the Contract Documents may be construed against any party as the drafter thereof.

ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

§ 14.1 Termination by the Contractor

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

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

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

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

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

§ 14.2 Termination by the Owner for Cause

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;

- .3 ~~repeatedly~~ disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of ~~substantial~~ breach of a provision of the Contract Documents.

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

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

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

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract. The costs of finishing the Work include, without limitation, all reasonable attorney's fees, additional title costs and any required insurance and interest due to any delays in completing the Work and all other costs incurred by the Owner and their agents due to the termination of the Contractor.

§ 14.3 Suspension by the Owner for Convenience

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

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

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

§ 14.4 Termination by the Owner for Convenience

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

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

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

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

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

§ 15.1.1 Definition

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

§ 15.1.2 Time Limits on Claims

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

§ 15.1.3 Notice of Claims

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

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

§ 15.1.4 Continuing Contract Performance

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

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

§ 15.1.5 Claims for Additional Cost

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

§ 15.1.6 Claims for Additional Time

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

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

§ 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for ~~wavers~~ Claims against the Owner, the Architect and their respective agents and consultants for any and all consequential damages arising out of or relating to this Contract. This mutual waiver includes

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

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents. Contract or its termination. This waiver includes any damages incurred by the Contractor for principal office expenses (including the compensation of personnel stationed there), for losses of financing, business or reputation, and for any loss of profit.

§ 15.1.8 Construction Acceleration Claims

No claim for an increase in the Contract Sum or change in the Contract Time shall be based on construction acceleration. Accordingly, no course of conduct or dealings between the parties, or any express or implied statements made by the parties, nor any express or implied acceptance of alterations to the Work, and no claim that the Owner has been unjustly enriched by any alteration or addition to the Work, whether or not there is in fact any such unjust enrichment, shall be the basis for any claim to an increase in the Contract Sum or change in the Contract Time.

§ 15.1.9 Claims for Economic Loss

The Contractor shall have no claim or right of recovery of damages against the Owner and/or the Architect for economic loss sustained, in whole or in part, by any act or omission of the Owner and/or the Architect to the extent that such act or omission constitutes a breach of Contract. Specifically, and without limiting the generality of the foregoing, the Contractor shall have no claim against the Owner and/or the Architect for economic loss based upon any tort, including, without limitation, negligence, negligent misrepresentation or any other tort-based theory of liability.

§ 15.2 Initial Decision

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

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

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

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

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

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

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

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

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

§ 15.3 Mediation

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

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

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

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

§ 15.4 ArbitrationDispute Resolution

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

the right to a jury trial, unless the Owner in its sole discretion opts for arbitration pursuant to the rules of the American Arbitration Association. Litigation shall occur in the Berks County Court of Common Pleas.

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

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

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

§ 15.4.4 Consolidation or Joinder

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

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

ARTICLE 16 MISCELLANEOUS

§ 16.1.1 The Contractor certifies, for itself and all its Subcontractors, that as of the date of execution of the Bid/Contract, that neither the Contractor, nor any Subcontractors, nor any Suppliers are under suspension or debarment by the Commonwealth of Pennsylvania or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid, a written explanation of why such certification cannot be made.

§ 16.1.2 The Contractor also certifies, that as of the date of execution of its Bid and the Contract, it has no tax liabilities or Commonwealth of Pennsylvania obligations.

§ 16.1.3 The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Owner if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth of Pennsylvania obligations, or if it or any of its Subcontractors are suspended or debarred by the Commonwealth of Pennsylvania, the federal government, or any other state or governmental entity. Such notification shall be made within fifteen (15) days of the date of suspension or debarment.

§ 16.1.4 The failure of the Contractor to notify the Owner or its Subcontractors suspension or debarment by the Commonwealth of Pennsylvania, any other state, or the federal government shall constitute an event of default of the Contract with the Owner.

§ 16.1.5 The Contractor may obtain a current list of suspended and debarred Commonwealth of Pennsylvania Contractors by either searching the internet at <http://www.dgs.state.pa.us> or contacting the:

Department of General Services

Office of Chief Counsel

603 North Office Building

Harrisburg, PA 17125

Telephone No.: 717-787-6472

Fax No.: 717-787-9138

~~§ 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an~~

~~arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and~~

~~consolidation as those of the Owner and Contractor under this Agreement.~~



Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Philip M. Leinbach, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 15:27:09 ET on 10/13/2025 under Order No. 2114460833 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A201™ – 2017, General Conditions of the Contract for Construction, other than changes shown in the attached final document by underscoring added text and striking over deleted text.



(Signed)

Registered Architect

(Title)

October 13, 2025

(Dated)

**BUREAU OF LABOR LAW COMPLIANCE
PREVAILING WAGES PROJECT RATES**

Project Name:	Main Office Renovations
General Description:	Limited area renovations are planned for about 34,000 SF of the existing building. Existing office, meeting room, kitchen, and cafeteria spaces, will be repurposed for classrooms, therapy rooms, meeting areas, small kitchen, commons, and related support spaces. Limited sitework includes asphalt restoration, stormwater pipe and inlet replacement, along with fencing and related work for a new playground to be provided by the Owner. The Reading Crest facility located less than a quarter mile from the main office also includes limited renovations for finishes, some space reconfiguration, and site paving and concrete work.
Project Locality	Muhlenberg Township
Awarding Agency:	Berks County Intermediate Unit
Contract Award Date:	11/20/2025
Serial Number:	25-08827
Project Classification:	Building/Highway
Determination Date:	9/24/2025
Assigned Field Office:	Scranton
Field Office Phone Number:	(570)963-4577
Toll Free Phone Number:	(877)214-3962
Project County:	Berks County

**BUREAU OF LABOR LAW COMPLIANCE
PREVAILING WAGES PROJECT RATES**

Project: 25-08827 - Building	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Asbestos & Insulation Workers	7/1/2024		\$40.00	\$29.86	\$69.86
Asbestos & Insulation Workers	6/30/2025		\$41.50	\$29.86	\$71.36
Boilermaker (Commercial, Institutional, and Minor Repair Work)	3/1/2024		\$36.71	\$19.13	\$55.84
Boilermakers	1/1/2023		\$51.27	\$35.30	\$86.57
Boilermakers	1/1/2024		\$52.10	\$35.72	\$87.82
Bricklayers, Stone Masons, Pointers, Caulkers, Cleaners	4/28/2024		\$39.83	\$19.17	\$59.00
Bricklayers, Stone Masons, Pointers, Caulkers, Cleaners	5/4/2025		\$41.68	\$19.17	\$60.85
Bricklayers, Stone Masons, Pointers, Caulkers, Cleaners	5/3/2026		\$43.53	\$19.17	\$62.70
Carpenters, Drywall Hangers, Framers, Instrument Men, Lathers, Soft Floor Layers	6/1/2024		\$36.56	\$17.72	\$54.28
Carpenters, Drywall Hangers, Framers, Instrument Men, Lathers, Soft Floor Layers	6/1/2025		\$36.84	\$20.44	\$57.28
Carpenters, Drywall Hangers, Framers, Instrument Men, Lathers, Soft Floor Layers	6/1/2026		\$36.84	\$22.69	\$59.53
Carpenters, Drywall Hangers, Framers, Instrument Men, Lathers, Soft Floor Layers	6/1/2027		\$36.84	\$24.94	\$61.78
Cement Finishers & Plasterers	4/28/2024		\$30.23	\$22.27	\$52.50
Cement Finishers & Plasterers	5/4/2025		\$32.23	\$22.27	\$54.50
Cement Finishers & Plasterers	5/3/2026		\$34.23	\$22.27	\$56.50
Cement Finishers & Plasterers	5/3/2027		\$33.49	\$25.01	\$58.50
Cement Masons	5/1/2024		\$34.85	\$20.90	\$55.75
Cement Masons	5/1/2025		\$35.85	\$20.90	\$56.75
Dockbuilder, Pile Drivers	5/1/2024		\$52.98	\$37.99	\$90.97
Dockbuilder, Pile Drivers	5/1/2025		\$55.23	\$37.99	\$93.22
Dockbuilder, Pile Drivers	5/1/2026		\$56.98	\$37.99	\$94.97
Dockbuilder/Pile Driver Diver	5/1/2024		\$61.54	\$41.74	\$103.28
Dockbuilder/Pile Driver Diver	5/1/2025		\$64.35	\$41.74	\$106.09
Dockbuilder/Pile Driver Diver	5/1/2026		\$66.54	\$41.74	\$108.28
Dockbuilder/pile driver tender	5/1/2024		\$52.98	\$37.99	\$90.97
Dockbuilder/pile driver tender	5/1/2025		\$55.23	\$37.99	\$93.22
Dockbuilder/pile driver tender	5/1/2026		\$56.98	\$37.99	\$94.97
Drywall Finisher	5/1/2024		\$30.33	\$22.79	\$53.12
Drywall Finisher	5/1/2025		\$31.83	\$23.26	\$55.09
Electricians	9/2/2024		\$44.52	\$26.83	\$71.35
Electricians	9/1/2025		\$46.02	\$28.39	\$74.41
Elevator Constructor	1/1/2024		\$58.88	\$43.90	\$102.78
Elevator Constructor	1/1/2025		\$61.41	\$44.95	\$106.36
Floor Coverer	5/1/2024		\$37.64	\$18.36	\$56.00
Floor Coverer	5/1/2025		\$37.78	\$19.80	\$57.58
Floor Coverer	5/1/2026		\$38.59	\$20.61	\$59.20
Glazier	5/1/2024		\$39.48	\$23.81	\$63.29
Iron Workers (Bridge, Structural Steel, Ornamental, Precast, Reinforcing)	7/1/2024		\$37.26	\$32.63	\$69.89

**BUREAU OF LABOR LAW COMPLIANCE
PREVAILING WAGES PROJECT RATES**

Project: 25-08827 - Building	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Iron Workers (Bridge, Structural Steel, Ornamental, Precast, Reinforcing)	7/1/2025		\$38.76	\$33.38	\$72.14
Laborers (Class 01 - See notes)	5/1/2024		\$28.17	\$17.29	\$45.46
Laborers (Class 01 - See notes)	5/1/2025		\$29.27	\$17.84	\$47.11
Laborers (Class 02 - see notes)	5/1/2024		\$30.17	\$17.29	\$47.46
Laborers (Class 02 - see notes)	5/1/2025		\$31.27	\$17.84	\$49.11
Laborers (Class 03 - See notes)	5/6/2024		\$30.82	\$17.83	\$48.65
Laborers (Class 03 - See notes)	4/27/2025		\$31.82	\$18.09	\$49.91
Laborers (Class 04 - See notes)	5/6/2024		\$32.32	\$17.83	\$50.15
Laborers (Class 04 - See notes)	4/27/2025		\$33.82	\$18.09	\$51.91
Laborers (Class 05 - See notes)	5/1/2024		\$30.17	\$17.29	\$47.46
Laborers (Class 05 - See notes)	5/1/2025		\$31.27	\$17.84	\$49.11
Laborers (Class 06 - See notes)	5/1/2024		\$29.52	\$17.29	\$46.81
Laborers (Class 06 - See notes)	5/1/2025		\$30.62	\$17.84	\$48.46
Marble Mason	5/1/2024		\$35.76	\$18.73	\$54.49
Marble Mason	5/1/2025		\$37.71	\$18.73	\$56.44
Marble Mason	5/1/2026		\$39.66	\$18.73	\$58.39
Millwright	6/1/2024		\$41.07	\$22.95	\$64.02
Millwright	6/1/2025		\$43.00	\$22.95	\$65.95
Millwright	6/1/2026		\$44.97	\$22.95	\$67.92
Operators (Building, Class 01 - See Notes)	5/1/2024		\$43.73	\$30.08	\$73.81
Operators (Building, Class 01 - See Notes)	5/1/2025		\$44.89	\$30.92	\$75.81
Operators (Building, Class 01 - See Notes)	5/1/2026		\$46.05	\$31.76	\$77.81
Operators (Building, Class 01A - See Notes)	5/1/2024		\$45.98	\$30.74	\$76.72
Operators (Building, Class 01A - See Notes)	5/1/2025		\$47.14	\$31.58	\$78.72
Operators (Building, Class 01A - See Notes)	5/1/2026		\$48.30	\$32.42	\$80.72
Operators (Building, Class 02 - See Notes)	5/1/2024		\$43.45	\$29.99	\$73.44
Operators (Building, Class 02 - See Notes)	5/1/2025		\$44.61	\$30.83	\$75.44
Operators (Building, Class 02 - See Notes)	5/1/2026		\$45.77	\$31.67	\$77.44
Operators (Building, Class 02A - See Notes)	5/1/2024		\$45.70	\$30.66	\$76.36
Operators (Building, Class 02A - See Notes)	5/1/2025		\$46.86	\$31.50	\$78.36
Operators (Building, Class 02A - See Notes)	5/1/2026		\$48.02	\$32.34	\$80.36
Operators (Building, Class 03 - See Notes)	5/1/2024		\$40.73	\$29.18	\$69.91
Operators (Building, Class 03 - See Notes)	5/1/2025		\$41.88	\$30.03	\$71.91
Operators (Building, Class 03 - See Notes)	5/1/2026		\$43.04	\$30.87	\$73.91
Operators (Building, Class 04 - See Notes)	5/1/2024		\$39.59	\$28.85	\$68.44
Operators (Building, Class 04 - See Notes)	5/1/2025		\$40.74	\$29.70	\$70.44
Operators (Building, Class 04 - See Notes)	5/1/2026		\$41.90	\$30.54	\$72.44
Operators (Building, Class 05 - See Notes)	5/1/2024		\$39.13	\$28.73	\$67.86
Operators (Building, Class 05 - See Notes)	5/1/2025		\$40.30	\$29.56	\$69.86
Operators (Building, Class 05 - See Notes)	5/1/2026		\$41.45	\$30.41	\$71.86
Operators (Building, Class 06 - See Notes)	5/1/2024		\$38.26	\$28.46	\$66.72
Operators (Building, Class 06 - See Notes)	5/1/2025		\$39.42	\$29.30	\$68.72
Operators (Building, Class 06 - See Notes)	5/1/2026		\$40.58	\$30.14	\$70.72
Operators (Building, Class 07A- See Notes)	5/1/2024		\$53.10	\$34.27	\$87.37

**BUREAU OF LABOR LAW COMPLIANCE
PREVAILING WAGES PROJECT RATES**

Project: 25-08827 - Building	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Operators (Building, Class 07A- See Notes)	5/1/2025		\$54.56	\$35.21	\$89.77
Operators (Building, Class 07A- See Notes)	5/1/2026		\$56.03	\$36.14	\$92.17
Operators (Building, Class 07B- See Notes)	5/1/2024		\$52.75	\$34.17	\$86.92
Operators (Building, Class 07B- See Notes)	5/1/2025		\$54.22	\$35.10	\$89.32
Operators (Building, Class 07B- See Notes)	5/1/2026		\$55.69	\$36.03	\$91.72
Painters Class 1 (see notes)	5/1/2024		\$31.81	\$23.77	\$55.58
Painters Class 1 (see notes)	5/1/2025		\$32.71	\$24.17	\$56.88
Painters - Line Stripping	12/1/2024		\$44.12	\$27.91	\$72.03
Painters Class 2 (see notes)	5/1/2023		\$30.09	\$23.19	\$53.28
Painters Class 2 (see notes)	5/1/2025		\$35.61	\$24.18	\$59.79
Painters Class 3 (see notes)	5/1/2025		\$41.71	\$24.18	\$65.89
Piledrivers	5/1/2021		\$43.73	\$37.99	\$81.72
Plasterers	5/1/2024		\$32.93	\$21.08	\$54.01
Plasterers	5/1/2025		\$34.68	\$21.23	\$55.91
plumber	5/1/2024		\$54.28	\$35.26	\$89.54
plumber	5/1/2025		\$56.28	\$36.01	\$92.29
Roofers (Composition)	5/1/2024		\$44.13	\$34.77	\$78.90
Roofers (Composition)	5/1/2025		\$46.03	\$34.77	\$80.80
Roofers (Shingle)	5/1/2024		\$34.35	\$22.20	\$56.55
Roofers (Slate & Tile)	5/1/2024		\$37.35	\$22.20	\$59.55
Sheet Metal Workers	6/1/2024		\$43.09	\$43.14	\$86.23
Sheet Metal Workers	6/1/2025		\$45.02	\$44.71	\$89.73
Sign Makers and Hangars	7/15/2024		\$32.32	\$25.82	\$58.14
Sign Makers and Hangars	7/15/2025		\$33.48	\$26.41	\$59.89
Sprinklerfitters	4/1/2024		\$46.45	\$28.62	\$75.07
Sprinklerfitters	4/1/2025		\$49.75	\$29.21	\$78.96
Steamfitters	5/1/2024		\$59.65	\$43.09	\$102.74
Steamfitters	5/1/2025		\$61.47	\$44.89	\$106.36
Terrazzo Finisher	5/1/2024		\$35.66	\$20.76	\$56.42
Terrazzo Finisher	5/1/2025		\$36.32	\$21.68	\$58.00
Terrazzo Grinder	5/1/2024		\$36.42	\$20.76	\$57.18
Terrazzo Grinder	5/1/2025		\$37.10	\$21.68	\$58.78
Terrazzo Mechanics	5/1/2024		\$36.44	\$22.51	\$58.95
Terrazzo Mechanics	5/1/2025		\$37.17	\$23.43	\$60.60
Tile & Marble Finisher	5/1/2024		\$33.36	\$16.99	\$50.35
Tile & Marble Finisher	5/1/2025		\$35.31	\$16.99	\$52.30
Tile & Marble Finisher	5/1/2026		\$37.26	\$16.99	\$54.25
Tile Setter	5/1/2024		\$35.76	\$18.73	\$54.49
Tile Setter	5/1/2025		\$37.71	\$18.73	\$56.44
Tile Setter	5/1/2026		\$39.66	\$18.73	\$58.39
Truckdriver class 1(see notes)	5/1/2021		\$37.72	\$0.00	\$37.72
Truckdriver class 1(see notes)	5/1/2025		\$41.87	\$0.00	\$41.87
Truckdriver class 2 (see notes)	5/1/2021		\$37.79	\$0.00	\$37.79
Truckdriver class 2 (see notes)	5/1/2025		\$41.94	\$0.00	\$41.94

**BUREAU OF LABOR LAW COMPLIANCE
PREVAILING WAGES PROJECT RATES**

Project: 25-08827 - Building	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Truckdriver class 3 (see notes)	5/1/2025		\$42.43	\$0.00	\$42.43
Window Film / Tint Installer	6/1/2019		\$24.52	\$12.08	\$36.60
Window Film / Tint Installer	6/1/2024		\$26.37	\$14.83	\$41.20

**BUREAU OF LABOR LAW COMPLIANCE
PREVAILING WAGES PROJECT RATES**

Project: 25-08827 - Heavy/Highway	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Carpenter - Chief of Party (Surveying & Layout)	5/1/2021		\$41.42	\$15.49	\$56.91
Carpenter - Instrument Person (Surveying & Layout)	5/1/2021		\$36.02	\$15.49	\$51.51
Carpenter - Rodman I (Survey & Layout)	5/1/2021		\$28.82	\$12.39	\$41.21
Carpenter	5/1/2024		\$36.12	\$19.79	\$55.91
Carpenter	5/1/2025		\$36.87	\$20.49	\$57.36
Carpenter	5/1/2026		\$37.63	\$21.18	\$58.81
Carpenter Welder	5/1/2024		\$36.87	\$19.79	\$56.66
Carpenter Welder	5/1/2025		\$37.62	\$20.49	\$58.11
Carpenter Welder	5/1/2026		\$38.38	\$21.18	\$59.56
Carpenters - Piledriver/Welder	1/1/2025		\$37.62	\$20.49	\$58.11
Carpenters - Piledriver/Welder	1/1/2026		\$38.38	\$21.18	\$59.56
Cement Finishers	1/1/2017		\$27.70	\$20.20	\$47.90
Dockbuilder, Pile Drivers	5/1/2024		\$52.98	\$37.99	\$90.97
Dockbuilder, Pile Drivers	5/1/2025		\$55.23	\$37.99	\$93.22
Dockbuilder, Pile Drivers	5/1/2026		\$56.98	\$37.99	\$94.97
Dockbuilder/Pile Driver Diver	5/1/2024		\$61.54	\$41.74	\$103.28
Dockbuilder/Pile Driver Diver	5/1/2025		\$60.31	\$44.97	\$105.28
Dockbuilder/Pile Driver Diver	5/1/2026		\$61.88	\$45.47	\$107.35
Dockbuilder/pile driver tender	5/1/2024		\$52.98	\$37.99	\$90.97
Dockbuilder/pile driver tender	5/1/2025		\$55.23	\$37.99	\$93.22
Dockbuilder/pile driver tender	5/1/2026		\$56.98	\$37.99	\$94.97
Electric Lineman	6/3/2024		\$52.80	\$30.61	\$83.41
Iron Workers (Bridge, Structural Steel, Ornamental, Precast, Reinforcing)	7/1/2024		\$37.26	\$32.63	\$69.89
Laborers (Class 01 - See notes)	5/1/2024		\$25.61	\$19.49	\$45.10
Laborers (Class 01 - See notes)	5/1/2025		\$26.61	\$19.99	\$46.60
Laborers (Class 02 - See notes)	5/1/2024		\$32.23	\$19.49	\$51.72
Laborers (Class 02 - See notes)	5/1/2025		\$33.23	\$19.99	\$53.22
Laborers (Class 03 - See notes)	5/1/2024		\$29.22	\$19.49	\$48.71
Laborers (Class 03 - See notes)	5/1/2025		\$30.22	\$19.99	\$50.21
Laborers (Class 04 - See notes)	5/1/2024		\$29.57	\$19.49	\$49.06
Laborers (Class 04 - See notes)	5/1/2025		\$30.57	\$19.99	\$50.56
Laborers (Class 05 - See notes)	5/1/2024		\$30.24	\$19.49	\$49.73
Laborers (Class 05 - See notes)	5/1/2025		\$31.24	\$19.99	\$51.23
Laborers (Class 06 - See notes)	5/1/2024		\$29.66	\$19.49	\$49.15
Laborers (Class 06 - See notes)	5/1/2025		\$30.66	\$19.99	\$50.65
Laborers (Class 07 - See notes)	5/1/2024		\$29.95	\$19.49	\$49.44
Laborers (Class 07 - See notes)	5/1/2025		\$30.95	\$19.99	\$50.94
Laborers (Class 08 - See notes)	5/1/2024		\$30.43	\$19.49	\$49.92
Laborers (Class 08 - See notes)	5/1/2025		\$31.43	\$19.99	\$51.42
Millwright	6/1/2024		\$43.46	\$23.33	\$66.79
Millwright	6/1/2025		\$45.46	\$23.33	\$68.79
Millwright	6/1/2026		\$47.52	\$23.33	\$70.85
Operators (Heavy, Class 01 - See Notes)	5/1/2024		\$42.30	\$29.66	\$71.96
Operators (Heavy, Class 01 - See Notes)	5/1/2025		\$43.46	\$30.50	\$73.96

**BUREAU OF LABOR LAW COMPLIANCE
PREVAILING WAGES PROJECT RATES**

Project: 25-08827 - Heavy/Highway	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Operators (Heavy, Class 01 - See Notes)	5/1/2026		\$44.61	\$31.35	\$75.96
Operators (Heavy, Class 01A - See Notes)	5/1/2024		\$44.55	\$30.32	\$74.87
Operators (Heavy, Class 01A - See Notes)	5/1/2025		\$45.71	\$31.16	\$76.87
Operators (Heavy, Class 01A - See Notes)	5/1/2026		\$46.86	\$32.01	\$78.87
Operators (Heavy, Class 02 - See Notes)	5/1/2024		\$42.02	\$29.57	\$71.59
Operators (Heavy, Class 02 - See Notes)	5/1/2025		\$43.18	\$30.41	\$73.59
Operators (Heavy, Class 02 - See Notes)	5/1/2026		\$44.34	\$31.25	\$75.59
Operators (Heavy, Class 02A - See Notes)	5/1/2024		\$44.27	\$30.24	\$74.51
Operators (Heavy, Class 02A - See Notes)	5/1/2025		\$45.43	\$31.08	\$76.51
Operators (Heavy, Class 02A - See Notes)	5/1/2026		\$46.59	\$31.92	\$78.51
Operators (Heavy, Class 03 - See Notes)	5/1/2024		\$39.11	\$28.70	\$67.81
Operators (Heavy, Class 03 - See Notes)	5/1/2025		\$40.26	\$29.55	\$69.81
Operators (Heavy, Class 03 - See Notes)	5/1/2026		\$41.43	\$30.38	\$71.81
Operators (Heavy, Class 04 - See Notes)	5/1/2024		\$37.96	\$28.38	\$66.34
Operators (Heavy, Class 04 - See Notes)	5/1/2025		\$39.12	\$29.22	\$68.34
Operators (Heavy, Class 04 - See Notes)	5/1/2026		\$40.28	\$30.06	\$70.34
Operators (Heavy, Class 05 - See Notes)	5/1/2024		\$37.51	\$28.25	\$65.76
Operators (Heavy, Class 05 - See Notes)	5/1/2025		\$38.67	\$29.09	\$67.76
Operators (Heavy, Class 05 - See Notes)	5/1/2026		\$39.83	\$29.93	\$69.76
Operators (Heavy, Class 06 - See Notes)	5/1/2024		\$36.64	\$27.98	\$64.62
Operators (Heavy, Class 06 - See Notes)	5/1/2025		\$37.80	\$28.82	\$66.62
Operators (Heavy, Class 06 - See Notes)	5/1/2026		\$38.96	\$29.66	\$68.62
Operators (Heavy, Class 07A - See Notes)	5/1/2024		\$51.39	\$33.77	\$85.16
Operators (Heavy, Class 07A - See Notes)	5/1/2025		\$52.85	\$34.71	\$87.56
Operators (Heavy, Class 07A - See Notes)	5/1/2026		\$54.32	\$35.64	\$89.96
Operators (Heavy, Class 07B - See Notes)	5/1/2024		\$51.04	\$33.67	\$84.71
Operators (Heavy, Class 07B - See Notes)	5/1/2025		\$52.51	\$34.60	\$87.11
Operators (Heavy, Class 07B - See Notes)	5/1/2026		\$53.97	\$35.54	\$89.51
Operators (Highway, Class 01 - See Notes)	5/1/2024		\$41.41	\$29.39	\$70.80
Operators (Highway, Class 01 - See Notes)	5/1/2025		\$42.56	\$30.24	\$72.80
Operators (Highway, Class 01 - See Notes)	5/1/2026		\$43.72	\$31.08	\$74.80
Operators (Highway, Class 01a - See Notes)	5/1/2024		\$43.66	\$30.07	\$73.73
Operators (Highway, Class 01a - See Notes)	5/1/2025		\$44.81	\$30.92	\$75.73
Operators (Highway, Class 01a - See Notes)	5/1/2026		\$45.97	\$31.76	\$77.73
Operators (Highway, Class 02 - See Notes)	5/1/2024		\$40.24	\$29.04	\$69.28
Operators (Highway, Class 02 - See Notes)	5/1/2025		\$41.39	\$29.89	\$71.28
Operators (Highway, Class 02 - See Notes)	5/1/2026		\$42.55	\$30.73	\$73.28
Operators (Highway, Class 03 - See Notes)	5/1/2024		\$39.55	\$28.83	\$68.38
Operators (Highway, Class 03 - See Notes)	5/1/2025		\$40.70	\$29.68	\$70.38
Operators (Highway, Class 03 - See Notes)	5/1/2026		\$41.87	\$30.51	\$72.38
Operators (Highway, Class 04 - See Notes)	5/1/2024		\$39.10	\$28.70	\$67.80
Operators (Highway, Class 04 - See Notes)	5/1/2025		\$40.26	\$29.54	\$69.80
Operators (Highway, Class 04 - See Notes)	5/1/2026		\$41.41	\$30.39	\$71.80
Operators (Highway, Class 05 - See Notes)	5/1/2024		\$38.58	\$28.56	\$67.14

**BUREAU OF LABOR LAW COMPLIANCE
PREVAILING WAGES PROJECT RATES**

Project: 25-08827 - Heavy/Highway	Effective Date	Expiration Date	Hourly Rate	Fringe Benefits	Total
Operators (Highway, Class 05 - See Notes)	5/1/2025		\$39.73	\$29.41	\$69.14
Operators (Highway, Class 05 - See Notes)	5/1/2026		\$40.89	\$30.25	\$71.14
Operators (Highway, Class 06 - See Notes)	5/1/2024		\$41.64	\$29.46	\$71.10
Operators (Highway, Class 06 - See Notes)	5/1/2025		\$42.80	\$30.30	\$73.10
Operators (Highway, Class 06 - See Notes)	5/1/2026		\$43.95	\$31.15	\$75.10
Operators (Highway, Class 06/A - See Notes)	5/1/2024		\$43.89	\$30.12	\$74.01
Operators (Highway, Class 06/A - See Notes)	5/1/2025		\$45.05	\$30.96	\$76.01
Operators (Highway, Class 06/A - See Notes)	5/1/2026		\$46.21	\$31.80	\$78.01
Operators (Highway, Class 07/A - See Notes)	5/1/2024		\$50.32	\$33.45	\$83.77
Operators (Highway, Class 07/A - See Notes)	5/1/2025		\$51.79	\$34.38	\$86.17
Operators (Highway, Class 07/A - See Notes)	5/1/2026		\$53.25	\$35.32	\$88.57
Operators (Highway, Class 07/B - See Notes)	5/1/2024		\$48.91	\$33.03	\$81.94
Operators (Highway, Class 07/B - See Notes)	5/1/2025		\$50.37	\$33.97	\$84.34
Operators (Highway, Class 07/B - See Notes)	5/1/2026		\$51.84	\$34.90	\$86.74
Painters - Line Stripping	12/1/2024		\$44.12	\$27.91	\$72.03
Painters Class 2 (see notes)	5/1/2024		\$34.71	\$23.78	\$58.49
Painters Class 2 (see notes)	5/1/2025		\$35.61	\$24.18	\$59.79
Painters Class 3 (see notes)	5/1/2024		\$40.81	\$23.78	\$64.59
Painters Class 3 (see notes)	5/1/2025		\$41.71	\$24.18	\$65.89
Piledrivers	5/1/2024		\$36.12	\$19.79	\$55.91
Piledrivers	5/1/2025		\$36.87	\$20.49	\$57.36
Piledrivers	5/1/2026		\$37.63	\$21.18	\$58.81
Steamfitters (Heavy and Highway - Gas Distribution)	5/1/2024		\$52.74	\$42.93	\$95.67
Steamfitters (Heavy and Highway - Gas Distribution)	5/1/2025		\$54.39	\$44.73	\$99.12
Truckdriver class 1 (see notes)	5/1/2021		\$37.72	\$0.00	\$37.72
Truckdriver class 1 (see notes)	5/1/2025		\$41.87	\$0.00	\$41.87
Truckdriver class 2 (see notes)	5/1/2021		\$37.79	\$0.00	\$37.79
Truckdriver class 2 (see notes)	5/1/2025		\$41.94	\$0.00	\$41.94
Truckdriver class 3 (see notes)	5/1/2025		\$42.43	\$0.00	\$42.43

STATUTORY REQUIREMENTS

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

ARTICLE 1 – LABOR

1.1 CITIZENS

1.1.1 Only citizens of the United States of America shall be employed, in any capacity, in the performance of any Work under the Contract; provided, however, that apprentices to a trade or professions who may be under twenty-one (21) years of age shall not be subject to the foregoing restriction.

1.2 COMPETENT WORKMEN

1.2.1 According to Section 752 of the Public School Code of 1949, no person shall be employed to do Work under such Contract except competent and first class Workers and mechanics.

1.2.2 No workmen shall be regarded as competent first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such rates of wages and for such hours work as shall be established and current rates of wages paid for such hours by employers of organized labor in doing of similar work in the locality where Work is being done.

1.3 DISCRIMINATION

1.3.1 THE HUMAN RELATIONS ACT

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, (1955 P.L. 744) (43 P.S. Section 951, et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap, disability, or use of guide or support animal, by employers, employment agencies, labor organizations, contractors and others. The Contractor shall agree to comply with the provisions of this Act as amended that is made part of this Specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code §49.101.

1.3.2 DISCRIMINATION PROHIBITED

According to 62 Pa. C.S.A. §3701 the Contractor agrees that:

(1) In the hiring of employees for the performance of work, under the Contract or any subcontract, no contractor, subcontractor, or any person acting on behalf of the Contractor or Subcontractor shall, by reason of gender, race, creed, or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the Work to which the employment relates.

(2) No Contractor or any Subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of Work under the Contract on account of gender, race, creed, or color.

(3) Contract may be cancelled or terminated by the government agency; and all money due or to become due under the Contract may be forfeited for a violation of the terms or conditions of that portion of the Contract.

1.4 MISCELLANEOUS PROVISIONS

1.4.1 Contractors shall comply with all requirements of Act 1984-159, "The Right-To-Know Law" 65 P.S. Section 66.1; et seq., as enacted by the Pennsylvania Legislature as amended from time to time. Contractors shall provide all information regarding the composition of all materials and products used or installed as part of this project Work when required.

1.4.2 PENNSYLVANIA UNIFORM CONSTRUCTION CODE

Contractors shall comply with all requirements of the Pennsylvania Construction Code Act (Act 45 of 1999), which establishes requirements for Pennsylvania's Uniform Construction Code, including all subsequent, applicable revisions. The most recent amendments are those by Act 36 of 2017 and the Pennsylvania Department of Labor & Industry letter of April 29, 2021, outlining the adoption of the 2018 International Codes.

1. 2018 International Building Code (as amended),
2. 2018 International Fire Code (as amended),
3. 2018 International Energy Conservation Code,
4. NEC as referenced in Chapter 27 of the 2018 International Building Code,
5. 2018 International Performance Code for Buildings and Facilities 2018
6. 2018 International Existing Building Code
7. ICC A117.1 - 2017,
8. Chapter 11, 2021 International Building Code, Accessibility requirements
9. and any locally adopted amendments, not limited to Plumbing, Mechanical and Electrical Codes.

1.4.3 CRIMINAL HISTORY INFORMATION

(1) Pursuant to Section 111 of the Public School Code of 1949, Act 34 of March 10, 1949, P.L. 30, No. 14, as amended, by H.B. 185, Session of 2006 (24 P.S. Section 1-111, et seq.) prospective employees of public and private schools, intermediate units and area vocational-technical schools, including, but not limited to, teachers, substitutes, janitors, cafeteria workers, independent contractors and their employees, except those employees and independent contractors and their employees who have no direct contact with children, are required, prior to employment, to furnish certain information, as set forth in the Public School Code.

(2) Act 34 Pennsylvania State Police Criminal Record Check. Contractor shall submit, on a prescribed form, a report of criminal history record information from the Pennsylvania State Police for each employee assigned to and prior to such employee performing Work on the Project site. The report from the Pennsylvania State Police shall be no more than one (1) year old. To obtain this document, visit <https://epatch.state.pa.us> or mail a completed hard copy of the request form to the Pennsylvania State Police. (Request form for mail can be found on the ePatch website.) Contractor shall submit the original of the required document before commencing work on the Project.

(3) Act 114 Federal Criminal History Record. Act 114 of 2006, which adds an additional requirement to Section 111 of the Public School Code of 1949, requires independent contractors, subcontractors and their employees to submit to the Administrative Director or their designee a copy of their Federal criminal history record that is no more than one year old at time of submission. In order to obtain a Federal criminal history record, the applicant must be fingerprinted. Applicant can register with Register with IdenToGO at <https://uenroll.identogo.com> or by calling 1-844-321-2101. When registering, use the Service Code – 1KG6XN to begin. All Contractors or any of their employees who are on the Project site shall submit, prior to entering the Project site, a copy of the Federal Criminal History record from the FBI completed in the manner prescribed by the Department of Education.

(4) All Contractors shall have background checks done on all of its employees and all of the Subcontractors' employees working on this Project. Background checks shall be in accordance with Section

111 of the Public School Code of 1949, Act 34 of March 10, 1949, P.L. 30, No. 14, as amended, by H.B. 185, Session of 2006 (24 P.S. Section 1-111, et seq.). Contractors shall submit the original background check to the designated Owner's Representative, prior to any employee entering the Project site. The Owner shall have the right to determine fitness and exclude any Contractors' and/or Subcontractors' personnel who have a criminal record that would otherwise make the individual ineligible for employment with a public school under applicable law.

(5) All Contractors and Subcontractors shall refuse to employ as an independent contractor or employee on a public or private school, intermediate unit or area vocational-technical school any prospective employee whose Pennsylvania State Police Criminal Record Check and/or Federal Criminal History record information indicates that such prospective employee has been convicted of any of the following offenses:

(a) An offense under one (1) or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

Chapter 25 (relating to criminal homicide).
Section 2702 (relating to aggravated assault).
Former section 2709(b) (relating to stalking).
Section 2709.1 (relating to stalking).
Section 2901 (relating to kidnapping).
Section 2902 (relating to unlawful restraint).
Section 3121 (relating to rape).
Section 3122.1 (relating to statutory sexual assault).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3124.1 (relating to sexual assault).
Section 3125 (relating to aggravated indecent assault).
Section 3126 (relating to indecent assault).
Section 3127 (relating to indecent exposure).
Section 4302 (relating to incest).
Section 4303 (relating to concealing death of child).
Section 4304 (relating to endangering welfare of children).
Section 4305 (relating to dealing in infant children).
A felony offense under Section 5902(b) (relating to prostitution and related offenses).
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Section 6301 (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).

(b) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
(c) An out-of-State or Federal offense similar in nature to those crimes listed in Paragraphs 1.4.3.6(a) and 1.4.3.6(b).

(6) Notwithstanding Paragraphs 1.4.3.2, 1.4.3.3 and 1.4.3.4, prior to April 1, 2007, the Owner may, at its discretion, employ in-State applicants on a provisional basis for a single period not to exceed thirty (30) days and, out-of-State applicants on a provisional basis for a single period not to exceed ninety (90) days, and, after March 31, 2007, the Owner may employ any applicants on a provisional basis for a single period not to exceed ninety (90) days, except during a lawful strike proceeding under the provisions of the act of July 23, 1970 (P.L. 563, No. 195), known as the "Public Employee Relations Act (43 P.S. Section 1101.201, et seq.)," provided that all of the following conditions are met: (a) the applicant has applied for the information required under Paragraphs 1.4.3.2, 1.4.3.3 and 1.4.3.4, where applicable, and the applicant provides a copy of the appropriate completed request forms to the Owner; (b) the Owner has no knowledge of information pertaining to the applicant which would disqualify him or her from employment pursuant to Paragraph 1.4.3.6; (c) the applicant swears or affirms in writing that he or she is not disqualified from employment pursuant to Paragraph 1.4.3.6; (d) if the information obtained pursuant to Paragraphs 1.4.3.2, 1.4.3.3 and 1.4.3.4 reveals that the applicant is disqualified from employment pursuant to Paragraph

1.4.3.6, the applicant shall be suspended and subject to termination proceedings as provided for by law; and (e) the Owner requires that the applicant not be permitted to work alone with children and that the applicant work in the immediate vicinity of a permanent employee.

(7) If the decision not to award a contract to the low bidder is based in whole or in part on criminal history record information, the contractor will be so notified in writing.

(8) Criminal History Record Information shall be submitted prior to any such personnel being on the Project site.

(9) Act 24 of 2011 and Act 82 of 2012 Arrest/Conviction Report and Certification Form (PDE-6004). The successful vendor shall have the Arrest/Conviction Report and Certification Form (PDE-6004) completed by any of their employees who are assigned to the Project site, and shall submit this form to the Owner for review prior to the employee entering or performing Work on the Project site.

1.4.4 ACT 151 CHILD ABUSE HISTORY INFORMATION

1. Any personnel of the Contractor or their Subcontractors or suppliers, who may come in contact with students during the Work of this Project, shall be subject to a Child Abuse History Clearance.
2. Prior to commencing Work under the Contract, Contractor shall submit for any employee or independent contractor who would be working on the Intermediate Unit's site, pursuant to Work contemplated in the Contract, an official clearance statement obtained from the Pennsylvania Department of Public Welfare pursuant to Act 151 of December 16, 1994 (P.L. 1292), subchapter C.2 of the Child Protective Services Law, as amended from time to time. The clearance may be obtained by visiting <https://www.compass.state.pa.us/cwis> or by mailing a completed hard copy of the request form to the Department of Public Welfare. (The hard copy request form can be found at http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf.)
3. Child Abuse History Clearance Forms shall be submitted prior to personnel being allowed on the site.
4. The Owner shall have the right to exclude any of the Contractor's personnel who have a record of criminal activity that involves a minor from the Work of this Project.
5. Non submission or late submissions of these forms shall be grounds for withholding of payments or for the adjustment of payments as determined by the Owner and Architect.
6. Included at the end of this document is a list of Clearance Requirements for Contractors and Vendors (for reference only).

1.4.5 ARREST/CONVICTION REPORT & CERTIFICATION FORM

1. Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.
2. As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
3. As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).
4. In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.
5. Form shall be signed and dated as of the date you are submitting your clearances to the Owner. If this form is past-dated it will not be accepted.

1.4.6 PENNSYLVANIA PUBLIC WORKS EMPLOYMENT VERIFICATION ACT

1. The Pennsylvania Public Works Employment Verification Act (43 P.S. §§ 167.1-167.11) requires Contractors and Subcontractors performing work on "public works projects" to comply with federal employment eligibility requirements, including verification through the U.S. Department of Homeland Security's E-Verify program which compares I-9 employment verification data to data from the Department of Homeland Security and Social Security Administration records, in order to confirm that employees are authorized to work in the United States.
2. All Contractors shall submit a "Public Works Employment Verification Form" to the Owner through the Architect at the same time when performance and payments bonds are submitted. Submission of this form is a precondition of the Contract being awarded and executed. These requirements apply to all employees hired by the Contractor or Subcontractor regardless of whether the employee will be working onsite or offsite.
3. Subcontracts between the Contractor and its Subcontractors or between any Subcontractor and its Subcontractors are required to contain notification of applicability of the Act, the requirement to provide a "Public Works Employment Verification Form" as stated under number 4 below, and reference to the Department of General Services website as stated under number 6 below.
4. All Subcontractors shall submit a "Public Works Employment Verification Form" to the Contractor, who shall submit the form to the Owner through the Architect prior to the Subcontractor beginning either onsite or offsite work. Submission of this form shall be a precondition of the Subcontract remaining in force, and the Contractor shall terminate the Subcontract if the Subcontractor does not comply. These requirements apply to all employees hired by the Subcontractor regardless of whether the employee will be working onsite or offsite. "Subcontractor" includes any entity that performs work on the project other than the prime Contractor and other than an individual. The term does not include an entity that is solely a material supplier for the project.
5. The Contractor or Subcontractor shall be responsible for any penalties imposed for failure to comply with this Act.
6. Contractors and Subcontractors may access the form at www.dgs.state.pa.us. The Chapter 66 Guidelines may be located at <http://www.pabulletin.com/secure/data/vol42/42-52/index.html>.

1.4.7 COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT / ABUSE DISCLOSURE RELEASE (PURSUANT TO ACT 168 OF 2014)

1. Instructions

- a. This standardized form has been developed by the Pennsylvania Department of Education, pursuant to Act 168 of 2014, to be used by school entities and independent contractors of school entities and by applicants who would be employed by or in a school entity in a position involving direct contact with children to satisfy the Act's requirement of providing information related to abuse or sexual misconduct. As required by Act 168, in addition to fulfilling the requirements under section 111 of the School Code and the Child Protective Services Law ("CPSL"), an applicant who would be employed by or in a school entity in a position having direct contact with children, must provide the information requested in SECTION 1 of this form and a written authorization that consents to and authorizes the disclosure by the applicant's current and former employers of the information requested in SECTION 2 of this form. The applicant shall complete one form for the applicant's current employer(s) and one for each of the applicant's former employers that were school entities or where the applicant was employed in a position having direct contact with children (therefore, the applicant may have to complete more than one form). Upon completion by the applicant, the hiring school entity or independent contractor shall submit the form to the applicant's current and former employers to complete SECTION 2. A school entity or independent contractor may not hire an applicant who does not provide the required information for a position involving direct contact with children.

2. Relevant Definitions:

- a. Direct Contact with Children is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children."
- b. Sexual Misconduct is defined as: "any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designated to establish a romantic or sexual relationship with the child or student. Such acts include but are not limited to: (1) sexual or romantic invitation; (2) dating or soliciting dates; (3) engaging in sexualized or romantic dialogue; (4) making sexually suggestive comments; (5) self-disclosure or physical exposure of a sexual, romantic or erotic nature; or (6) any sexual, indecent, romantic or erotic contact with the child or student."
- c. Abuse is defined as "conduct that falls under the purview and reporting requirements of the CPSL, 23 Pa.C.S. Ch. 63, is directed toward or against a child or a student, regardless of the age of the child or student."

3. Please Note

- a. A prospective employer that receives any requested information regarding an applicant may use the information for the purpose of evaluating the applicant's fitness to be hired or for continued employment and shall report the information as appropriate to the Department of Education, a state licensing agency, law enforcement agency, child protective services agency, another school entity or to a prospective employer.
- b. If the prospective employer decides to further consider an applicant after receiving an affirmative response to any of the questions listed in SECTIONS 1 and 2 of this form, the prospective employer shall request that former employers responding affirmatively to the questions provide additional information about the matters disclosed and include any related records. The Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Information Request can be used to request this follow-up information. Former employers shall provide the additional information and records within 60 days of the prospective employer's request.
- c. The completed form and any information or records received shall not be considered public records for the purposes of the Act of February 14, 2008 (P.L. 6, No. 3) known as the "Right to Know Law."
- d. The Department of Education shall have jurisdiction to determine willful violations of Act 168 and may, following a hearing, assess a civil penalty not to exceed \$10,000. School entities shall be barred from entering into a contract with an independent contractor who is found to have willfully violated the provisions of Act 168.

1.4.8 ARREST/CONVICTION REPORT AND CERTIFICATION FORM (UNDER ACT 24 OF 2011 AND ACT 82 OF 2012)

1. Instructions

- a. Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.
- b. As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written

reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

- c. As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).
- d. In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

2. A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

- a. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 - Chapter 25 (relating to criminal homicide)
 - Section 2702 (relating to aggravated assault)
 - Section 2709.1 (relating to stalking)
 - Section 2901 (relating to kidnapping)
 - Section 2902 (relating to unlawful restraint)
 - Section 2910 (relating to luring a child into a motor vehicle or structure)
 - Section 3121 (relating to rape)
 - Section 3122.1 (relating to statutory sexual assault)
 - Section 3123 (relating to involuntary deviate sexual intercourse)
 - Section 3124.1 (relating to sexual assault)
 - Section 3124.2 (relating to institutional sexual assault)
 - Section 3125 (relating to aggravated indecent assault)
 - Section 3126 (relating to indecent assault)
 - Section 3127 (relating to indecent exposure)
 - Section 3129 (relating to sexual intercourse with animal)
 - Section 4302 (relating to incest)
 - Section 4303 (relating to concealing death of child)
 - Section 4304 (relating to endangering welfare of children)
 - Section 4305 (relating to dealing in infant children)
 - A felony offense under section 5902(b) (relating to prostitution and related offenses)
 - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
 - Section 6301(a)(1) (relating to corruption of minors)
 - Section 6312 (relating to sexual abuse of children)
 - Section 6318 (relating to unlawful contact with minor)
 - Section 6319 (relating to solicitation of minors to traffic drugs)
 - Section 6320 (relating to sexual exploitation of children)
- b. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- c. An offense **SIMILAR IN NATURE** to those crimes listed above in clauses (a) and (b) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or

- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

d. A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

- 1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- 2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- 3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

ARTICLE 2 – MATERIALS

2.1 STEEL PRODUCTS PROCUREMENT ACT

2.1.1 Provision for the Use of Steel and Steel Products Made in the U.S.: In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the Contract, only those produced in the United States, as defined therein, shall be used or supplied in the performance of the Contract or any Subcontracts thereunder.

2.1.2 In accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 144 of 1984 further defines "steel products" to include machinery and equipment. The Act also provides clarifications and penalties.

ARTICLE 3 – WAGES

3.1 PENNSYLVANIA PREVAILING WAGE RATES

3.2.1 Projects where the total estimated cost is greater than \$25,000, paid for in whole or in part out of funds of a public body, except for maintenance work or work performed under a rehabilitation program or manpower training program must specify "Prevailing Wages." Further information on implementation of the act, definition of maintenance work and prevailing wage rates may be requested from the Pennsylvania Department of Labor and Industry at (800) 932-0665 or (717) 705-5969. When applicable, use Davis-Bacon wage rates for federally assisted projects.

3.2.2 Recommended procedure is to include the applicable published wage rates for the project within the body of the specification, if possible, or at least issue the rates accompanying the specifications, or by addendum.

3.2.3 The conditions, provisions and requirements of the Pennsylvania Prevailing Wage Act, by proper references, shall be specified for compliance. The following brief reference may be used for minor project specifications:

3.2.3.1 Pennsylvania Prevailing Wage Rates: This regulation and the general Pennsylvania prevailing minimum wage rates, (Act 442 of 1961, P.L. 987, amended), as determined by the Secretary of

Labor and Industry, which shall be paid for each craft or classification of all workers needed to perform the contract during the anticipated term therefore in the locality in which public work is performed, are made part of this specification.

ARTICLE 4 – SAFETY

4.1 SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION

- 4.1.1 The Contractor shall be fully informed with and shall comply with all local, state and federal regulations for construction as amended to date, as the rules and regulations in detail apply for the construction Work under the Contract. All applicable rules and regulations governing bodies are hereby made a part of this document by reference, as if written out in full within.
- 4.1.2 The Contractor shall comply with all aspects of the Federal Occupational Safety and Health Act of 1970 (O.S.H.A.) including specific responsibilities to perform reporting and recording requirements. The Contractor is responsible to obtain information regarding their responsibilities under the Act.
- 4.1.3 The Contractor shall maintain and continually update one set of MSDS on the site for inspection by regulatory authorities and the Owner and Architect as needed.

ARTICLE 5 – ENVIRONMENT

5.1 EROSION CONTROL

- 5.1.1 Contractors performing excavation Work shall comply with all rules and regulations of Chapter 102, Title 25 of Pennsylvania Soils Erosion and Sedimentation Control (25 PA Code Section 102.1, et seq.). Prior to any grading, the Contractor shall be responsible to contact the local Department of Environmental Protection to obtain approval for an E&SPC Plan and to confirm start of excavation Work and shall perform all necessary site Work in accordance with said plan. The plan shall be available at the site at all times. Contractors performing excavation Work shall maintain all devices as required to control erosion caused by storm water and prevent dust and particles from being distributed off site.
- 5.1.2 Site Excavation: The Contractor shall, not less than three (3) Working days nor more than ten (10) Working days prior to beginning excavation or demolition Work as defined in 73 P.S. § 176, request the location and type of facility owner lines at the Project site by notifying the facility owner through a one call system as defined in 73 P.S. § 176. The Contractor shall inform each operator employed at the site of the Work of the information received with respect to location and type of underground installations and any other information required by the Pennsylvania Underground Utility Protection Act (73 P.S. § 176, et seq.). The Contractor shall report immediately to the user of the underground installations and to the Owner, the Construction Manager and the Architect, any break or leak in its lines or dent, gouge, groove or other damage to such lines, to their coating or cathodic protection, made or discovered in the course of the excavation or demolition Work.

5.2 ANTI-POLLUTION LEGISLATION

- 5.2.1 62 PA C.S.A. Section 3301 requires that Bidders on construction Contracts for the Commonwealth of Pennsylvania be advised that there are provisions of Local, State and Federal statutes, rules and regulations dealing with the prevention of environmental pollution and the preservation of public natural resources that affect the Project on which Bids are being received.
- 5.2.2 The Bidder shall become thoroughly acquainted with the terms of the listed statutes, rules and regulations, including, but not limited to, Flood Plain Management Act (32 P.S. Section 679.101, et seq.), Pennsylvania Scenic Rivers Act (32 P.S. Section 820.21, et seq.), Dam Safety and Encroachment Act (32 P.S. Sec.

693.1, et seq.), Bluff Recession and Setback Act (32 P.S. Section 5201, et seq.), Storm Water Management Act (32 P.S. Section 680, et seq.), Pennsylvania Sewage Facilities Act (35 P.S. Section 750.1, et seq.), Pennsylvania Solid Waste Management Act (35 P.S. Section 6018.101, et seq.), Pennsylvania Safe Drinking Water Act (35 P.S. Section 721.1, et seq.), the Clean Streams Law (35 P.S. Section 691.901 et seq. and 35 P.S. Section 691.1 et. seq.), Air Pollution Control Act (35 P.S. Section 4001, et seq.), Pennsylvania Historic Preservation Act (37 Pa. C.S.A. Section 501, et seq.), Pennsylvania Hazardous Sites Clean Up Act (35 P.S. Section 6020.101, et seq.), Pennsylvania Storage Tank and Spill Prevention Act (35 P.S. Sec. 6021.101, et seq.), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (P.L. 96-510), as amended, including, but not limited to, the Superfund Amendments and Reauthorization Act (P.L. 99-499), Federal Solid Waste Disposal Act (P.L. 89-272), Federal Clean Air Act (Air Pollution Act) (July 14, 1955, Ch. 360, 69 Stat. 322), Federal Safe Drinking Water Act (P.L. 93-523), Wild and Scenic River Act (P.L. 90-542), Endangered Species Conservation Act of 1969 (P.L. 89-669), Federal Clean Water Act of 1977 (P.L. 95-217), Rivers and Harbor Act of 1970 (P.L. 91-611), Federal Insecticide, Fungicide, and Rodenticide Act (June 25, 1947, Ch. 125, 61 Stat. 163), Toxic Substance Control Act (P.L. 94-469), Resource Conservation and Recovery Act of 1976 (P.L. 94-580), Pennsylvania Worker and Community Right-to-Know Act (35 P.S. Section 7301, et seq.), Asbestos Hazard Emergency Response Act of 1986 (P.L. 99-519), Delaware River Basin Compact (32 P.S. Section 815.101 et seq.), Pennsylvania Municipalities Planning Code (53 P.S. Section 10101 et seq.), regulations, ordinances, and other actions pursuant to the foregoing, regulations pertaining to Pennsylvania Erosion and Sediment Control, and so on. No separate or additional payment will be made for such compliance. In the event that the listed statutes, rules and regulations are amended, or if new statutes, rules or regulations become effective, after date of receipt of Bids, upon receipt of documentation which causes the Contractor to perform additional Work, the Owner may issue a Change Order setting forth the additional Work that must be undertaken and such additional Work shall be undertaken at no additional cost to the Owner. It is also the responsibility of the Contractor to determine what local ordinances, if any, will affect their portion of the Work. The Contractor shall check for any County, City, Borough or Township rules or regulations applicable to the area in which the Project is being constructed and, in addition, for any rules or regulations of other organizations having jurisdiction, including, without limitation, chambers of commerce, planning commissions, industries or utility companies who have jurisdiction over lands which the Contractor occupies. Any costs of compliance with local controls shall be included in the prices bid, even though documents of such local controlling agencies are not listed herein.

5.2.3 It is the responsibility of the Contractor to determine what local ordinances, if any, will affect their Work. The Contractor shall check for any County, City, Borough or Township rules or regulations applicable to the area in which the Project is being constructed and, in addition, for any rules or regulations of other organizations having jurisdiction, such as chambers of commerce, planning commissions, industries or utility companies who have jurisdiction over lands which the Contractor occupies. Any costs of compliance with local controls shall be included in the prices bid, even though documents of such local controlling agencies are not listed herein.

5.3 SUSPECTED LEAD BASED PAINT

Contractors shall be "EPA-Certified" and comply with the EPA 2008 Lead Rule, OSHA 29 CFR 1926.62 (Lead) Safety & Health Regulations for Construction, Section 402 (c) and 406 (b) of the Toxic Substances Control Act (TSCA), EPA 40 CFR Part 745, Subpart E and all other laws and regulations governing this hazardous material when dealing with these surfaces in occupancies or parts of occupancies determined to be a "child-occupied facility" as defined by the Rule.

END OF DOCUMENT

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID FORM

CONTRACT NO. 1 – GENERAL CONSTRUCTION

MAIN OFFICE RENOVATIONS
BERKS COUNTY INTERMEDIATE UNIT

Name of Bidder _____

Street Address _____

City, State, Zip Code _____

Telephone No. _____ Date _____

To: Dr. Jill Hackman, Executive Director
Berks County Intermediate Unit
1111 Commons Blvd.
Reading, PA 19605

STIPULATED SUM

This Bid is submitted in accordance with your Advertisement inviting Sealed Bids for Main Office Renovations, to be received by the Berks County Intermediate Unit until the time and date specified.

Having carefully examined the Existing Site and Building (if any) all Contract Documents, including Drawings, Specifications, Instructions to Bidders, General Conditions, and all other documents bound within the Specifications, having carefully examined all Addenda, issued during the Bid Period, all conditions affecting the work, the Undersigned hereby agrees to furnish all labor, materials, equipment, tools, and do all work that is necessary to complete all Contract Work in accordance with said Bidding Documents for the lump sum of

BASE BID

_____ (\$ _____)

The Bidding Documents are incorporated herein by reference and shall be construed to be part hereof, with the same effect as if such were repeated at length herein, or physically attached hereto.

ALTERNATES

The following listed alternate prices shall be filled in and submitted with the Bid Form. It is agreed that all work to be performed under accepted alternate prices shall conform to the applicable contract documents, and shall include all work in connection with or consequent to the alternate price work to produce a complete installation.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

Alternate prices shall be all inclusive of the cost of materials, work and profit, supervision, administration and any and all other costs in connection therewith for work in place and accepted or omitted as the cause may be, and shall hold for the same period as the bid. Refer to General Requirements, Section 01 23 00 for description of Alternates. (Indicate whether amount if "Add" or "Deduct" by crossing out the part which does not apply.) Bidder shall insert the words "No Change" if there is no change in cost of the Base Bid to include the work of that Alternate.

The undersigned hereby proposes the following prices for Alternates, the selection of which shall be at the Owner's option:

No. <u>A100</u>	<u>Deduct Work at Reading Crest Ave Facility</u>
Deduct	_____
No. <u>A110</u>	<u>Deduct Work in Pavilion</u>
Deduct	_____
No. <u>A120</u>	<u>Deduct Work in First-Floor Bathrooms</u>
Deduct	_____
No. <u>A130</u>	<u>Deduct Work in Second-Floor Bathrooms</u>
Deduct	_____
No. _____	_____
Add-Deduct	_____
No. <u>A951</u>	<u>Luxury Vinyl Floor Tile by Interface</u>
Add-Deduct	_____
No. <u>A952</u>	<u>Luxury Vinyl Floor Tile by Mohawk</u>
Add-Deduct	_____
No. _____	_____
Add-Deduct	_____
No. <u>A961</u>	<u>Carpet by Interface</u>
Add-Deduct	_____
No. <u>A962</u>	<u>Carpet by Mohawk</u>
Add-Deduct	_____
No. _____	_____
Add-Deduct	_____

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

No. A971 Homogenous Vinyl Floor Tile by Patcraft _____

Add-Deduct _____

No. _____

Add-Deduct _____

No. A1201 Plastic-Laminate-Faced Casework by Case Systems _____

Add-Deduct _____

No. A1202 Plastic-Laminate-Faced Casework by TMI _____

Add-Deduct _____

No. _____

Add-Deduct _____

UNIT PRICES

The Undersigned hereby agrees that each Unit Price submitted represents full compensation for either additions to or deductions from the Contract Sum for extra work or changes ordered under the Contract, as specified for Unit Prices under Instructions to Bidders and Division 1 "General Requirements".

1-1	Bulk Earth Excavation, by Machine	/cy
1-2	Trench Earth Excavation, by Machine	/cy
1-3	Rock Excavation, by Hand	/cy
1-4	Rock Excavation, by Ram Hammer	/cy
1-5	Bulk Fill and Compaction	/cy
1-6	Trench Fill and Compaction	/cy
1-7	Over-Excavation and Structural Backfill	/cy

BERKS COUNTY INTERMEDIATE UNIT
 MAIN OFFICE RENOVATIONS
 AEM #24015.00, OCTOBER 2025

1-8	Sinkhole Remediation	/cy
1-9	Milling	/sy
1-10	Concrete Curb (Straight)	/lf
1-11	Concrete Curb (Radius)	/lf
1-12	Concrete Sidewalk	/sf
1-13	Replace Concrete Floor Slab-on-Grade	/sf
1-14	Cementitious Underlayment	/sf
1-15	4-inch Concrete Block Wall	/sf
1-16	6-inch Concrete Block Wall	/sf
1-17	8-inch Concrete Block Wall	/sf
1-18	Rake and Repoint Existing Masonry Unit Veneer	/sf
1-19	Clean Existing Masonry Wall	/sf
1-20	Control Joints	/lf
1-21	Masonry Sealing	/csf
1-22	Firestopping at Deck	/lf
1-23	Penetration Firestopping	/sf
1-24	Firestopping Infill	/sf
1-25	Door, Frame and Hardware	/ea
1-26	Replace 1-inch Insulating Glass	/sf
1-27	Acoustical Tile Ceiling Type-1.....	/sf
1-28	Acoustical Tile Ceiling Type-3.....	/sf
1-29	Glazed Wall Tile on Masonry	/sf
1-30	Glazed Wall Tile on GWB	/sf
1-31	Homogenous Vinyl Tile Floor	/sf
1-32	Luxury Vinyl Tile Floor	/sf
1-33	Cove Base.....	/lf
1-34	Resinous Flooring	/sf
1-35	Resinous Flooring Cove Base	/lf
1-36	Carpet	/sy
1-37	5-inch Gypsum Board Wall	/sf
1-38	Small Gypsum Board Repair	/4sf
1-39	Large Gypsum Board Repair	/sf
1-40	Dryfall Paint	/sf
1-41	Latex Paint on Masonry Walls	/sf
1-42	Latex Paint on GWB Walls	/sf
1-43	Seeding	/sf
1-44	Heavy Duty Paving	/sy
1-45	Light Duty Paving	/sy
1-46	Paving Overlay	/sy
1-47	Paving Fabric	/sy
1-48	Wainscot - Base Bid	/sf
1-49	Wainscot - Option #1	/sf
1-50	Wainscot - Option #2	/sf
1-51
1-52
1-53
1-54
1-55

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

ALLOWANCES

The Undersigned hereby agrees that the sums indicated for each labor and material allowance is included in the Base Bid and is work that is in addition to the required work of the Contract. The undersigned further certifies that the labor and material sums for each allowance shall be established using the listed Unit Price indicated on this Bid Form, except where alternative direction is provided in the allowance description. The Undersigned agrees that unused allowance sums will be deducted from the Contract amount by Change Order.

1-a (100) cy Bulk Earth Excavation, by Machine @ \$ _____ per cy (Unit Price No. 1-1) for a total cost of
_____ (\$ _____).

1-b (100) cy Trench Earth Excavation, by Machine @ \$ _____ per cy (Unit Price No. 1-2) for a total cost of
_____ (\$ _____).

1-c (25) cy Rock Excavation, by Hand @ \$ _____ per cy (Unit Price No. 1-3) for a total cost of
_____ (\$ _____).

1-d (50) cy Bulk Fill and Compaction @ \$ _____ per cy (Unit Price No. 1-5) for a total cost of
_____ (\$ _____).

1-e (50) cy Trench Fill and Compaction @ \$ _____ per cy (Unit Price No. 1-6) for a total cost of
_____ (\$ _____).

1-f (50) cy Over-Excavation and Structural Backfill @ \$ _____ per cy (Unit Price No. 1-7) for a total cost of
_____ (\$ _____).

1-g (200) cy Sinkhole Remediation @ \$ _____ per cy (Unit Price No. 1-8) for a total cost of
_____ (\$ _____).

1-h (200) sf Replace Concrete Floor Slab-on-Grade @ \$ _____ per sf (Unit Price No. 1-13) for a total cost of
_____ (\$ _____).

1-i (500) sf Cementitious Underlayment @ \$ _____ per sf (Unit Price No. 1-14) for a total cost of
_____ (\$ _____).

1-j (150) sf Rake and Repoint Existing Masonry Unit Veneer @ \$ _____ per sf (Unit Price No. 1-18) for a total
cost of _____ (\$ _____).

1-k (200) lf Firestopping at Deck @ \$ _____ per lf (Unit Price No. 1-22) for a total cost of
_____ (\$ _____).

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

1-I (200) sf Penetration Firestopping @ \$ _____ per sf (Unit Price No. 1-23) for a total cost of
_____ (\$ _____).

1-m (200) sf Firestopping Infill @ \$ _____ per sf (Unit Price No. 1-24) for a total cost of
_____ (\$ _____).

1-n (500) sf 1-inch Insulating Glass @ \$ _____ per sf (Unit Price No. 1-26) for a total cost of
_____ (\$ _____).

1-o (1,000) sf Acoustical Tile Ceiling Type-1 @ \$ _____ per sf (Unit Price No. 1-27) for a total cost of
_____ (\$ _____).

1-p (500) sf Luxury Vinyl Tile Floor @ \$ _____ per sf (Unit Price No. 1-32) for a total cost of
_____ (\$ _____).

1-q (500) lf Cove Base @ \$ _____ per lf (Unit Price No. 1-33) for a total cost of
_____ (\$ _____).

1-r (2,000) sf Latex Paint on Masonry Walls @ \$ _____ per sf (Unit Price No. 1-41) for a total cost of
_____ (\$ _____).

1-s (3,000) sf Latex Paint on GWB Walls @ \$ _____ per sf (Unit Price No. 1-42) for a total cost of
_____ (\$ _____).

1-t Additional Structural Steel
_____ (\$ _____).

1-u Additional Access Doors
_____ (\$ _____).

1-v Additional Signage
_____ (\$ _____).

1-w (200) sy Paving Fabric @ \$ _____ per sy (Unit Price No. 1-47) for a total cost of
_____ (\$ _____).

1-x _____ @ \$ _____ per _____ (Unit Price No. ____) for a total cost of
_____ (\$ _____).

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

1-y _____ @ \$_____ per __ (Unit Price No. __) for a total cost of
_____ (\$______).

1-z _____ @ \$ _____ per __ (Unit Price No. __) for a total cost of
_____ (\$ _____).

1-aa _____ @ \$ _____ per __ (Unit Price No. __) for a total cost of
(\$ _____).

COMPLETION DATE:

Bidder submits this Bid with the understanding that the Work of each phase, or portion thereof, of the contract be substantially complete in accordance with Division 01 Section "Summary" and that all Work shall be substantially complete no later than midnight, March 19, 2027 or December 31, 2026 if Alternate Series 120 and 130 are accepted.

This schedule of completion of the work shall be considered of the essence of the contract, and for the cost of extra inspections, salaries of contingent forces, and other expenses entailed by the Owner resulting from the contractor's delay in completing the Work of the Contract within the Contract Time, the Owner shall be entitled to the Sum established as liquidated damages, not a penalty, per Contract for each calendar day after the scheduled completion date that the work is not substantially complete, subject to extensions of time as provided in the General Conditions.

ADDENDA RECEIPT

The Undersigned agrees that the following Addenda, which have been issued during the bidding period, have been received and have been considered both before and in the preparation of this Bid.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

BID SECURITY

Accompanying this Bid is a _____
_____ in the amount of

(\$ _____)

made payable to the Owner, as defined in the Instructions to Bidders, which it is agreed will be forfeited as liquidated damages if the Undersigned fails to execute the Contract and/or furnish Bonds as specified and evidences of required insurance coverage within ten (10) days after notification of the Award of the Contract to him at the official address of the Undersigned given below.

BID WITHDRAWAL

This Bid is submitted with the definite understanding that Bids are valid for acceptance by the Owner and may not be withdrawn for a period of at least sixty (60) days after the actual date of the opening thereof unless the award of the contract is delayed due to required approvals of other governmental agencies, or sale of bonds, in which case, bids shall be irrevocable for one hundred twenty (120) days in compliance with Act 1978-317, approved November 26, 1978. The Owner reserves the right to reject any or all Bids or any part thereof or items therein and to waive technicalities as it deems best to protect its interests.

ASSIGNMENT

The Undersigned will not assign his bid or any of his rights or interests thereunder without the written consent of the Owner.

SIGNATURES

The Undersigned hereby certifies that this Bid is genuine and not sham, collusive or fraudulent or made in the interest of or in behalf of any person, firm, or corporation not herein named; and that the undersigned has not, directly or indirectly, induced or solicited any Bidder to submit a sham Bid, or any other person, firm or corporation from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself any advantage over any other Bidder.

(Individual Bidder)

Witness:

_____(SEAL)

Trading and doing business as:

*

Business Address: _____

*If a fictitious or trade name is employed in the conduct of business, insert such name and complete as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

(If a Partnership)

**

(Name of Partnership)

Witness:

(SEAL)

Partner

(SEAL)

Partner

(SEAL)

Partner

Business Address: _____

**If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement:

The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania law.

(If a Corporation)

(CORPORATE SEAL)

(Name of Corporation)

Attest:

(Assistant Secretary)

BY _____

Vice President

Business Address: _____

*** (1) Complete, as appropriate, the following statement: The Corporation has been organized, and is existing under the laws of the

_____ of _____
(2) If the corporation has been organized under laws other than those of the Commonwealth of Pennsylvania, complete, as appropriate, by deletion the following statement:

The corporation (has) (has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania under applicable laws.

END OF DOCUMENT

SECTION 01 10 00 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Construction schedule and phasing.
4. Work by Owner.
5. Work under separate contracts.
6. Owner-furnished products.
7. Access to site.
8. Coordination with occupants.
9. Work restrictions.
10. Specification and drawing conventions.
11. Miscellaneous provisions.

B. Related Requirements:

1. Division 01 Section "Multiple Prime Contracts Summary" for multiple prime contract responsibilities.
2. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

A. Project Identification: Berks County Intermediate Unit Main Office Renovations. AEM Project No. 24015.00.

1. Main Office: 1111 Commons Boulevard, Reading, PA 19605.
2. Reading Crest: 4200 Reading Crest Avenue, Reading, PA 19605.

B. Owner: Berks County Intermediate Unit 1111 Commons Boulevard, Reading, PA 19605.

C. Architect: AEM Architects, Inc., 3700 Perkiomen Avenue, Reading, PA 19606.

1. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:

- a. MEP Engineer: Consolidated Engineers, 1022 James Drive, Leesport, PA 19533.
- b. Structural Engineer: WZG Structural Consulting Engineers, Inc., 1137 North Gravel Pike, Zieglerville, PA 19492.

- c. Civil Engineer: Wilkinson Design Group, LLC, 374 Circle of Progress Drive, Pottstown, PA 19464.
- d. Food Service Consultant: Corsi Associates, 1001 Baltimore Pike, Suite 308, Springfield, PA 19604.

D. Construction Project Representative: Fidevia, 750 Lititz Pike, Lititz, PA 17543 has been appointed by Owner to serve as Owner's Representative.

E. Commissioning Agent Consultant: Eastern Air Balance Corporation, 252 South Esbleshade Road, Manheim, PA 17545 has been appointed by the Owner to serve as the Commissioning Consultant for the Project.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

- 1. Project consists of Work at two separate facilities: the Main office and the Reading Crest Avenue locations.

The Work at the Main Office includes about 35,000 to 40,000 SF of various levels of renovation from finishes only to complete reconfiguration of spaces. This Work also includes refurbishing/upgrading the original building elevator, improvements to the building envelope (glass replacement, window seal replacement, masonry restoration, EIFS repairs, etc.), conversion of outdoor space into a playground area, fencing, partial stormwater system replacement, paving, and limited site concrete.

The Reading Crest building (included in the Base Bid but there will be an alternate to remove this from the overall scope of Work) includes sitework, (paving and concrete restoration), site fencing, building envelope improvements (masonry cleaning and restoration, overhead door frame channel replacement, etc.), limited interior renovations, new finishes, and electrical system work.

B. Type of Contract:

- 1. Project will be constructed under a single prime contract.
- 2. Project will be constructed under coordinated, concurrent multiple prime contracts. See Division 01 Section "Multiple Contract Summary" for a description of work included under each of the Prime Contracts to be performed concurrently with, and in close coordination to, work performed on the Project between the Owner and Prime Contractors. The Prime Contractors' bid includes all materials, labor, management, transportation, tools, equipment, and services for the Project as required for a complete and satisfactory job. Each Contractor shall coordinate its work with the other Contractors for the Work to be performed in proper construction sequences, in accordance with the Project schedule to achieve project milestones and Substantial Completion dates.

- a. Contract No. 1: General Construction
- b. Contract No. 2: Plumbing Construction
- c. Contract No. 3: HVAC Construction
- d. Contract No. 4: Electrical Construction

C. Summary by Reference: The work can be summarized by reference to the requirements of the various Contract Documents, which in turn make reference to the requirements of other applicable provisions which control or influence the work; and these references can be summarized but are not necessarily limited to the following:

1. The General Conditions, which are bound herewith.
2. The Drawings, which are listed in a "Schedule of Drawings" as of the date of these Contract Documents, and issued herewith.
3. The Specification Sections, which are issued herewith and are listed in the "Table of Contents" bound herewith.
4. The Addenda and Modifications to the Contract Documents, which will be distributed electronically.
5. The documentation of separate contracts, which include Project work that is not work of this Contract, and are provided for reference to all bidders. Each Contractor shall become familiar with other Sections of the Specifications insofar as they apply hereto and affect their work and shall also cooperate to the fullest extent with other Contractors to permit orderly and expeditious procedure in executing the work.
6. Other work, by the Owner or by other separate contracts, which is in connection with the Project and is related with the work of the prime contracts of this Project.
7. Governing regulations, which have a bearing on the performance of the Work; copies can be obtained from or reviewed at the Local, State or Federal Agency responsible for the regulation in each case.
8. Submittals, copies of which shall be retained by the Contractor at the site.
9. Miscellaneous elements of information having a bearing on the performance of the work, such as weather forecasts and reports of general trade union negotiations; copies must be obtained by the Contractor through normal channels of information.
10. Measurements: When new work is to connect to existing work, verify dimensions and elevations of existing work. Any discrepancy between Drawings and/or Specifications and existing conditions shall be referred to Architect in writing for adjustment before work affected thereby has been performed. In event of Contractor's failure to give such notice, Contractor will be held responsible for results of any discrepancies and cost of rectifying same.

1.5 ADMINISTRATIVE SUBMITTALS SCHEDULE

A. After issuance of the Notice to Proceed, the following administrative submittals shall be submitted in accordance with the following schedule:

1. Submission of Schedule of Values: 14 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Payment Procedures".
2. Submission of Subcontractors and Suppliers: Initial list is due 14 days from issuance of the Notice to Proceed with the final list due 30 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Project Management and Coordination".
3. Submission of Key Personnel: 14 days from issuance of the Notice to Proceed in accordance with Division 1 Section "Project Management and Coordination".
4. Letter certifying review of procurement schedule: 30 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Project Management and Coordination".
5. Submission of Submittals Schedule: 14 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Submittal Procedures".
6. Contractor's Quality Control Plan: 30 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Quality Requirements".

B. Contractors Applications for Payment will not be reviewed by the Architect until the administrative submittals listed in 1.5.A are complete and accepted by the Architect.

1.6 CONSTRUCTION SCHEDULE AND PHASING

A. The Work shall be conducted in multiple phases, in accordance with the following schedule:

1. Start submittal submission and project planning:
 - a. Upon receipt of Notice to Proceed.
2. Start Date: Begin construction activities commence on Site:
 - a. January 5, 2026
3. Completion of Submittals Milestones: All submittals shall be complete and approved by the Architect as follows:
 - a. Submittals Milestones:
 - 1) Color Selection/Samples Submittals: 60 days from issuance of the Notice to Proceed.
 - 2) HVAC Equipment Submittals: 30 days from issuance of the Notice to Proceed.
 - 3) Division 23 Submittals (excluding equipment): 45 days from issuance of the Notice to Proceed.
 - 4) Division 26, 27 and 28 Submittals: 45 days from issuance of the Notice to Proceed.
 - 5) Balance of Submittals not listed above: 60 days from issuance of the Notice to Proceed.
 - b. Submittals for work scheduled to be in place prior to this milestone shall be complete a minimum of one week prior to scheduled installation.
 - c. It is the Contractor's responsibility to ensure the submittal is complete and accurate prior to submission.
 - d. Architect reserves the right to backcharge the Contractor for all time expended for submittal review after dates listed above.
4. Acronyms used in Phasing Narrative:
 - a. Cx – Commissioning
 - b. GRDs – Grills, registers, and diffusers
 - c. SAF – Spray-applied fireproofing
 - d. TAB – Air and hydronic balancing
 - e. TCO – Temporary Certificate of Occupancy
5. Phase 1: Unit A, first floor classrooms, corridors (Units A and C), including Unit C lobby, reception and canopy.
 - a. Start Date: January 5, 2026.
 - b. Phase Milestones:
 - 1) January 16 – Demolition complete.
 - 2) February 13 – All below slab work completed and concrete floors poured.
 - 3) March 20 – All interior partitions completed along with all above ceiling MEP rough-ins.
 - 4) March 30 – New canopy construction and entry area work commences.
 - 5) April 10 – All above ceiling work and ceiling grid completed (patch/repair of SAF, GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
 - 6) May 1 – Canopy steel erection complete including metal deck (ready for roofing).
 - 7) May 22 – Interior finishes, casework and fixtures complete and area ready for Cx and TAB work.

- c. Date of Substantial Completion: June 5, 2026.
- d. Liquidated Damages: See Phase 5.

6. Phase 2: Unit B areas including the Therapy Suite (2A), Print Shop area (2B), and ECSS (2C).

- a. Start Date: January 19, 2026 (Phases 2A and 2B)
- b. Phase Milestones:

- 1) January 30 – Demolition complete.
- 2) February 20 – All below slab work completed and concrete floors poured.
- 3) March 13 – Phase 2B complete (all finishes, ceilings, etc. and ready for Cx and TAB).
- 4) March 20 – Phase 2B ready for Print Shop Occupancy (TCO in hand).
- 5) April 6 – Phase 2C commences.
- 6) April 10 – All interior partitions completed along with all above ceiling MEP rough-ins.
- 7) May 1 – Phase 2C complete (TCO in hand).
- 8) May 8 – Phase 2A, all above ceiling work and ceiling grid completed (patch/repair of SAF, GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- 9) June 5 – Interior finishes, casework and fixtures complete and area ready for Cx and TAB work.

- c. Date of Substantial Completion: June 12, 2026.
- d. Liquidated Damages: See Phase 5.

7. Phase 3: Unit A, third floor areas (bathrooms will be inaccessible for beginning part of this phase)

- a. Start Date: February 9, 2026
- b. Phase Milestones:

- 1) February 10 – Temporary partitions complete and airtight prior to any demolition commencing including window removal for debris chute and material access.
- 2) February 20 – All demolition complete.
- 3) March 27 – All interior partitions completed along with all above ceiling MEP rough-ins. Temporary partition(s) may be removed once new corridor walls are installed tight to roof deck and temporary doors and dust control measures are in place.
- 4) April 10 – All work in bathrooms completed and ready for turnover for Owner use.
- 5) May 1 – All above ceiling work and ceiling grid completed (patch/repair of SAF, GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- 6) June 12 – Interior finishes, casework and fixtures complete and area ready for Cx and TAB work.

- c. Date of Substantial Completion: June 26, 2026.
- d. Liquidated Damages: See Phase 5.

8. Phase 4: Unit B, IT area (Office 234A) and Unit C, new Meeting Room area.

- a. Start Date: March 9, 2026.
- b. Phase Milestones:

- 1) March 9 – Temporary partitions and dust control measures complete and airtight prior to any demolition commencing.
- 2) March 13 – All demolition complete.
- 3) March 25 – All interior partitions completed along with all above ceiling MEP rough-ins. Temporary partition(s) may be removed once new corridor walls are installed tight to roof deck and temporary doors and dust control measures are in place. New HVAC chase for kitchen duct risers shall be “finished” with removable 4' x 8' drywall to be finished as part of Phase 6 after duct risers are completed.
- 4) April 3 – All above ceiling work and ceiling grid completed (patch/repair of SAF, GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- 5) April 15 – Interior finishes and fixtures complete and area ready for Cx and TAB work.

c. Date of Substantial Completion: April 17, 2026.

d. Liquidated Damages: See Phase 5.

9. Phase 5: Unit A, 2nd Floor Office areas.

- a. Start Date: April 20, 2026
- b. Phase Milestones:
 - 1) April 20 – Temporary partitions and dust control measures complete and airtight prior to any demolition commencing.
 - 2) April 24 – All demolition complete.
 - 3) May 15 – All interior partitions completed along with all above ceiling MEP rough-ins. Temporary partition(s) may be removed once new corridor walls are installed tight to roof deck and temporary doors and dust control measures are in place.
 - 4) May 29 – All above ceiling work and ceiling grid completed (patch/repair of SAF, GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
 - 5) June 5 – Interior finishes and fixtures complete and area ready for Cx and TAB work.

c. Date of Substantial Completion: June 12, 2026.

d. Liquidated Damages: \$1,000 per day per Contract (inclusive of all of Phases 1 through 5).

10. Phase 6: Unit C Kitchen/Café (6A), BCIU Commons (6B), and Meeting Room area (6C).

- a. Start Date: June 22, 2026
- b. Phase Milestones:
 - 1) June 24 – Temporary partitions and dust control measures complete and airtight prior to any demolition commencing.
 - 2) July 3 – Phases 6A and 6B: All demolition complete.
 - 3) July 17 – Phase 6C: All demolition complete.
 - 4) July 24 – Phase 6A: All interior partitions completed along with all above ceiling MEP rough-ins. All below-grade sanitary work complete and slab poured.
 - 5) July 31 – Phase 6B: All interior partitions completed along with all above ceiling MEP rough-ins.
 - 6) August 7 – Phase 6C: All interior partitions completed along with all above ceiling MEP rough-ins. All below-grade sanitary work complete and slab poured.

- 7) August 7 – Phase 6A: All above ceiling work and ceiling grid completed including GRDs, exhaust/air systems for the hood and dishwasher, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- 8) August 14 – Phase 6B: All above ceiling work and ceiling grid completed including GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- 9) September 4 – Phase 6B: All above ceiling work and ceiling grid completed including GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- 10) August 21 – Phase 6A: Interior finishes and fixtures complete and area ready for Cx and TAB work.
- 11) August 28 – Phase 6B: Interior finishes and fixtures complete and area ready for Cx and TAB work.
- 12) September 18 – Phase 6C: Interior finishes and fixtures complete and area ready for Cx and TAB work.

c. Date of Substantial Completion:

- 1) Phase 6A: September 4, 2026.
- 2) Phase 6B: September 11, 2026.
- 3) Phase 6C: October 2, 2026.

d. Liquidated Damages: \$500 per day per Contract for the overall Phase.

11. Phase 7: Meeting Rooms and adjacent Corridors (Subphases 7A and 7B).

- a. Start Date: October 12, 2026
- b. Phase Milestones:

- 1) October 14 – Temporary partitions and dust control measures complete and airtight prior to any demolition commencing.
- 2) October 23 – All demolition complete Phases 7A and 7B.
- 3) November 6 – Phase 7A: All interior partitions completed along with all above ceiling MEP rough-ins.
- 4) November 20 – Phase 7B: All interior partitions completed along with all above ceiling MEP rough-ins.
- 5) November 20 – Phase 7A: All above ceiling work and ceiling grid completed including GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- 6) December 4 – Phase 7B: All above ceiling work and ceiling grid completed including GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- 7) December 4 – Phase 7A: Interior finishes and fixtures complete and area ready for Cx and TAB work.
- 8) December 18 – Phase 7B: Interior finishes and fixtures complete and area ready for Cx and TAB work.

c. Date of Substantial Completion: December 24, 2026.

d. Liquidated Damages: \$500 per day per Contract.

12. Phase 8: Elevator Refurbishment.
 - a. Start Date: December 14, 2026.
 - b. Date of Substantial Completion: December 31, 2026.
 - c. Liquidated Damages: \$500 per day (GC only).
13. Phase 9: Main Lobby Finishes (all Work shall be completed on 2nd and/or 3rd Shift outside of normal hours of operation). Dates below apply if Alternates Series 120 and 130 are accepted. Otherwise, this scope shall be included with Phase 13.
 - a. Start Date: June 8, 2026.
 - b. Date of Substantial Completion: July 31, 2026.
 - c. Liquidated Damages: \$500 per day per Contract.
14. Phase 10: Sitework and Exterior Building Improvements not included in Phases 1-9.
 - a. Start Date: March 23, 2026 (work may start sooner if weather conditions permit but no additional costs will be approved).
 - 1) Contractor is required to provide a schedule and plan for stormwater piping and inlet replacement that maintains adequate parking for all BCIU employees and that does not prohibit traffic requiring access to the facility (visitors, deliveries, etc.). Work on the west side of the facility that impacts the Print Shop and related areas must be completed no later than April 24. No more than 1/2 of the front parking lot shall be closed at any time. All stormwater piping and inlet placement shall be completed prior to installation of wearing course of paving or sealcoating.
 - 2) Exterior building restoration work shall commence and progress around the building until complete. This work shall include all masonry restoration/remedial work, replacement of insulating glass, window seal replacement, window perimeter sealant work, and the like. Access/egress shall be maintained at all times for all occupied areas of the building.
 - b. Phase Milestones:
 - 1) May 22 – All stormwater piping and inlet replacement completed including restoration work exclusive of asphalt wearing course and sealcoating.
 - c. Date of Substantial Completion: July 31, 2026.
 - d. Liquidated Damages: \$500 per day (GC only).
15. Phase 11: Reading Crest Avenue Facility (this Phase is eliminated if Alternate Series 100 is accepted).
 - a. Start Date: August 10, 2026.
 - b. Phase Milestones:
 - 1) October 9 – All exterior work completed including but not limited to paving, concrete, masonry restoration, overhead door jamb channel replacement, etc.
 - c. Date of Substantial Completion: November 6, 2026.
 - d. Liquidated Damages: \$500 per day per Contract (GC and EC only).
16. Phase 12: 2nd Floor Rooms 202, 203, 215BA, and 215BB (this Phase is eliminated if Alternate Series 130 is accepted).

- a. Start Date: November 23, 2026.
- b. Phase Milestones:
 - 1) November 25 – Temporary partitions and dust control measures complete and airtight prior to any demolition commencing.
 - 2) December 4 – All demolition complete.
 - 3) December 24 – All above ceiling work and ceiling grid completed (GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- c. Date of Substantial Completion: January 15, 2027.
- d. Liquidated Damages: \$250 per day per Contract.

17. Phase 13: 1st Floor Rooms 102, 103, and 103A and Main Lobby Finishes (this Phase is eliminated if Alternate Series 120 is accepted, Main Lobby Finishes are then completed under Phase 9).

- a. Start Date: January 18, 2027.
- b. Phase Milestones:
 - 1) January 22 – Temporary partitions and dust control measures complete and airtight prior to any demolition commencing.
 - 2) February 5 – All demolition complete.
 - 3) February 26 – All above ceiling work and ceiling grid completed (GRDs, light fixtures, fire alarm devices, ceiling appliances all installed and connected) and inspected and approved by code official and ready for dropping ceiling tile.
- c. Date of Substantial Completion: March 19, 2027.
- d. Liquidated Damages: \$250 per day per Contract.

18. Substantial Completion: All work is complete in accordance with the requirements for Substantial Completion.

- a. April 2, 2027
- b. December 26, 2026 (if Alternate Series 120 and 130 are accepted).
- c. Liquidated Damages are indicated for each Phase and are cumulative for the entire Project.

19. Final Completion: All work is complete including punchlist and administrative closeout work:

- a. January 15, 2027 (if Alternate Series 120 and 130 are accepted).
- b. Architect reserves the right to backcharge the Contractor for time expended beyond this date for review of punchlist work and other time expended due to incomplete work.

B. Before commencing Work of all Phases, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates for all Phases of the Work.

C. Existing Conditions Review: Ten days prior to the start of the Work and each new Phase, each Prime Contractor shall thoroughly review the existing conditions of the upcoming phase as follows:

- 1. Review existing conditions.
- 2. Remove ceiling tiles where required or perform destructive testing to confirm adequate space exists for scheduled work to be installed and to fully understand the existing conditions.
- 3. Perform work around the Owner's schedule.

4. Premium time required for a thorough review to be performed shall be included in each Contractors bid.
5. Any conflict or issue realized during this review shall be brought to the Architect's attention immediately.
6. No extension of time will be granted for issues realized and not identified prior to the work of the phase starting.

D. Contractors bids shall contain all premium time required to complete the work in accordance with [the phasing of] the schedule. The work of this Project will require premium time to be utilized to complete the work in accordance with requirements of the Phasing Plan.

1.7 WORK BY OWNER

A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

B. Preceding Work: Owner will perform the following construction operations at Project site. Those operations are scheduled to be substantially complete before work under this Contract begins.

1. Owner will remove all equipment, furniture, materials from most work areas. Some areas where this is not possible (e.g., the print shop), the General Contractor shall be responsible to provide protection of all remaining equipment, materials, and furniture and shall thoroughly clean the area prior to turnover to the Owner for its use. In other areas (e.g., the existing kitchen) where equipment remains that is not part of the final scope of work, it shall be the responsibility of the respective MEP trades to disconnect services and the General Contractor will be responsible for removal and disposal.

C. Concurrent Work: Owner will perform the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

1. The Owner will be purchasing playground equipment and structures that will be installed concurrently with the construction/modification of this area. The Contractors working in this area shall coordinate with the Owner and its playground Installer for access and timing of all required work. The General Contractor shall be responsible to obtain scheduling information from the Installer to ensure adequate time is provided the Work of all trades in this area.

D. Subsequent Work: Owner will perform the following additional work at Project site after Substantial Completion. Completion of that work will depend on successful completion of preparatory work under this Contract.

1.8 WORK UNDER SEPARATE CONTRACTS

A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.

B. Concurrent Work: Owner will award separate contract(s) for the construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract. The extent of each prime contract is indicated in the Contract Documents. Except where no other more specific description is contained in the Contract Documents, general names and terminology on the Drawings and in Specification Sections determine which prime contract includes a specific element of work.

1.9 OWNER-FURNISHED PRODUCTS

A. Owner will furnish products indicated on the Drawings. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products and making building services connections.

1.10 ACCESS TO SITE

A. During the construction period, the Prime Contractors jointly shall have use of the premises/Project site for construction operations as indicated on the Drawings/Phasing Plans and as indicated by requirements of this Section.

B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Driveways, Walkways and Entrances: Keep driveways and loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Responsible trade for cause of any damages shall be responsible to repair damage caused by construction operations.

1.11 COORDINATION WITH OCCUPANTS

A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.

1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations..

B. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.

1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.12 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 4:00 p.m., Monday through Friday, unless otherwise indicated.
 - 1. Weekend Hours: As required by the Project schedule and in accordance with local ordinances and regulations.
 - 2. Early Morning Hours: As required by the Project schedule and in accordance with local ordinances and regulations.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 - 1. Notify Architect and Owner's Representative not less than two days in advance of proposed utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify Architect and Owner's Representative not less than two days in advance of proposed disruptive operations.
- E. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.
- F. Employee Identification: Owner will provide identification tags for Contractor personnel working on Project site. Owner's Representative will administer and track "cleared" personnel with identification. Require personnel to use identification tags at all times.
- G. Employee Screening: Comply with requirements for background screening of Contractor personnel working on Project site.
 - 1. Maintain list of approved screened personnel with Owner's representative.
 - 2. Owner's Policy for Contractor Clearances is included at the end of this Section. All Contractors shall comply with Owner's Policy at all applicable governmental statutes and regulations.

1.13 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 - 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

Book	Policy Manual
Section	800 Operations
Title	Contracted Services
Code	818
Status	Active
Adopted	February 17, 1994
Last Revised	March 20, 2025
Prior Revised Dates	03/19/2015

Purpose

In its effort to provide cost-effective programs, the Board uses outside independent contractors for various purposes. The Intermediate Unit is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the Intermediate Unit. This policy is adopted to outline those requirements and the manner in which the Intermediate Unit shall direct and monitor contractor compliance.

Authority

The Intermediate Unit is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirements, and the arrest and conviction reporting requirements.[1][2][3]

Definition

For purposes of this policy, **contractor employees** shall include an individual who:

1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and
2. Has or will have direct contact with children.

Direct Contact with Children - the possibility of care, supervision, guidance, or control of children or routine interaction with children.[4]

For purposes of this policy, **independent contractors** shall mean an individual or entity that contracts with the Intermediate Unit to provide services.

Guidelines

Prior to using contracted services, a written contractual agreement shall be entered into between the Intermediate Unit and the independent contractor and maintained centrally by the Intermediate Unit in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals, and resulting contracts shall specify the following:

1. Mandatory background check requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.[5]
2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates, or is in the actual physical control or movement of a school bus or commercial vehicle owned, leased, or operated by the independent contractor in connection with Intermediate Unit programs and services.[6][7][8][9][10]
3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions, or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.

The Executive Director or designee shall review all information provided pursuant to this policy and determine if information that precludes employment or continued service of an independent contractor or contractor employee is disclosed.[1][2][3][5][11]

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

Pre-Employment Requirements

Employment History Review -

Independent contractors shall conduct an employment history review, in compliance with state law, prior to the assignment of a contractor employee to perform work for the Intermediate Unit in a position or assignment involving direct contact with children. The independent contractor may use the information to evaluate an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.[3]

Independent contractors shall inform the Intermediate Unit, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the Intermediate Unit objects to the assignment, the independent contractor may not assign the contractor employee to the Intermediate Unit.[3]

Independent contractors shall, upon request, provide the Intermediate Unit to which a contractor employee is assigned access to the employee's employment history review records.

Criminal History -

Prior to the assignment of contractor employees to perform work for the Intermediate Unit in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[1][2]

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur after initially submitting the form. Failure to accurately report such arrests and convictions

may subject the individual to denial of employment/contract, termination of already hired/contracted, and/or criminal prosecution.[2]

Tuberculosis Test -

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[12][13]

Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the Intermediate Unit and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to report to the independent contractor within seventy-two (72) hours of notification that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.[2][11].

If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Executive Director or designee.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[2][11].

Contractor employees who provide transportation services shall immediately notify the independent contractor and the Intermediate Unit's transportation supervisor of any traffic citations or the suspension, revocation, or cancellation of operating privileges.[14].

Educator Misconduct

If the Executive Director reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Executive Director or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations, and Board policy.[15][16]

Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[4]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[17]
3. Intermediate Unit policy related to reporting of suspected abuse and sexual misconduct. [18]
4. Maintenance of professional and appropriate relationships with students.[19]

Employees of independent contractors who have direct contact with children must complete at least three (3) hours of training every five (5) years.[4]

Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected abuse in accordance with applicable law, Board policy, and administrative regulations.[18][20].

Confidentiality

No contractor employee shall be permitted access to confidential student information unless the Intermediate Unit has determined that such access is necessary for the contractor employee to fulfill their responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building administrator or program supervisor.

Legal

- 1. 23 Pa. C.S.A. 6344
- 2. 24 P.S. 111
- 3. 24 P.S. 111.1
- 4. 24 P.S. 1205.6
- 5. 55 PA Code 3490.132
- 6. 49 CFR Part 382
- 7. 67 PA Code 71.3
- 8. 75 Pa. C.S.A. 1612
- 9. 75 Pa. C.S.A. 3802
- 10. Pol. 810.1
- 11. 23 Pa. C.S.A. 6344.3
- 12. 24 P.S. 1418
- 13. 28 PA Code 23.44
- 14. 75 Pa. C.S.A. 1606
- 15. 24 P.S. 2070.9a
- 16. Pol. 317.1
- 17. 24 P.S. 2070.1a et seq
- 18. Pol. 806
- 19. Pol. 824
- 20. 23 Pa. C.S.A. 6311
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 75 Pa. C.S.A. 1601 et seq
- Pol. 610
- Pol. 810

SECTION 01 12 00 - MULTIPLE CONTRACT SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes a summary of each contract, including responsibilities for coordination and temporary facilities and controls.

1. Stipulation: The General Conditions of the Contract and Division 01 Sections apply to the Work as a whole and have the same force and effect upon, and shall be equally applicable to, each Contractor with whom the Owner shall have entered into a Contract to perform a part or parts of the Project. Any subcontractor employed in the Work shall likewise be bound by the aforesaid stipulation insofar as it may be applicable to their subcontract.

B. Specific requirements for Work of each contract are also indicated in individual Specification Sections and on Drawings.

C. The Work will be accomplished by 4 Prime Contractors. The Owner may contract with additional entities for elements to be provided by Owner. Prime Contractors shall coordinate and cooperate with the other Prime Contractors as well as the other entities with which the Owner may elect to contract.

D. Related Requirements:

1. Division 01 Section "Summary" for the Work covered by the Contract Documents, restrictions on use of Project site, phased construction, coordination with occupants, and work restrictions.
2. Division 01 Section "Project Management and Coordination" for general coordination requirements.
3. Division 01 Section "Temporary Facilities and Controls" for responsibilities as they relate to temporary facilities and controls.
4. Division 01 Section "Construction Progress Documentation" for project schedule requirements.

E. Conflicts: If a conflict between the Contract Documents and this Section is realized, the requirements of this Section shall govern. If an item is indicated in the Contract Documents but not specifically referenced in this Section, the Contractor who is assigned responsibility for the Contract Documents that indicates the item shall provide the item.

F. Means and Methods: Contractors shall supervise their Work, using their best skills and attention. The Contractor shall be solely responsible for construction means, methods, techniques, sequences, dimensions, procedures, and/or coordinating all portions of their Work with all Work to be performed under separate contracts and/or other Prime Contracts.

1.3 DEFINITIONS

- A. Permanent Enclosure: As determined by the Architect, permanent enclosure refers to a level of completion of the building, or part thereof for the purposes of phasing, that consists of the following:
 - 1. Weather-tight roof, including structure, insulation, and membrane installation.
 - 2. Weather-tight walls, including back-up masonry or exterior metal stud and sheathing, vapor barrier, and insulation, is complete.
 - 3. Exterior wall openings are enclosed with permanent construction or temporary enclosures as defined in Division 01 Section "Temporary Facilities and Controls."
- B. "General Construction Contractor": This term comprises all variations used in the Contract Documents, including other terms and abbreviations such as "General Contractor," "G.C.," "G.T.," "Steel Contractor" or "Masonry Contractor," to denote the contractor responsible for Work that is part of the General Construction Contract as defined elsewhere in this Section.
 - 1. The term "Site Contractor" comprises all variations used in the Contract Documents, including other terms and abbreviations such as "Site Work Contractor", S.C. and all such work is the responsibility of the General Construction Contract.
 - 2. "Roofing Construction Contractor": This term comprises all variations used in the Contract Documents, including other terms and abbreviations such as "Roofer" "Roofing Contractor," "Roof Installer" or "R.C." to denote the contractor responsible for Work that is part of the General Construction Contract as defined elsewhere in this Section and all such work is the responsibility of the General Construction Contract.
 - 3. "Food Service Contractor": This term comprises all variations used in the Contract Documents, including other terms and abbreviations such as "Kitchen Equipment Contractor," "F.S.E.C.," or "K.E.C.," to denote the contractor responsible for Work that is part of the General Construction Contract as defined elsewhere in this Section.
- C. "Plumbing Contractor": This term comprises all variations used in the Contract Documents, including abbreviations such as "P.C." to denote the contractor responsible for Work that is part of the Plumbing Construction Contract as defined elsewhere in this Section.
- D. "HVAC Construction Contractor": This term comprises all variations used in the Contract Documents, including other terms and abbreviations such as "Mechanical Contractor", "Heating Contractor", "Heating, Ventilating and Air Conditioning Contractor", "M.C.", "H.C.", "HVAC.C.", or "ATC Contractor", to denote the contractor responsible for Work that is part of the HVAC Construction Contract as defined elsewhere in this Section.
- E. "Electrical Construction Contractor": This term comprises all variations used in the Contract Documents, including abbreviations such as "E.C." to denote the contractor responsible for Work that is part of the Electrical Construction Contract as defined elsewhere in this Section.

1.4 CONTRACTS IN THE WORK

- A. The Work covered by the Contract Documents shall be executed under the following multiple prime Contracts. Refer to the following Article, "Work Required," for the summary of work for each Contract.
 - 1. Contract No. 1: General Construction Contract
 - 2. Contract No. 2: Plumbing Construction Contract
 - 3. Contract No. 3: HVAC Construction Contract
 - 4. Contract No. 4: Electrical Construction Contract
- B. Each Contract includes furnishing all plant, labor, materials, equipment, appurtenances, and cutting and patching necessary to complete the Work under the respective contract category as called for in the Contract Documents or reasonably inferable therefrom.

- C. The award of separate contracts shall in no way imply the omission of any work, services, or coordination/ cooperation among trades that is normally required in the award of a single contract for work.
- D. While generally divided or arranged in a manner that illustrates, describes or otherwise indicates the work required under a particular contract category, the Specifications and Drawings contain information that is pertinent or related to more than one contract or trade. Each Contractor is responsible to review the information contained in these documents and determine the extent to which their contract must be performed to properly fit or connect with the work of other contracts. The arranging of Specifications and Drawings into divisions, sections, or series shall in no way prohibit or inhibit the Contractor from ascertaining their complete scope of work.
- E. The Architect will determine which Contractor is responsible for any part or parts of the Work where the contract responsibility may be obscure or in conflict.
- F. In lieu of directions to the contrary, each Contractor shall assume that their work shall connect with the work of other Contracts wherever such work terminates.
- G. Additional separate contracts may be awarded by the Owner for other work related to this Project.

1.5 COORDINATION ACTIVITIES

- A. It is the mutual responsibility of the Contractors to coordinate their work with each other in accordance with the Construction Project Schedule.
- B. Pre-Planning: Each Contractor shall coordinate its activities in advance of their implementation with those of the other Contractors and other entities involved in the Project, to assure efficient and orderly installation of each part of the work, especially where dependent upon each other for proper installation, connection and operation. Each Contractor shall be aware of the work of other Contractors and the impact or relationship of that work to his scope of work. Such administrative activities include, but are not limited to, the following:
 - 1. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
 - 2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
 - 4. Where necessary, prepare a memorandum for distribution to each entity involved outlining special procedures required for coordination. Include such items as required notices, reports and attendance at meetings.
 - 5. Prepare similar memoranda for the Architect, Owner and separate Contractors, where coordination of their work or activities is required.
 - 6. Coordination requirements apply to changes in the work resulting from clarifications, field directives, change orders, etc.
 - 7. Take all other actions to coordinate work of other Contractors.
- C. Contractors shall coordinate scheduling and time of required administrative procedures with construction activities of the other Contractors to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of schedules.
 - 2. Installation and removal of temporary facilities.
 - 3. Delivery and processing of submittals.

4. Progress meetings.
5. Project closeout activities.

D. Project coordination activities of General Contractor include, but are not limited to, the following:

1. Provide overall coordination of the Work.
2. Prepare and provide Contractors construction schedule and maintain and update the schedule in accordance with Division 01 Section "Construction Progress Documentation."
3. Coordinate shared access to workspaces.
4. Coordinate product selections for compatibility.
5. Provide overall coordination of temporary facilities and controls.
6. Coordinate and approve interruptions of permanent and temporary utilities, including those necessary to make connections for temporary services.
7. Coordinate construction and operations of the Work with work performed by each Contract and other Prime contracts.
8. Coordinate sequence of activities to accommodate tests and inspections, and coordinate schedule of tests and inspections.
9. Locate existing permanent benchmarks, control points, and similar reference points, and establish permanent benchmarks on Project site.
10. Provide field surveys of in-progress construction and site work.
11. Provide progress cleaning of common areas and coordinate progress cleaning of areas or pieces of equipment where more than one contractor has worked.

1.6 GENERAL REQUIREMENTS OF CONTRACTS

A. Extent of Contract: Unless the Agreement contains a more specific description of the Work of each Contract, requirements indicated on Drawings and in Specification Sections determine which contract includes a specific element of Project.

1. Unless otherwise indicated, the work described in this Section for each Contract shall be complete systems and assemblies, including products, components, accessories, and installation required by the Contract Documents.
2. Demolition: Reference Division 02 Sections and related Division 20 Sections specific to each Trade. Plumbing, HVAC, and Electrical Contractors shall disconnect and remove all existing equipment and work associated with their respective trades as indicated or as required in the areas to be demolished whether specifically referenced or not.
3. All site excavation for the Work of each Contract shall be the work of the General Construction Contract, unless noted otherwise.
4. Providing blocking, backing panels, sleeves, and metal fabrication supports shall be the Work of each Contractor for its own work unless noted otherwise.
5. Furnishing and installing access panels shall be the work of each Contractor for its own Work.
6. Equipment pads for the Work shall be the work of each Contractor for its own Work unless noted otherwise.
7. Curbs, curb rails, wood blocking, etc. for rooftop equipment shall be furnished and installed by the Contractor providing the equipment. The HVAC Contractor shall provide curbs for mechanical equipment, including all cutting and patching (excluding roof system). The certified roofing subcontractor for the General Contractor shall provide all cutting and patching of existing roofing to ensure Work is completed to maintain existing roof warranties.
8. Painting for the work of each Contract shall be the work of the General Construction Contract unless noted otherwise.
9. Each Contractor shall coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
10. Cutting and Patching: Provided by each Contractor for its own work unless noted otherwise. All trenching inside the building is considered cutting and patching.

11. Through-penetration firestopping shall be provided by each Contractor for its own Work unless noted otherwise.
12. Sealing Penetrations: Penetrations shall be sealed by the Contractor whose Work requires the penetration.
13. Supplemental Structural Steel Framing: Supplemental steel framing shall be provided by the General Contractor for all wall, floor and roof openings indicated on the Structural Drawings. Layout for this supplemental steel framing for Plumbing, HVAC and Electrical work shall be provided by Contractor whose work requires framing.
14. Reinforcement of Structural Framing (work not indicated on Structural Drawings) for HVAC, Plumbing and Electrical Work shall be furnished and installed by the Contractor whose work is loading new or existing structure. Contractor requiring the same shall verify that reinforcement has been provided accordingly and report deficiencies to Architect.
15. Sinks: Sinks and fixtures scheduled by the Plumbing Contractor in countertops shall be installed by the Plumbing Contractor. Sinks and fixtures provided by other Contractors shall have all supply, waste and final connections including escutcheons furnished and installed by the Plumbing Contractor. The Plumbing Contractor is responsible for providing a completely operational sink at all sink locations.
16. Electrified Door Hardware shall be furnished and installed by General Contractor and wired, connected, and energized by the Electrical Contractor and shall include coordination with the security system provider, including all associated low-voltage wiring between doors and power supply.

B. Product Submittals: Each Contractor shall provide the other Contractors approved submittals that affect other Contractors' work.

1. Where an Acceptable Manufacturer or Alternate Bid Manufacturer is provided in lieu of the Basis of Design Manufacturer, Contractor shall highlight all product deviations from the Basis of Design Manufacturer that will affect the work of other Prime Contractors. Additional costs to incorporate the product of an Acceptable Manufacturer or Alternate Bid Manufacturer into the work shall be the responsibility of the Contractor providing the product.

C. Temporary Facilities and Controls: In addition to specific responsibilities for temporary facilities and controls indicated in this Section and in Division 01 Section "Temporary Facilities and Controls," each Contractor is responsible for the following:

1. Installation, operation, maintenance, and removal of each temporary facility necessary for its own normal construction activity, and costs and use charges associated with each facility, except as otherwise provided for in this Section.
2. Plug-in electric power cords and extension cords, supplementary plug-in task lighting, and special lighting necessary exclusively for its own activities.
3. Its own field office, complete with necessary furniture and utilities.
4. Its own storage and fabrication sheds.
5. Temporary enclosures for its own construction activities.
6. Staging and scaffolding for its own construction activities.
7. General hoisting facilities for its own construction activities.
8. Waste disposal facilities, including collection and legal disposal of its own hazardous, dangerous, unsanitary, or other harmful waste materials.
9. Progress cleaning of work areas affected by its operations on a daily basis.
10. Secure lockup of its own tools, materials, and equipment.
11. Construction aids and miscellaneous services and facilities necessary exclusively for its own construction activities.

D. Temporary Heating, Cooling, and Ventilation: The General Construction Contract is responsible for temporary heating, cooling, and ventilation, including utility-use charges, temporary meters, and temporary connections.

E. Temporary Electrical and Lighting Service and Distribution: Electrical Construction Contract is responsible for temporary electrical and lighting service and distribution throughout the duration of the project including installation, maintenance, and removal charges, temporary connections, temporary meters, panels, feeders, utility poles, etc., necessary for a complete system adequate to support construction activities as required by the Project Schedule.

1.7 CONSTRUCTION CONTRACTS

A. The Work of each Contract category is defined by, but not limited to, the descriptions of work (if any), the Divisions or Sections of the Specifications, and the Drawings indicated in the following paragraphs. Descriptions of work, if any, are abbreviated or cover miscellaneous items and are not intended to be comprehensive. Each Contract shall include all work that is required and called for in the description of work, in the referenced Divisions or Sections of the Specifications, and on the referenced Drawings, except where otherwise indicated.

B. Contract No. 1 – General Construction Contract:

1. The work of this Bid Package consists of the Work detailed by the following Specification Sections and as shown and indicated on the Drawings. The Work is not restricted by division of Drawings or Specification. Unless otherwise specifically noted, all Work to be performed shall consist of providing all labor, materials, equipment, and whatever is necessary to complete the Work in accordance with the Specifications and applicable codes.
2. Bidding and Contract Requirements.
3. Specifications:

- a. Division 01 Sections.
- b. Divisions 02 through 14 and Divisions 31 through 33, except for Sections or portions of Sections indicated as the responsibility of other Contracts.
- c. All other Sections indicating or referencing Work for this Contract.

4. Drawings:

- a. Cover Sheet.
- b. PH-Series Drawings.
- c. A-Series Drawings.
- d. C-Series Drawings.
- e. S-Series Drawings.
- f. FS-Series Drawings.
- g. All/any Drawings showing or referencing Work indicated for this Contract.

C. Contract No. 2 – Plumbing Construction Contract

1. The work of this Bid Package consists of the Work detailed by the following Specification Sections and as shown and indicated on the Drawings. The Work is not restricted by division of Drawings or Specification. Unless otherwise specifically noted, all Work to be performed shall consist of providing all labor, materials, equipment, and whatever is necessary to complete the Work in accordance with the Specifications and applicable codes.
2. Bidding and Contract Requirements.
3. Specifications:

- a. Division 01 Sections.
- b. Division 02 Sections.
- c. Sections 05 50 00, 07 84 13, 07 84 43, and 08 31 13 as applicable to Work of this Contract.

- d. Division 03 and 31 Sections as applicable to Plumbing work. To the extent that excavation or trenching requirements are also indicated elsewhere, the more stringent shall apply at the discretion of the Architect.
- e. Division 22: "Plumbing" Sections.
- f. All/any other Sections indicating or referencing Work for this Contract.

4. Drawings:

- a. Cover Sheet.
- b. PH-Series Drawings.
- c. Code Drawings A-2 and A-3.
- d. S-Series Drawings, for structural requirements pertaining to work for which this Contract is responsible, including supplemental framing, hanger positioning and reinforcement of framing.
- e. P-Series Drawings.
- f. FS-Series Drawings as applicable to the Work of this Contract.
- g. All/any Drawings showing or referencing Work indicated for this Contract.

D. Contract No. 3 – HVAC Construction Contract

- 1. The work of this Bid Package consists of the Work detailed by the following Specification Sections and as shown and indicated on the Drawings. The Work is not restricted by division of Drawings or Specification. Unless otherwise specifically noted, all Work to be performed shall consist of providing all labor, materials, equipment, and whatever is necessary to complete the Work in accordance with the Specifications and applicable codes.
- 2. Bidding and Contract Requirements.
- 3. Specifications:
 - a. Division 01 Sections.
 - b. Division 02 Sections.
 - c. Sections 05 50 00, 07 84 13, 07 84 43, and 08 31 13 as applicable to Work of this Contract.
 - d. Division 23: "Mechanical" Sections.
 - e. All/any other Sections indicating or referencing Work for this Contract.
- 4. Drawings:
 - a. Cover Sheet.
 - b. PH-Series Drawings.
 - c. Code Drawings A-2 and A-3.
 - d. S-Series Drawings, for structural requirements pertaining to work for which this Contract is responsible, including lintels, supplemental framing, hanger positioning and reinforcement of framing.
 - e. H-Series Drawings.
 - f. FS-Series Drawings as applicable to the Work of this Contract.
 - g. All/any Drawings showing or referencing Work indicated for this Contract.

E. Contract No. 4 – Electrical Construction Contract:

- 1. The work of this Bid Package consists of the Work detailed by the following Specification Sections and as shown and indicated on the Drawings. The Work is not restricted by division of Drawings or Specification. Unless otherwise specifically noted, all Work to be performed shall consist of providing all labor, materials, equipment, and whatever is necessary to complete the Work in accordance with the Specifications and applicable codes.

2. Bidding and Contract Requirements
3. Specifications:
 - a. Division 01 Sections.
 - b. Division 02 Sections.
 - c. Sections 05 50 00, 07 84 13, 07 84 43, and 08 31 13 as applicable to Work of this Contract.
 - d. Division 03 and 31 Sections as applicable to Electrical work. To the extent that trenching and excavation requirements are also indicated elsewhere, the more stringent shall apply at the discretion of the Architect.
 - e. Divisions 26, 27 and 28: Electrical Sections.
 - f. All other Sections indicating or referencing Work for this Contract.
4. Drawings:
 - a. Cover Sheet.
 - b. PH-Series Drawings.
 - c. Code Drawings A-2 and A-3.
 - d. S-Series Drawings, for structural requirements pertaining to work for which this Contract is responsible, including supplemental framing, hanger positioning and reinforcement of framing.
 - e. E-Series Drawings.
 - f. FS-Series Drawings as applicable to the Work of this Contract.
 - g. All/any Drawings showing or referencing Work indicated for this Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 12 00

SECTION 01 21 00 - ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for allowances included in the Project.

1. All allowances in this Project shall be considered Labor and Material Allowances.

B. Related Requirements:

1. Division 01 Section "Unit Prices" for procedures for using unit prices.

1.3 DEFINITIONS

A. Allowance is an established scope of work to be included as part of the Project that does not have a specifically-referenced location for the Work to be performed.

1.4 INFORMATIONAL SUBMITTALS

A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.

B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.

C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.5 ALLOWANCES

A. Use Allowance only as directed by Architect for Owner's purposes.

1. Do not order Allowance materials without direction from the Architect.

B. Contractor's overhead, profit, and related costs for products and equipment required for the Work of the allowance shall be included in the allowance. These costs include delivery, installation, taxes, insurance, bonds, equipment rental, and similar costs.

1. Contractor shall expect multiple deliveries will be required for Work associated with allowances.

C. At Project closeout, credit unused amounts remaining in allowances to Owner by Change Order.

1.6 ADJUSTMENT OF ALLOWANCES

A. Allowance Adjustment: To adjust allowance amounts, Contractor shall maintain a spread sheet of allowances approved for use by the Architect. Contractor shall submit allowance spreadsheet with each Application for Payment when the Contractor is requesting payment for work of an approved allowance.

1. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALLOWANCES

A. CONTRACT NO. 1 – GENERAL CONSTRUCTION

ALLOWANCE NO. 1-a: Include 100 cubic yards of Bulk Earth Excavation, by Machine in accordance with Unit Price No. 1-1.

ALLOWANCE NO. 1-b: Include 100 cubic yards of Trench Earth Excavation, by Machine in accordance with Unit Price No. 1-2.

ALLOWANCE NO. 1-c: Include 25 cubic yards of Rock Excavation, by Hand in accordance with Unit Price No. 1-3.

ALLOWANCE NO. 1-d: Include 50 cubic yards of Bulk Fill and Compaction in accordance with Unit Price No. 1-5.

ALLOWANCE NO. 1-e: Include 50 cubic yards of Trench Fill and Compaction in accordance with Unit Price No. 1-6.

ALLOWANCE NO. 1-f: Include 50 cubic yards of Over-Excavation and Structural Backfill in accordance with Unit Price No. 1-7.

ALLOWANCE NO. 1-g: Include 200 cubic yards of Sinkhole Remediation in accordance with Unit Price No. 1-8.

ALLOWANCE NO. 1-h: Include 200 square feet to Replace Concrete Floor Slab-on-Grade in accordance with Unit Price No. 1-13.

ALLOWANCE NO. 1-i: Include 500 square feet of Cementitious Underlayment in accordance with Unit Price No. 1-14.

ALLOWANCE NO. 1-j: Include 150 square feet to Rake and Repoint Existing Masonry Unit Veneer in accordance with Unit Price No. 1-18.

ALLOWANCE NO. 1-k: Include 200 lineal feet to furnish and install Firestopping at Deck in accordance with Unit Price No. 1-22.

ALLOWANCE NO. 1-l: Include 200 lineal feet to furnish and install Penetration Firestopping in accordance with Unit Price No. 1-23.

ALLOWANCE NO. 1-m: Include 200 square feet to furnish and install Firestopping Infill in accordance with Unit Price No. 1-24.

ALLOWANCE NO. 1-n: Include 500 square feet of 1-inch Insulating Glass (to match existing) in accordance with Unit Price No. 1-26.

ALLOWANCE NO. 1-o: Include 1,000 square feet of Acoustical Tile Ceiling Type-1 in accordance with Unit Price No. 1-27.

ALLOWANCE NO. 1-p: Include 500 square feet of Luxury Vinyl Tile Floor in accordance with Unit Price No. 1-32.

ALLOWANCE NO. 1-q: Include 500 lineal feet of Cove Base in accordance with Unit Price No. 1-33.

ALLOWANCE NO. 1-r: Include 2,000 square feet of Latex Paint on Masonry Walls in accordance with Unit Price No. 1-41.

ALLOWANCE NO. 1-s: Include 3,000 square feet of Latex Paint on GWB Walls in accordance with Unit Price No. 1-42.

ALLOWANCE NO. 1-t: Include additional structural steel as indicated on Drawing S-0 in accordance with requirements of the applicable Division 05 Sections for structural steel.

ALLOWANCE NO. 1-u: Include additional access doors in accordance with and as indicated in Division 08 Section "Access Doors and Frames". This allowance shall include provisions for multiple shipments of access doors beyond the original shipment.

ALLOWANCE NO. 1-v: Include additional signage as indicated on Drawing A-22 in accordance with requirements of the applicable Division 10 Sections for signage. This allowance shall include provisions for multiple shipments of signage beyond the original shipment.

ALLOWANCE NO. 1-w: Include 200 square yards of Paving Fabric in accordance with Unit Price No. 1-47.

CONTRACT NO. 2 – PLUMBING

ALLOWANCE NO. 2-a: Include 1,500 lineal feet of 1-inch Type L Copper Tubing in accordance with Unit Price No. 2-1.

ALLOWANCE NO. 2-b: Include 50 lineal feet of 2-inch Type L Copper Tubing in accordance with Unit Price No. 2-2.

ALLOWANCE NO. 2-c: Include 50 lineal feet of 4-inch Cast Iron Soil Pipe in accordance with Unit Price No. 2-3.

ALLOWANCE NO. 2-d: Include 50 lineal feet of 4-inch Rainwater Pipe in accordance with Unit Price No. 2-4.

ALLOWANCE NO. 2-e: Provide 10 (ten) 1-inch Ball Valves in Existing Piping in accordance with Unit Price No. 2-5.

ALLOWANCE NO. 2-f: Provide 10 (ten) 2-inch Ball Valves in Existing Piping in accordance with Unit Price No. 2-6.

CONTRACT NO. 3 – HVAC CONSTRUCTION

ALLOWANCE NO. 3-a: Provide 10 (ten) 24-inch x 24-inch Lay-in Diffusers in accordance with Unit Price No. 3-1.

ALLOWANCE NO. 3-b: Provide 10 (ten) 24-inch x 24-inch Grid Core Grilles in accordance with Unit Price No. 3-2.

ALLOWANCE NO. 3-c: Replace 6 (six) Existing 4-inch Pipe Couplings in accordance with Unit Price No. 3-3.

ALLOWANCE NO. 3-d: Provide 20 (twenty) 1-inch Isolation Valves in Existing Chilled Water Piping in accordance with Unit Price No. 3-4.

ALLOWANCE NO. 3-e: Provide 5 (five) 4-inch Isolation Valves in Existing Chilled Water Piping in accordance with Unit Price No. 3-5.

ALLOWANCE NO. 3-f: Include 80 lineal feet of 2-inch Chilled Water Piping in accordance with Unit Price No. 3-6.

ALLOWANCE NO. 3-g: Include 20 lineal feet of 4-inch Chilled Water Piping in accordance with Unit Price No. 3-7.

ALLOWANCE NO. 3-h: Include 10 (ten) 12-inch x 12-inch Volume Dampers in accordance with Unit Price No. 3-8.

ALLOWANCE NO. 3-i: Include 4 (four) 24-inch x 16-inch 1-1/2 Hour Rated Fire Dampers in accordance with Unit Price No. 3-9.

ALLOWANCE NO. 3-j: Include 200 pounds of Galvanized Rectangular, Insulated Ductwork in accordance with Unit Price No. 3-10.

ALLOWANCE NO. 3-k: Include 4 (four) Digital Temperature Sensors in accordance with Unit Price No. 3-11.

CONTRACT NO. 4 – ELECTRICAL CONSTRUCTION

ALLOWANCE NO. 4-a: Provide 10 (ten) Data Outlets in accordance with Unit Price No. 4-1.

ALLOWANCE NO. 4-b: Provide 10 (ten) Power Outlets in accordance with Unit Price No. 4-2.

ALLOWANCE NO. 4-c: Provide 5 (five) Type "F" Light Fixtures in accordance with Unit Price No. 4-4.

ALLOWANCE NO. 4-d: Provide 5 (five) Exit Signs in accordance with Unit Price No. 4-5.

ALLOWANCE NO. 4-e: Provide 10 (ten) Fire Alarm Audible/Visual Devices in accordance with Unit Price No. 4-6.

ALLOWANCE NO. 4-f: Provide 10 (ten) Fire Alarm Smoke Detectors in accordance with Unit Price No. 4-7.

END OF SECTION 01 21 00

SECTION 01 22 00 - UNIT PRICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for unit prices.

B. Related Requirements:

1. Division 01 Section "Allowances" for procedures using unit prices to establish values of labor and material allowances.
2. Division 01 Section "Contract Modification Procedures" for procedures for submitting and handling Change Orders.
3. Division 01 Section "Quality Requirements" for field testing and inspecting by an independent testing agency.

1.3 DEFINITIONS

A. Unit price is an amount incorporated in the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, bonds, superintendence, labor, equipment, tools, applicable taxes, overhead, and profit.

B. Change Orders: Where change in work requires the submission of a change order, work associated with Unit Prices shall be itemized appropriately on change order request.

C. Measurement and Payment: See individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.

D. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.

E. List of Unit Prices: A schedule of unit prices is included in Part 3. Specification Sections referenced in the Part 3 "Schedule of Unit Prices" Article contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

A. CONTRACT NO. 1 – GENERAL CONSTRUCTION

UNIT PRICE NO. 1-1 – BULK EARTH EXCAVATION, BY MACHINE, shall comprise the total cost per cubic yard for bulk earth excavation by machine. Perform all work in accordance with applicable requirements of Division 31 Section "Earthmoving." Remove excess material from site.

UNIT PRICE NO. 1-2 – TRENCH EARTH EXCAVATION, BY MACHINE, shall comprise the total cost per cubic yard for trench earth excavation by machine. Perform all work in accordance with applicable requirements of Division 31 Section "Earthmoving." Remove excess material from site.

UNIT PRICE NO. 1-3 – ROCK EXCAVATION, BY HAND, shall comprise the total cost per cubic yard for rock excavation by a worker using pneumatic vibrating chippers. Perform all work in accordance with applicable requirements of Division 31 Section "Earthmoving." Remove all excavated rock from site.

UNIT PRICE NO. 1-4 – ROCK EXCAVATION, BY RAM HAMMER, shall comprise the total cost per cubic yard for rock excavation using boom mounted, pneumatic, impact hammer equipment. Perform all work in accordance with applicable requirements of Division 31 Section "Earthmoving." Remove excavated rock from site.

UNIT PRICE NO. 1-5 – BULK FILL AND COMPACTION, shall comprise the total cost per cubic yard to provide and place bulk earth fill in 8-inch layers, and compacting each layer to 95% maximum density with mechanical tamping equipment. Perform all work in accordance with applicable requirements of Division 31 Section "Earthmoving."

UNIT PRICE NO. 1-6 – TRENCH FILL AND COMPACTION, shall comprise the total cost per cubic yard to provide and place earth fill at trenches in layers not exceeding 8 inches in loose depth, and compacting each layer to 98% maximum density with hand operated tamping equipment. Perform all work in accordance with applicable requirements of Division 31 Section "Earthmoving."

UNIT PRICE NO. 1-7 – OVER-EXCAVATION AND STRUCTURAL BACKFILL, shall comprise the total cost per cubic yard to provide excavation and disposal of unsuitable earth materials encountered in the Work and to furnish and backfill with Structural Fill. Perform all work in accordance with applicable requirements of Division 31 Section "Earthmoving."

UNIT PRICE NO. 1-8 – SINKHOLE REMEDIATION, shall comprise the total cost per cubic yard to furnish and install sinkhole remediation in accordance with the sinkhole remediation detail on Drawing C-4.

UNIT PRICE NO. 1-9 – MILLING, shall comprise the total cost per square yard to mill existing paved surfaces to a depth of 1-1/2-inches by use of machinery as specified in Division 32 Section "Asphalt Paving." All milled material shall be disposed of at an approved location.

UNIT PRICE NO. 1-10 – CONCRETE CURB (STRAIGHT), shall comprise the total cost per lineal foot to furnish and install straight concrete curbing as detailed on the drawings, including all formwork, reinforcing and finishing. Perform all work in accordance with applicable requirements of Division 03 Section "Cast-In-Place Concrete."

UNIT PRICE NO. 1-11 – CONCRETE CURB (RADIUS), shall comprise the total cost per lineal foot to furnish and install curved concrete curbing as detailed on the drawings, including all formwork, reinforcing and finishing. Perform all work in accordance with applicable requirements of Division 03 Section "Cast-In-Place Concrete."

UNIT PRICE NO. 1-12 – CONCRETE SIDEWALK, shall comprise the total cost per square foot to furnish and install 4-inch thick concrete sidewalk with 4-inch deep crushed stone base with minimum 6x6-W2.0 x W2.0 W.W.F. reinforcing and as detailed on the Drawings. Perform all work in accordance with applicable requirements of Division 03 Section "Cast-In-Place Concrete."

UNIT PRICE NO. 1-13 REPLACE CONCRETE FLOOR SLAB-ON-GRADE, shall comprise the total cost per square foot to demolish, remove, and dispose existing concrete slab-on-grade and to furnish and install 4-inch reinforced concrete floor slab over 4 inches of crushed stone base with minimum 6X6-W1.4 X W1.4 W.W.F. reinforcing and vapor barrier and as detailed on the Drawings. Perform all work in accordance with applicable requirements of Division 03 Section "Cast-In-Place Concrete."

UNIT PRICE NO. 1-14 – CEMENTITIOUS UNDERLayment, shall comprise the total cost per square foot to prepare slab surfaces and to furnish and install cementitious underlayment/leveling compound to an average depth of 1/4-inch as specified in Division 03 Section "Hydraulic Cement Underlayment."

UNIT PRICE NO. 1-15 – 4-INCH CONCRETE BLOCK WALL, shall comprise the total cost per square foot to furnish and install 4-inch concrete block masonry wall with reinforcing. Perform work in accordance with applicable requirements of Division 04 Section "Unit Masonry."

UNIT PRICE NO. 1-16 – 6-INCH CONCRETE BLOCK WALL, shall comprise the total cost per square foot to furnish and install 6-inch concrete block masonry wall with reinforcing. Perform work in accordance with applicable requirements of Division 04 Section "Unit Masonry."

UNIT PRICE NO. 1-17 – 8-INCH CONCRETE BLOCK WALL, shall comprise the total cost per square foot to furnish and install 8-inch concrete block masonry wall with reinforcing. Perform work in accordance with applicable requirements of Division 04 Section "Unit Masonry."

UNIT PRICE NO. 1-18 – RAKE AND REPOINT EXISTING MASONRY UNIT VENEER, shall comprise the total cost per square foot to rake, repoint and clean existing 8"x16" fluted, splitface masonry units as specified in Division 04 Sections "Masonry Repair" and "Masonry Cleaning."

UNIT PRICE NO. 1-19 – CLEAN EXISTING MASONRY WALL, shall comprise the total cost per square foot to provide all labor and materials to clean existing masonry as specified in Division 04 Section "Masonry Restoration and Cleaning."

UNIT PRICE NO. 1-20 – CONTROL JOINTS, shall comprise the total cost per lineal foot to sawcut existing brick masonry veneer the full depth of the veneer by 3/8-inch wide and install backer rod and sealant as specified in Division 07 Section "Joint Sealants".

UNIT PRICE NO. 1-21 – MASONRY SEALING, shall comprise the total cost per 100 square feet (CSF) to clean existing brick veneer and to apply water-repellant coating as specified in Division 07 Section "Water Repellants".

UNIT PRICE NO. 1-22 – FIRESTOPPING AT DECK, shall comprise the total cost per lineal foot (assume walls to be 12 inches wide) to furnish and install firestopping at roof or floor deck as indicated on typical Details 17/A-20 and 18/A-20 for up to a 2-hour fire rating and in accordance with all applicable requirements as specified in applicable Division 07 Sections for Joint and Penetration Firestopping.

UNIT PRICE NO. 1-23 – PENETRATION FIRESTOPPING, shall comprise the total cost per square foot (assume walls to be 12 inches thick) to furnish and install penetration and joint firestopping at wall voids around ducts, piping, conduits, sleeves, miscellaneous penetrations, etc. as indicated on typical Detail 10/A-20 for up to a 2-hour fire rating and in accordance with all applicable requirements as specified in applicable Division 07 Sections for Joint and Penetration Firestopping

UNIT PRICE NO. 1-24 – FIRESTOPPING INFILL, shall comprise the total cost per square foot (assume walls to be 12 inches thick) to furnish and install firestopping at large wall voids as indicated on typical Detail 9/A-20 for up to a 2-hour fire rating and in accordance with all applicable requirements as specified in applicable Division 07 Sections for Joint and Penetration Firestopping.

UNIT PRICE NO. 1-25 – DOOR, FRAME AND HARDWARE, shall comprise the total cost per door opening to furnish and install one Type "N-2" door with one type "HM-1" Frame, and hardware as specified in hardware Mark 8 and as specified in Division 08 Section "Door Hardware."

UNIT PRICE NO. 1-26 – REPLACE 1-INCH INSULATING GLASS, shall comprise the total cost per square foot to remove and replace existing 1-inch insulating glass with new 1-inch insulating glass (new glass shall match existing in appearance for tint) in accordance with applicable requirements of Division 08 Section "Glazing."

UNIT PRICE NO. 1-27 – ACOUSTICAL TILE CEILING TYPE-1, shall comprise the total cost per square foot to furnish and install Type 1, 2'x2' or 2'x4' mineral fiber acoustical tile ceiling panels, grid, hangers and accessories as specified in Division 09 Section "Acoustical Panel Ceilings."

UNIT PRICE NO. 1-28 – ACOUSTICAL TILE CEILING TYPE-3, shall comprise the total cost per square foot to furnish and install Type 3, 2'x2' or 2'x4' vinyl-faced gypsum ceiling panels, grid, hangers and accessories as specified in Division 09 Section "Acoustical Panel Ceilings."

UNIT PRICE NO. 1-29 – GLAZED WALL TILE ON MASONRY, shall comprise the total cost per square foot to furnish and install 4-1/4-inch x 4-1/4-inch glazed wall tile on concrete block walls (TCA-W222-05, one coat method) as specified in Division 9 Section "Ceramic Tiling."

UNIT PRICE NO. 1-30 – GLAZED WALL TILE ON GWB, shall comprise the total cost per square foot to furnish and install 4-1/4-inch x 4-1/4-inch glazed wall tile on gypsum wallboard walls (TCA-W242-05 Gypsum Board Organic Adhesive) as specified in Division 9 Section "Ceramic Tiling."

UNIT PRICE NO. 1-31 – HOMOGENOUS VINYL TILE FLOOR, shall comprise the total cost per square foot to furnish and install the Base Bid homogenous vinyl tile flooring, including slab preparation and cementitious underlayment/leveling compound as specified in Division 09 Section "Resilient Tile Flooring."

UNIT PRICE NO. 1-32 – LUXURY VINYL TILE FLOOR, shall comprise the total cost per square foot to furnish and install vinyl composition tile flooring, including slab preparation and cementitious underlayment/leveling compound as specified in Division 09 Section "Resilient Tile Flooring."

UNIT PRICE NO. 1-33 – COVE BASE, shall comprise the total cost per lineal foot to furnish and install 4-inch high continuous SBR base, including adhesive and substrate preparation and as specified in Division 09 Section "Resilient Base and Accessories."

UNIT PRICE NO. 1-34 – RESINOUS FLOORING, shall comprise the total cost per square foot to furnish and install resinous flooring, including slab preparation and cementitious underlayment/leveling compound as specified in Division 09 Section "Resinous Flooring."

UNIT PRICE NO. 1-35 – RESINOUS FLOORING COVE BASE, shall comprise the total cost per lineal foot to furnish and install resinous flooring integral cove base, including slab and wall preparation and cementitious underlayment/leveling compound as specified in Division 09 Section "Resinous Flooring."

UNIT PRICE NO. 1-36 – CARPET, shall comprise the total cost per square yard to furnish and install Base Bid Carpet by Mannington including necessary accessories, slab preparation and patching/leveling compound, as specified in Division 09 Section "Carpeting."

UNIT PRICE NO. 1-37 – 5-INCH GYPSUM BOARD WALL, shall comprise the total cost per square foot to furnish and install 5/8-inch Type X gypsum board on 3-5/8-inch spaced at 16 inches o.c. metal studs with a Level 4 finish.

UNIT PRICE NO. 1-38 – SMALL GYPSUM BOARD REPAIR, shall comprise the total cost to repair a 2'x2' area of existing gypsum board by removing and replacing the area, providing a Level 4 finish, and paint the area to match existing finishes.

UNIT PRICE NO. 1-39 – LARGE GYPSUM BOARD REPAIR, shall comprise the total cost per square foot to remove and replace gypsum board, provide a Level 4 finish, and paint the area to match existing finishes.

UNIT PRICE NO. 1-40 – DRYFALL PAINT, shall comprise the total cost per square foot to paint exposed ceilings and structure with dryfall paint as specified in Division 09 Section "Painting and Finishing."

UNIT PRICE NO. 1-41 – LATEX PAINT ON MASONRY WALLS, shall comprise the total cost per square foot to paint masonry or concrete walls with block filler and acrylic latex paint as specified in Division 09 Section "Painting and Finishing."

UNIT PRICE NO. 1-42 – LATEX PAINT ON GWB WALLS, shall comprise the total cost per square foot to paint gypsum wallboard and acrylic latex paint as specified in Division 09 Section "Painting and Finishing."

UNIT PRICE NO. 1-43 – SEEDING, shall comprise the total cost per 1,000 square feet to furnish and install seeded sports field including all mulch, fertilizer, water, and maintenance in accordance with applicable requirements of Division 32 Section "Turf and Grasses".

UNIT PRICE NO. 1-44 – HEAVY DUTY PAVING, shall comprise the total cost per square yard to furnish and install 6 inches of compacted, crushed aggregate base, 5 of Superpave HMA inches Base Course, 2 inches of Superpave HMA Binder Course, and 1-1/2 inches of Superpave HMA Wearing Course. Perform all work in accordance with applicable requirements of Division 32 Section "Asphalt Paving."

UNIT PRICE NO. 1-45 – LIGHT DUTY PAVING, shall comprise the total cost per square yard to furnish and install 6 inches of compacted, crushed aggregate base, 2-1/2 inches Superpave HMA Binder Course, and 1-1/2 inches of Superpave HMA Wearing Course. Perform all work in accordance with applicable requirements of Division 32 Section "Asphalt Paving."

UNIT PRICE NO. 1-46 – PAVING OVERLAY, shall comprise the total cost per square yard to furnish and install 1-1/2 inches of ID-2 wearing course. Perform all work in accordance with applicable requirements of Division 32 Section "Asphalt Paving."

UNIT PRICE NO. 1-47 – PAVING FABRIC, shall comprise the total cost per square yard to furnish and install paving fabric on milled asphalt surfaces. Perform all work in accordance with applicable requirements of Division 32 Section "Asphalt Paving."

UNIT PRICE NO. 1-48 – WAINSCOT – BASE BID, shall comprise the total cost per square foot to furnish and install wainscot comprised of high-impact resistant semirigid plastic sheet materials (panels and trim) as indicated on Drawings A-C4, A-C5, A-C6, and A-C7 and as specified in Division 10 Section “Abuse-Resistant Wall Panels” and related Sections.

UNIT PRICE NO. 1-49 – WAINSCOT – OPTION #1, shall comprise the total cost per square foot to furnish and install wainscot comprised of hardwood trim and panels as indicated on Drawings A-C4, A-C5, A-C6, and A-C7 and as specified in Division 6 Section “Finish Carpentry” and related Sections.

UNIT PRICE NO. 1-50 – WAINSCOT – OPTION #2, shall comprise the total cost per square foot to furnish and install wainscot comprised of plastic laminate trim and panels as indicated on Drawings A-C4, A-C5, A-C6, and A-C7 and as specified in Division 6 Section “Finish Carpentry” and related Sections.

CONTRACT NO. 2 – PLUMBING CONSTRUCTION

UNIT PRICE NO. 2-1 – 1-INCH TYPE L COPPER TUBING, shall comprise the total cost per lineal foot to furnish and install 3/4-inch Type L drawn copper tube with insulation as indicated on the Drawings and in accordance with applicable requirements of Division 22 Sections of the Specifications.

UNIT PRICE NO. 2-2 – 2-INCH TYPE L COPPER TUBING, shall comprise the total cost per lineal foot to furnish and install 2-inch Type L drawn copper tube with insulation as indicated on the Drawings and in accordance with applicable requirements of Division 22 Sections of the Specifications.

UNIT PRICE NO. 2-3 – 4-INCH CAST IRON SOIL PIPE, shall comprise the total cost per lineal foot to furnish and install 4-inch cast iron soil pipe installed below grade as indicated on the Drawings and in accordance with applicable requirements of Division 22 Sections of the Specifications.

UNIT PRICE NO. 2-4 – 4-INCH RAINWATER PIPE, shall comprise the total cost per lineal foot to furnish and install 4-inch pipe, insulation, hangers, fittings, etc., as indicated on the Drawings and in accordance with applicable requirements of Division 22 Sections of the Specifications.

UNIT PRICE NO. 2-5 – PROVIDE 1-INCH BALL VALVE IN EXISTING PIPING, shall comprise the total change in cost to provide one 1-inch ball valve in existing copper piping in accordance with applicable requirements of Division 22 Sections of the Specifications.

UNIT PRICE NO. 2-6 – PROVIDE 2-INCH BALL VALVE IN EXISTING PIPING, shall comprise the total change in cost to provide one 2-inch ball valve in existing copper piping in accordance with applicable requirements of Division 22 Sections of the Specifications.

CONTRACT NO. 3 – HVAC CONSTRUCTION

UNIT PRICE NO. 3-1 – 24-INCH x 24-INCH LAY-IN DIFFUSER, shall comprise the total cost to furnish and install one (1), 24-inch x 24-inch Lay-in diffuser as indicated on the Drawings and in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-2 – 24-INCH x 24-INCH GRID CORE GRILLE, shall comprise the total cost to furnish and install one (1), 24-inch x 24-inch grid core grille as indicated on the Drawings and in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-3 – REPLACE EXISTING 4-INCH PIPE COUPLING, shall comprise the total change in cost per coupling to replace one existing 4-inch grooved coupling and gasket in existing schedule 40 steel pipe in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-4 – 1-INCH ISOLATION VALVE IN EXISTING CHILLED WATER PIPING, shall comprise the total change in cost to provide one 1-inch isolation valve in existing chilled water piping in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-5 – 4-INCH ISOLATION VALVE IN EXISTING CHILLED WATER PIPING, shall comprise the total change in cost to provide one 4-inch isolation valve in existing chilled water piping in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-6 – 2-INCH CHILLED WATER PIPING, shall comprise the total cost per lineal foot to furnish and install 2-inch chilled water piping, insulation, hangers, fittings, etc., as indicated on the Drawings and in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-7 – 4-INCH CHILLED WATER PIPING, shall comprise the total cost per lineal foot to furnish and install 4-inch chilled water piping, insulation, hangers, fittings, etc., as indicated on the Drawings and in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-8 – 12-INCH x 12-INCH VOLUME DAMPER, shall comprise the total cost to furnish and install one (1), 12-inch x 12-inch Volume Damper as indicated on the Drawings and in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-9 – 24-INCH x 16-INCH 1-1/2 HOUR RATED FIRE DAMPER, shall comprise the total cost to furnish and install one (1), 24-inch x 16-inch 1-1/2 hour rated fire damper as indicated on the Drawings and in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-10 – GALVANIZED RECTANGULAR, INSULATED DUCTWORK, shall comprise the total cost per pound of sheetmetal to furnish and install galvanized rectangular ductwork, insulation (internal or external), hangers, fittings, etc. for typical ductwork indicated on the Drawings and in accordance with applicable requirements of Division 23 Sections of the Specifications.

UNIT PRICE NO. 3-11 – DIGITAL TEMPERATURE SENSOR, shall comprise the total cost to furnish and install one (1), digital temperature sensors as indicated on the Drawings and in accordance with applicable requirements of Division 23 Sections of the Specifications.

CONTRACT NO. 4 – ELECTRICAL CONSTRUCTION

UNIT PRICE NO. 4-1 – DATA OUTLET, shall comprise the total cost for labor, material, equipment and overhead to furnish and install one (1) outlet box, Cat. 6 data jack, cover plate, 10 feet of 1-inch conduit to above accessible ceiling, 250 feet of plenum rated category 6a data cable, terminations at both workstation and wiring closet ends, and testing in accordance with Division 27 specifications.

UNIT PRICE NO. 4-2 – POWER OUTLET, shall comprise the total cost for labor, material, equipment and overhead to furnish and install one (1) outlet box, 125 volt, 20 amp specification grade duplex receptacle, stainless steel faceplate and 200 feet of 2 #12 & 1 #12 grd.- 3/4-inch conduit, in accordance with applicable requirements of Division 26 Sections of the Specifications.

UNIT PRICE NO. 4-3 – WALL SWITCH, shall comprise the total cost for labor, material, equipment and overhead to furnish and install one (1) outlet box, 20 amp single pole toggle switch, stainless steel faceplate and 100 feet of 2 #12 & 1 #12 grd.- 3/4-inch conduit, in accordance with applicable requirements of Division 26 Sections of the Specifications.

UNIT PRICE NO. 4-4 – TYPE "F" LIGHT FIXTURES, shall comprise the total cost for labor, material, equipment, and overhead to furnish and install one (1) Type "F" light fixture, junction box, plate, driver, 20 feet of 2#12 and 1#12 ground – 3/4-inch conduit wired to an adjacent circuit where adjacent lights are wired in accordance with applicable requirements of Division 26 Section of the Specifications.

UNIT PRICE NO. 4-5 – EXIT SIGN, shall comprise the total cost for labor, material, equipment and overhead to furnish and install one (1) lighted exit sign (Type "E1" fixture), and 100 feet of 2 #12 & 1 #12 grd.- 3/4-inch conduit, in accordance with applicable requirements of Division 26 Sections of the Specifications.

UNIT PRICE NO. 4-6 – FIRE ALARM AUDIBLE/VISUAL DEVICE, shall comprise the total cost for labor, material, equipment and overhead to furnish and install one (1) outlet box/fire alarm audible speaker with visual taps and multi-candela fire alarm visual appliance, and 100 feet of 2 #14- 3/4-inch conduit, in accordance with applicable requirements of Division 28 Sections of the Specifications.

UNIT PRICE NO. 4-7 – FIRE ALARM SMOKE DETECTOR, shall comprise the total cost for labor, material, equipment and overhead to furnish and install one (1) outlet box, ceiling mounted fire alarm smoke detector, and 100 feet of plenum rated fire alarm cable, in accordance with applicable requirements of Division 28 Sections of the Specifications.

END OF SECTION 01 22 00

SECTION 01 23 00 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.

1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.
2. Alternate prices shall be all inclusive of the cost of materials, work, overhead, profit, bonds, insurances, supervision, administration, time, and any and all other costs in connection therewith for work in place and accepted or omitted as the case may be, and shall hold for the same period as the Bid.

B. Alternates are defined as alternate products, materials, equipment, systems, methods, units of work or major elements of the construction, which may, at Owner's option and under terms established by Instructions to Bidders and in the Contract or Agreement, be selected for the work in lieu of corresponding requirements of Contract Documents. Selection may occur prior to Contract Date, or may, by the Agreement, be deferred for possible selection at a subsequent date. Alternates may or may not change scope and general character of the work substantially. Requirements of this section may be related to, but must not be confused with, requirements of Contract Documents related to Unit Prices, Change Orders, Substitutions, and similar provisions.

1.4 PROCEDURES

A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.

1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
2. Each Alternate price filled in on the Bid Form shall include all costs of related coordination, modification or adjustment required due to any deviations from the Basis of Design or Base Bid product. Costs incurred by other Contractors to incorporate their work into the project due to deviations from the Basis of Design due to the Alternate Bid, shall be incorporated into the Alternate Bid price and will not be borne by the Owner for the Work of that Alternate.

- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. General: The description herein for each alternate is recognized to be incomplete and abbreviated, but implies that each change must be complete for the scope of work affected. Refer to applicable Specification Sections (Divisions 02 through 33), and to applicable Drawings, for specific requirements of the work, regardless of whether references are so noted in description of each Alternate. It is recognized that descriptions of Alternates are primarily scope definitions, and do not necessarily detail full range of materials and processes needed to complete the work as required.

3.2 CONTRACT NO. 1 – GENERAL CONSTRUCTION

A. ALTERNATE A100 – DEDUCT WORK AT READING CREST AVE FACILITY

The Base Bid shall include all Work indicated for the Reading Crest facility located at 2400 Reading Crest Ave., Reading, PA 19605. This Alternate shall comprise the total deduct in cost to the General Construction Contract to remove this scope of Work from its Contract.

B. ALTERNATE A110 – DEDUCT WORK IN PAVILION

The Base Bid shall include all Work, including but not limited to, replacing finishes (flooring, wall base, painting of all walls and trim), ceilings, lighting and related work in the area referred to as the "Pavilion" (Rooms 141, 141A, 141B, and 141C). This Alternate shall comprise the total deduct in cost to the General Construction Contract to remove this scope of Work from its Contract.

C. ALTERNATE A120 – DEDUCT WORK IN FIRST-FLOOR BATHROOMS

The Base Bid shall include all Work to renovate the First-Floor gang bathrooms (Rooms 102, 103, and 103A) as indicated in the Contract Documents. This Alternate shall comprise the total deduct in cost to the General Construction Contract to remove this scope of Work from its Contract.

D. ALTERNATE A130 – DEDUCT WORK IN SECOND-FLOOR BATHROOMS

The Base Bid shall include all Work to renovate the Second-Floor gang and executive bathrooms (Rooms 202, 203, 215BA, and 215BB) as indicated in the Contract Documents. This Alternate shall comprise the total deduct in cost to the General Construction Contract to remove this scope of Work from its Contract.

E. ALTERNATE SERIES A950 – LUXURY VINYL FLOOR TILE

The Base Bid shall include furnishing and installing luxury vinyl floor tile (LVT) "Access – Wood, Abstracts, or Stone" by Mannington Mills, Inc. This Alternate shall comprise the total change in cost to incorporate the products of one of the following manufacturers into the project as indicated on the Drawings and as specified in Division 09 Section "Resilient Tile Flooring".

Alternates included in this series are hereby enumerated as follows:

1. Base Bid: "Access – Wood, Abstracts, or Stone" by Mannington Mills, Inc.
2. Alt. No. A951: "Level Set Collection LVT – Natural, Woodgrains & Stones" by Interface.
3. Alt. No. A952: "Hot and Heavy – Grown Up, Secoya, and Bolder" by Mohawk Group.

F. ALTERNATE SERIES A960 – CARPET

The cost of providing carpet tile **shall be** included in the Base Bid which includes all slab preparation, underlayment, etc. This Alternate shall comprise the total **change in cost** to furnish and install the products of one of the following alternate manufacturers into the Project as indicated on the Drawings and as specified in Division 09 Section "Carpeting."

Alternates included in this series are hereby enumerated as follows:

1. Base Bid: "Rough" and "Tumble", "Rough and Tumble" collection carpet by Mannington.
2. Alt. No. A961: "Puppy Love", "Heartbeats" collection carpet by Interface.
3. Alt. No. A962: "Thematic Thread", "Textural Effects Plank" collection carpet by Mohawk Group.

G. ALTERNATE SERIES A970 – HOMOGENOUS VINYL FLOOR TILE

The Base Bid shall **include** furnishing and installing homogenous vinyl floor tile (HVT) "Creative Terrain" by Mohawk Group. This Alternate shall comprise the total **change in cost** to incorporate the products of one of the following manufacturers into the project as indicated on the Drawings and as specified in Division 09 Section "Resilient Tile Flooring".

1. Base Bid: "Creative Terrain" by Mohawk Group.
2. Alt. No. A971: "Numix" by Patcraft.

H. ALTERNATE SERIES A1200 – PLASTIC-LAMINATE-FACED CASEWORK

The Base Bid shall **include** furnishing and installing plastic laminate casework by Stevens Advantage Furnishings. This Alternate shall comprise the total **change in cost** to incorporate the products of one of the other listed manufacturers into the project as shown and scheduled on the Drawings, and as specified in Division 12 Section "Plastic-Laminate-Faced Casework".

1. Base Bid: Stevens Advantage Furnishings.
2. Alt. No. A1201: Case Systems.
3. Alt. No. A1202: TMI Systems Design Corporation.

3.3 CONTRACT NO. 2 – PLUMBING CONSTRUCTION

A. ALTERNATE P100 – DEDUCT WORK AT READING CREST AVE FACILITY

The Base Bid shall **include** all Work indicated for the Reading Crest facility located at 2400 Reading Crest Ave., Reading, PA 19605. This Alternate shall comprise the total **deduct** in cost to the Plumbing Construction Contract to remove this scope of Work from its Contract.

B. ALTERNATE P120 – DEDUCT WORK IN FIRST-FLOOR BATHROOMS

The Base Bid shall **include** all Work to renovate the First-Floor gang bathrooms (Rooms 102, 103, and 103A) as indicated in the Contract Documents. This Alternate shall comprise the total **deduct** in cost to the Plumbing Construction Contract to remove this scope of Work from its Contract.

C. ALTERNATE P130 – DEDUCT WORK IN SECOND-FLOOR BATHROOMS

The Base Bid shall include all Work to renovate the Second-Floor gang and executive bathrooms (Rooms 202, 203, 215BA, and 215BB) as indicated in the Contract Documents. This Alternate shall comprise the total deduct in cost to the Plumbing Construction Contract to remove this scope of Work from its Contract.

3.4 CONTRACT NO. 3 – HVAC CONSTRUCTION

A. ALTERNATE H100 – DEDUCT WORK AT READING CREST AVE FACILITY

The Base Bid shall include all Work indicated for the Reading Crest facility located at 2400 Reading Crest Ave., Reading, PA 19605. This Alternate shall comprise the total deduct in cost to the HVAC Construction Contract to remove this scope of Work from its Contract.

B. ALTERNATE H110 – DEDUCT WORK IN PAVILION

The Base Bid shall include all Work, including but not limited to, replacing finishes (flooring, wall base, painting of all walls and trim), ceilings, lighting and related work in the area referred to as the "Pavilion" (Rooms 141, 141A, 141B, and 141C). This Alternate shall comprise the total deduct in cost to the HVAC Construction Contract to remove this scope of Work from its Contract.

C. ALTERNATE H120 – DEDUCT WORK IN FIRST-FLOOR BATHROOMS

The Base Bid shall include all Work to renovate the First-Floor gang bathrooms (Rooms 102, 103, and 103A) as indicated in the Contract Documents. This Alternate shall comprise the total deduct in cost to the HVAC Construction Contract to remove this scope of Work from its Contract.

D. ALTERNATE H130 – DEDUCT WORK IN SECOND-FLOOR BATHROOMS

The Base Bid shall include all Work to renovate the Second-Floor gang and executive bathrooms (Rooms 202, 203, 215BA, and 215BB) as indicated in the Contract Documents. This Alternate shall comprise the total deduct in cost to the HVAC Construction Contract to remove this scope of Work from its Contract.

E. ALTERNATE H140 – ADDITIONAL CLEANING OF EXISTING DUCTWORK

The Base Bid shall include mechanical cleaning of existing ductwork in renovated system as indicated in the Contract Documents. This Alternate shall comprise the total add to the HVAC Construction Contract to mechanically clean all of the existing to remain supply and return air ductwork throughout the building connected to all air handling units, packaged air handling units, and fan coils.

3.5 CONTRACT NO. 4 – ELECTRICAL CONSTRUCTION

A. ALTERNATE E100 – DEDUCT WORK AT READING CREST AVE FACILITY

The Base Bid shall include all Work indicated for the Reading Crest facility located at 2400 Reading Crest Ave., Reading, PA 19605. This Alternate shall comprise the total deduct in cost to the Electrical Construction Contract to remove this scope of Work from its Contract.

B. ALTERNATE E110 – DEDUCT WORK IN PAVILION

The Base Bid shall include all Work, including but not limited to, replacing finishes (flooring, wall base, painting of all walls and trim), ceilings, lighting and related work in the area referred to as the "Pavilion" (Rooms 141, 141A, 141B, and 141C). This Alternate shall comprise the total deduct in cost to the Electrical Construction Contract to remove this scope of Work from its Contract.

C. ALTERNATE E120 – DEDUCT WORK IN FIRST-FLOOR BATHROOMS

The Base Bid shall include all Work to renovate the First-Floor gang bathrooms (Rooms 102, 103, and 103A) as indicated in the Contract Documents. This Alternate shall comprise the total deduct in cost to the Electrical Construction Contract to remove this scope of Work from its Contract.

D. ALTERNATE E130 – DEDUCT WORK IN SECOND-FLOOR BATHROOMS

The Base Bid shall include all Work to renovate the Second-Floor gang and executive bathrooms (Rooms 202, 203, 215BA, and 215BB) as indicated in the Contract Documents. This Alternate shall comprise the total deduct in cost to the Electrical Construction Contract to remove this scope of Work from its Contract.

E. ALTERNATE SERIES E2610 – PANEL BOARD SWITCHES & STARTERS

The Base Bid shall include furnishing and installing disconnect switches, enclosed motor controllers, switchboards, and panel boards by Square D. This Alternate shall comprise the total change in cost to furnish and install disconnect switches, enclosed motor controllers, switchboards, and panel boards by one of the manufacturers listed below in accordance with Sections 26 28 16, 26 29 13, 26 23 00, and 26 24 26 16, respectively.

1. Alt. No. E2611: Panel Board Switches & Starters by Cutler Hammer.
2. Alt. No. E2612: Panel Board Switches & Starters by GE.
3. Alt. No. E2613: Panel Board Switches & Starters by Siemens.

F. ALTERNATE E620 – STATIC UNINTERRUPTABLE POWER SUPPLY LITHIUM-ION BATTERY

The Base Bid shall include a Static Uninterruptable Power Supply with standard lead acid batteries. This Alternate shall comprise the total change in cost to furnish and install a Static Uninterruptable Power Supply with lithium-ion batteries as specified in Section 26 33 53.

G. ALTERNATE E2710 – COMMUNICATIONS CABLING INSTALLER

The Base Bid shall include furnishing and installing a complete Communications Cabling system as indicated on Drawings and herein specified by a contractor meeting the System Installer requirements specified in Division 27 "Communications Cabling." This Alternate shall comprise the total change in cost to furnish and install the Communications Cabling system by Berks Western Telecom of Sinking Spring, PA in accordance with Division 27 "Communications Cabling."

END OF SECTION 01 23 00

SECTION 01 25 00 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for substitutions.

B. Related Requirements:

1. Division 01 Section "Alternates" for products selected under an alternate.
2. Division 01 Section "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.3 DEFINITIONS

A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.

1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product or regulatory changes.

- a. Unavailability of product is defined as products identified by the supplier that cannot be incorporated into the work in a timely manner based upon the project's construction schedule. Upon receipt of Notice to Proceed, Contractor shall review procurement schedule with all suppliers. Substitution requests submitted based upon unavailability of product shall be submitted within 30 days of the issuance of Notice to Proceed. Substitution requests made after this date will be rejected.

2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 ACTION SUBMITTALS

A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

1. Substitution Request: Provide written request for substitution with required documentation attached.
2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:

- a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
- b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
- c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
- d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
- e. Samples, where applicable or requested.
- f. Certificates and qualification data, where applicable or requested.
- g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
- h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
- i. Research reports evidencing compliance with building code in effect for Project.
- j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
- k. Cost information, including a proposal of deduct change order, to the Contract Sum.
- l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
- m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
- n. Contractor's acceptance of responsibility for issues that arise from other Contractors who are affected by proposed substitution.

3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within ten days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or ten days of receipt of additional information or documentation, whichever is later.
 - a. Forms of Acceptance: Change Order or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

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

1.6 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

A. Substitutions for Cause: Submit requests for substitution as follows:

1. Substitution Due to Unavailability of Product: Submit request within 30 days from issuance of Notice to Proceed.
2. Substitution Due to Regulatory Changes: Submit request immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
3. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect the construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

B. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after the Notice to Proceed. Requests received after that time will be rejected.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations. By submission of substitution request, Contractor acknowledges acceptance of all costs associated with substitution request, including compensation to Architect for redesign and evaluation services (even if request is rejected), increased cost of other construction by Owner, and other additional costs the Owner realizes.
 - b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Requested substitution provides sustainable design characteristics that specified product provided.
 - e. Substitution request is fully documented and properly submitted.
 - f. Requested substitution will not adversely affect the construction schedule.
 - g. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - h. Requested substitution is compatible with other portions of the Work.
 - i. Requested substitution has been coordinated with other portions of the Work.
 - j. Requested substitution provides specified warranty.
 - k. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

01 25 00

SUBSTITUTION PROCEDURES

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 25 00

SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

B. Related Requirements:

1. Division 01 Section "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.
2. Division 01 Section "Unit Prices" for administrative requirements for using Unit Prices.
3. Division 01 Section "Payment Procedures" for administrative procedures governing applications for payment.

1.3 MINOR CHANGES IN THE WORK

A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions" form included at the end of Part 3.

1.4 PROPOSAL REQUESTS

A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.

1. Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change, unless specifically noted otherwise
2. Within time specified in Proposal Request but no later than 7 days, when not otherwise specified after receipt of Proposal Request, submit a quotation of cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. Furnish survey data and copies of subcontractor quotations to substantiate quantities and work. All cost documentation submitted shall be from the Contractor, subcontractor or sub-subcontractor performing the work or providing the material. All work required shall be itemized in an organized manner. Architect will not review proposals not in conformance with requirements.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

- c. Include costs of labor directly attributable to the change. Contractor office costs and site supervision costs shall be considered part of the overhead for the Change Proposal and shall not be itemized.
- d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- e. Delays due to the Contractor not following established procedures shall not be considered an acceptable reason for an extension of time.
- f. Quotation Form: Use form provided at the end of Part 3.

B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.

- 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
- 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. Furnish survey data and copies of subcontractor quotations to substantiate quantities and work. All cost documentation submitted shall be from the Contractor, subcontractor or sub-subcontractor performing the work or providing the material. All work required shall be itemized in an organized manner. Architect will not review proposals not in conformance with requirements.
- 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
- 4. Include costs of labor directly attributable to the change. Contractor office costs and site supervision costs shall be considered part of the overhead for the Change Proposal and shall not be itemized.
- 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship.
- 6. Comply with requirements in Division 01 Section "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
- 7. Proposal Request Form: Use form provided at the end of Part 3.

C. Time and Material Proposals: Architect will issue a description of changed conditions and requests the work be performed on a time and material basis:

- 1. Initial Proposal: Provide a complete description of the proposed change. Indicate the anticipated effect of the proposed change on the Contract Sum and Contract Time. Where requested, provide a not-to-exceed sum.
- 2. Performance: Maintain detailed records of time and material work. Prior to work occurring, inform Owner's Representative daily of schedule for performing activities associated with the work. Secure daily signatures from the Owner's Representative for accounting of work executed.
- 3. Final Accounting: Include list of quantities of products required or eliminated with unit costs, taxes, charges, fees, and quantity of labor used with copies of daily accounting signed by the Owner's Representative on form provided at the end of Part 3.

1.5 CHANGE ORDER PROCEDURES

A. After Owner's approval of a Proposal Request, Architect will issue written directions to proceed with the work and will follow up by issuing a Change Order for signatures of Owner and Contractor on AIA Document G701 form included at the end of Part 3.

1. Change Order Acknowledgement: Written Change Orders, where not all Prime Contractors are affected by the change, will be documented to unaffected Prime Contractors via Change Order Acknowledgement Form included at the end of Part 3. Upon receipt of Change Order Acknowledgement Form from Architect, Form shall be completed by the Contractor as indicated and returned to Architect.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714 form included at the end of Part 3. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
 2. Construction Change Directive may not be demanded by the Contractor for work authorized to be performed on a time and materials basis or where the work is indicated on the Documents.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive. Prior to work occurring, inform Owner's Representative daily of schedule for performing activities associated with the Construction Change Directive. Secure daily signatures from the Owner's Representative for accounting of work executed.
 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract as previously indicated for a Proposal and plus information indicated below:
 - a. Include date and number of Construction Change Directives or written authorization received directing the change in the Work.
 - b. Dates and times Work was performed and parties performing the Work.
 - c. Time record (signed work tickets), summary of hours worked and hourly rates paid. Do not submit unsigned work tickets.
 - d. Receipts, invoices, etc., establishing: equipment used (including time and dates of use), products used (quantities and locations), and subcontracts.
 2. Architect and Owner will review and determine the allowable cost of such work in accordance with the General Conditions of the Contract.

1.7 CORRELATION WITH CONTRACTOR'S SUBMITTALS

- A. With each monthly Application for Payment, revise Schedule of Values to record each executed change as a separate item of Work, and to record the adjusted Contract Sum.
- B. Revise the Construction Schedule to reflect any changes in Contract Time of scheduling the work in accordance with Division 01 Section "Summary"
 1. Revise sub-schedules to show changes for other items of work affected by the changes.
- C. Upon completion of work under a Change Order or Construction Change Directive, enter pertinent changes in Record Document Submittals.

BERKS COUNTY INTERMEDIATE UNIT
MAIN OFFICE RENOVATIONS
AEM #24015.00, OCTOBER 2025

01 26 00
CONTRACT MODIFICATION PROCEDURES

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00



AIA® Document G710™ – 2017

Architect's Supplemental Instructions

PROJECT: (name and address)

CONTRACT INFORMATION:

Contract For:

Date:

ASI INFORMATION:

ASI Number: 001

Date:

OWNER: (name and address)

ARCHITECT: (name and address)

CONTRACTOR: (name and address)

The Contractor shall carry out the Work in accordance with the following supplemental instructions without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be no change in the Contract Sum or Contract Time.

(Insert a detailed description of the Architect's supplemental instructions and, if applicable, attach or reference specific exhibits.)

ISSUED BY THE ARCHITECT:

ARCHITECT (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



Proposal Request

PROJECT: (name and address)

CONTRACT INFORMATION:

Architect's Project Number:

Contract For:

Proposal Request Number: 001

Date:

Proposal Request Date:

OWNER: (name and address)

ARCHITECT: (name and address)

CONTRACTOR: (name and address)

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Zero (0) days or notify the Architect in writing of the anticipated date of submission.

(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT:

PRINTED NAME AND TITLE



AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)

CONTRACT INFORMATION:

Contract For: General Construction
Date:

CHANGE ORDER INFORMATION:

Change Order Number: 001
Date:

OWNER: (Name and address)

ARCHITECT: (Name and address)

CONTRACTOR: (Name and address)

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

This change order represents full and final settlement of all claims arising out of this modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications.

The original Contract Sum was

\$ 0.00

The net change by previously authorized Change Orders

\$ 0.00

The Contract Sum prior to this Change Order was

\$ 0.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 0.00

The new Contract Sum including this Change Order will be

\$ 0.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE

CHANGE ORDER ACKNOWLEDGMENT FORM**Owner:****Contractors:****Project:****AEM #:****Date:*****The following represents proposed changes to the work for contract(s) other than yours:*****Change Order No.(s):****Description(s):*****Detailed information regarding these proposed changes is available for your review***

At our office. Copies available upon request.

Kindly review the work described above. It is the opinion of this office that this work will not affect the performance of your work, however, please consider changes in both cost and time, and include all present and future impact and consequential costs and damages resulting from the performance of the work. Your confirmation is needed to assure that the change(s) described above will not affect the performance of your work.

If you agree, kindly acknowledge and confirm that the change(s) will not be of any consequence to your contract by filling out the Acknowledgment Box below. **YOUR COMPLETED FORM MUST BE RETURNED TO OUR OFFICE WITHIN 14 CALENDAR DAYS.** If you cannot agree to this acknowledgment, please communicate your opinions and comments, in writing, to us within 14 calendar days. The change order process requires your response. Thank you for your cooperation.

AEM ARCHITECTS, INC.

Project Architect

ACKNOWLEDGMENT BOX*Contract # & Name**Company Name**Signature**Date*



AIA® Document G714™ – 2017

Construction Change Directive

PROJECT: (name and address)

CONTRACT INFORMATION:

Contract For:

Date:

CCD INFORMATION:

Directive Number: 001

Date:

OWNER: (name and address)

ARCHITECT: (name and address)

CONTRACTOR: (name and address)

The Contractor is hereby directed to make the following change(s) in this Contract:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

Lump Sum decrease of \$0.00

Unit Price of \$ per

Cost, as defined below, plus the following fee:

(Insert a definition of, or method for determining, cost)

As follows:

2. The Contract Time is proposed to remain unchanged. The proposed adjustment, if any, is (0 days).

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

ARCHITECT (Firm name)

OWNER (Firm name)

CONTRACTOR (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE

CERTIFICATION AND PARTIAL RELEASE

Contractor: _____

Project: BERKS COUNTY INTERMEDIATE UNIT – Main Office Renovations

Application for Payment for Period Ending: _____

The Contractor certifies that, upon receipt of the amount certified by the Design Professional as due in connection with the application for a progress payment submitted with this Certification and Partial Release, the Contractor has received payment in full for or on account of all amounts due under the Contract for Construction with the Berks County Intermediate Unit (the "Owner") for the Project referenced above through the end of the period covered by the application for payment, including any amounts due for extra or additional work, change orders, damages, delays, claims of any kind, or any other increase to the Contract Sum. In consideration of prior payments received and receipt of this payment, the Contractor hereby waives, releases and forever discharges the Owner from any and all obligations and liabilities arising under or on account of the Contract for Construction and the Project, or either of them, through the end of the period covered by the application for payment, including any obligations or liabilities for extra or additional work, change orders, damages, delays, interest, penalties for late payment, attorney's fees, claims of any kind, or any other increase to the Contract Sum, and hereby expressly waives and relinquishes the right to have, file or maintain any mechanic's liens or claims against the Project, the building(s), the improvement, the land covered thereby and the lot or cartilage appurtenant thereto ("the Premises").

The Contractor certifies that all charges for labor, materials, services and every other nature in connection with the Contract for Construction for Work performed through the period covered by previous applications for payment have been paid in full, and that there remains no amount due, or claimed to be due, to any subcontractor, vendor, or individual furnishing labor or material in connection with such Work, with the exception of the following:

The Contractor hereby further declares and agrees that in the event that any lien or other claim should be brought against Owner, or the Project or Premises, the Contractor will protect the Owner and defend any suit or action brought against the Owner by reason of any lien or other form of claim or action arising out of the Contract for Construction and hold the Owner harmless and indemnified therefrom.

Signed and sealed by the Contractor this _____ day of _____, 2025.

CONTRACTOR

By: _____

Title: _____

(CORPORATE SEAL)

ACKNOWLEDGMENT AND AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

Be it remembered, that on this _____ day of _____, 2025, before me appeared _____, being duly sworn according to law, did depose and say that he/she is the _____ of the Contractor described in and which executed the foregoing Certification and Partial Release; he/she signed, sealed and delivered same as authorized as the voluntary act and deed of Contractor for the uses and purposes therein expressed; and that the facts set forth therein are correct to the best of his/her knowledge, information and belief.

Sworn and Subscribed
before me this _____ day
of _____, 2025.

Notary Public

My commission expires:

SECTION 01 29 00 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

1. Applications for Payment not submitted in accordance with this section will not be processed.

B. Related Requirements:

1. Division 01 Section "Allowances" for administrative requirements for the use of project allowances and for allowances that shall be identified on the Schedule of Values.
2. Division 01 Section "Unit Prices" for administrative requirements governing the use of unit prices.
3. Division 01 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
4. Division 01 Section "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.3 DEFINITIONS

A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 ACTION SUBMITTALS

A. Preliminary Outline.
B. Schedule of Values.

1.5 SCHEDE OF VALUES

A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.

1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:

- a. Application for Payment forms with continuation sheets.
- b. Submittal schedule.

2. Submit the schedule of values to Architect at earliest possible date, but no later than fourteen (14) days before the date scheduled for submittal of initial Applications for Payment.
3. Subschedules for Phased Work: The Work is separated into phases and requires separately phased payments, provide subschedules showing values coordinated with each phase of payment.

B. Format: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. Contract number and contract name.
 - e. Contractor's name and address.
 - f. Date of submittal.
2. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section.
 - b. Description of the Work.
 - c. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment (where applicable).
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.
6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Allowances: Provide a separate line item in the schedule of values for each allowance included on the Bid Form or on the Drawings. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
8. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values.

9. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.
10. Minimum Required Content: Provide the following line items in the format noted:
 - a. Mobilization/Demobilization.
 - b. Temporary Facilities and Controls.
 - c. General Conditions (Submittals, Project Management, Superintendent).
 - d. Bonds.
 - e. Layout.
 - f. Construction Schedule.
 - g. Inspections.
 - h. Allowances.
 - i. Commissioning Consultant Coordination.
 - j. Final Cleaning.
 - k. Closeout Documents (Operation and Maintenance Manuals, Warranties, As-Built Drawings).
 - l. Demonstration and Training.
 - m. Punchlist Execution.
 - n. Individual Specification Sections organized by Project Phase.
- 1) Provide multiple line items for specification sections containing multiple products.
- o. Controls (ATC/BMS) Subcontractor shall provide line items for each of the following costs:
 - 1) Mobilization.
 - 2) Demobilization.
 - 3) Engineering.
 - 4) Programming.
 - 5) Graphics.
 - 6) Punchlist.
 - 7) Closeout Documents.
 - 8) Demolition (by Phase).
 - 9) Installation (by Phase).
 - 10) Startup (by Phase).
 - 11) Material (by Phase).
 - 12) Commissioning Support (by Phase).

C. Schedule of Values Review Process: Submit Schedule of Values using the following process:

1. Preliminary Outline: Submit a preliminary outline of the Schedule of Values to the Architect indicating only line items for the required content and any additional content necessary. Do not include values on the preliminary outline. Architect will not review cost values until preliminary outline is approved.
2. Schedule of Values: Submit a Schedule of Values that include costs based on the approved preliminary outline for review and approval by the Architect.

1.6 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.

B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.

1. Submit draft copy of Application for Payment as indicated in the Agreement between Owner and Contractor.

a. Applications for Payment received without previously being submitted as a draft copy will not be reviewed or processed.

C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as forms for Applications for Payment. No other forms will be acceptable and all language shall exactly match original AIA forms.

1. Partial Release: With each Application for Payment, submit executed and unaltered Owner's form of Partial Release (a copy is provided at the end of this Section) for the construction period covered by the Application.

D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.

1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.

2. Incorporate all revisions noted on the draft copy of Application for Payment as provided by the Architect, including any revisions that decrease a previously approved value. Application for Payment submitted without incorporating revisions noted by the Architect will be returned for correction. Applications for Payment received beyond the established date for submission to Architect will be held until the next month for processing. Architect reserves the right to backcharge the Contractor for their costs to review Applications for Payment submitted without incorporating revisions noted by Architect.

3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.

4. Upon request of the Owner or Architect, the Contractor shall furnish proof of payment (receipt or other vouchers) showing payments for materials and labor, payments to subcontractors, manufacturers and suppliers, and such other evidence of the Contractor's right to payment as the Owner or Architect may direct.

E. Stored Materials: Contractor may request payment for stored materials; however, the Owner reserves the right to deny the request. If request is granted, include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site. Stock equipment or material not custom for this Project will not be considered.

1. Request permission to bill for stored materials seven days prior to submission of draft copy of Application for Payment; otherwise, payment for stored materials will not be approved.

2. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.

3. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.

a. Mark each item to clearly note name of project and Owner.

b. Provide photographic evidence of the material in storage with identification exposed.

4. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
5. Provide Owner's Representative access to stored material site.

F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt by date indicated in the Agreement. One copy shall include waivers of lien and similar attachments if required.

1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
2. Application for Payment not transmitted appropriately or transmitted without incorporating revisions indicated by the Architect will be returned for resubmission.
3. Transmittal shall be made via a trackable method. Standard USPS mail delivery without tracking is not permitted.

G. Initial Application for Payment: Administrative actions and submittals that must precede the submittal of first Application for Payment include the approval of the following:

1. List of subcontractors.
2. Schedule of values.
3. Contractor's construction schedule (preliminary if not final).
4. Products list.
5. Submittal schedule.
6. List of Contractor's staff assignments.
7. List of Contractor's principal consultants.
8. Copies of building permits.
9. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
10. Initial progress report.
11. Certificates of insurance and insurance policies.
12. Performance and payment bonds.
13. Data needed to acquire Owner's insurance.
14. Procurement letter.

H. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
3. Administrative actions and submittals that shall proceed or coincide with this application:
 - a. Occupancy permits and similar approvals.
 - b. Warranties (guarantees) and maintenance agreements.
 - c. Maintenance instructions.
 - d. Start-up performance reports.

- e. Change-over information related to Owner's occupancy, use, operation and maintenance.
- f. Final cleaning.
- g. Application for reduction of retainage, along with Consent of Surety to Reduction in Retainage.
- h. List of incomplete work, recognized as exceptions to Architect's Certificate of Substantial Completion.
- i. As-built drawings to be reviewed by the Owner's Representative and Architect.

4. The next Application for Payment submitted after Substantial Completion has been granted for the project will be the last Application for Payment reviewed and approved by the Architect until the Contractor achieves Final Completion for the project. The Architect will not perform interim punchlist reviews and the Contractor shall have no expectation that additional payment will be released until the Contractor achieves Final Completion.

I. Final Payment Application: After completing Project closeout requirements, Contractor shall provide Architect with evidence of completion of Project closeout requirements and shall request permission to submit final Application for Payment. Upon receipt of Architect's confirmation that closeout requirements are complete, submit final Application for Payment.

- 1. Provide releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
 - a. Consult Owner about the need for additional affidavits and other requirements.
 - b. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 - c. Updated final statement, accounting for final changes to the Contract Sum.
 - d. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 - e. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 - f. AIA Document G707, "Consent of Surety to Final Payment."
 - g. Evidence that claims have been settled.
 - h. Final liquidated damages settlement statement.
 - i. Completion of items specified for completion after Substantial Completion.
 - j. Transmittal of required project construction records to Owner.
 - k. Removal of all temporary facilities controls and services.
 - l. Removal of surplus materials, rubbish and similar elements.
 - m. Change of door locks to Owner's permanent system.
- 2. Final Applications for Payment submitted without providing evidence of completion of Project closeout requirements or Architect providing confirmation that requirements are complete, will not be reviewed or processed. Contractor may request partial payment for closeout procedures completed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 29 00

SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. General coordination procedures.
2. Requests for Information (RFIs).
3. Project meetings.

B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

C. Related Requirements:

1. Division 01 Section "Multiple Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
2. Division 01 Section "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
3. Division 01 Section "Submittals" for requirements for product submittals.
4. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
5. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.
6. Division 01 Section "General Commissioning Requirements" for coordinating the Work with Owner's Commissioning Authority.

1.3 DEFINITIONS

A. RFI: Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

A. Subcontract and Supplier List: Within fourteen (14) days of issuance of the Notice to Proceed, provide a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. The CSI Form 1.5A may be used, or a similar form containing this information. Include the following information in tabular form:

1. Name, address, and telephone number of entity performing subcontract or supplying products.
2. Number and title of related Specification Section(s) covered by subcontract.
3. Drawing number and detail references, as appropriate, covered by subcontract.

B. Key Personnel Names: Within fourteen (14) days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in project meeting room, in temporary field office and by each temporary telephone. Keep list current at all times.

C. Letter Certifying Review of Procurement Schedule: Within thirty (30) days of the issuance of the Notice to Proceed, Contractor shall review procurement schedule for the project with their subcontractors and suppliers for the project and issue a letter certifying the Contractor's ability to procure materials for the project in a timely manner to meet the project schedule and not impact other scheduled work.

1. Identify materials that have a long lead time.
2. Identify products identified by the supplier that cannot be incorporated into the work in a timely manner based on the project's construction schedule.
3. Identify materials that require the Contractor to have temporary facilities and controls in place for installation.
4. Identify other procurement issues.
5. Provide recommendations to avoid schedule issues by the procurement issues identified.

1.5 GENERAL COORDINATION PROCEDURES

A. Administrative and Supervisory Personnel: In addition to Project Superintendent and whatever other administrative and supervisory personnel may be specified or otherwise required for the performance of the work, the Contractor shall provide additional personnel (or extend the duties of the regular supervisory staff) to coordinate the work of all subcontracts and shall be responsible for an efficient integration of all the work. All subcontractors are required to follow the direction of the General Contractor with respect to coordination matters.

1. Include special personnel required for coordination of operations with other contractors.

B. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections that depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
2. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.
4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical prior to installation of the work.

- a. Contractor shall remove, coordinate and replace work not coordinated with other Contractors prior to installation at no cost to the Owner.

5. Where Architect identifies inconsistencies in coordination of the work, Architect will require, at no cost to the Owner, the Contractor provide additional management, supervision or manpower to comply with project requirements.
- C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 1. Preparation and update of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.
- E. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

1.6 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
 3. Architect reserves the right to backcharge Contractor for time for costs associated with processing and providing responses to frivolous RFI's. A frivolous RFI is defined as an RFI where most or all of the information requested is contained in the Contract Documents, or an RFI requesting information for responsibilities assigned to the Contractor.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Project name.
 2. Project number.
 3. Date.
 4. Name of Contractor.
 5. Name of Architect.
 6. RFI number, numbered sequentially.

7. RFI subject.
8. Specification Section number and title and related paragraphs, as appropriate.
9. Drawing number and detail references, as appropriate.
10. Field dimensions and conditions, as appropriate.
11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
12. Contractor's signature.
13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.

- C. RFI Forms: Form acceptable to Architect.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
 1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 3 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log monthly. Include the following:
 1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected Subcontractors and Prime Contractors. Review response and notify Architect within 3 days if Contractor disagrees with response.

1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
 - 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 - 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 - 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within 7 days of the meeting.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect.
 - 1. Conduct the conference to review responsibilities and personnel assignments.
 - 2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Lines of communications.
 - f. Procedures for processing field decisions and Change Orders.
 - g. Procedures for RFIs.
 - h. Procedures for testing and inspecting.
 - i. Procedures for processing Applications for Payment.
 - j. Procedures for project meetings.
 - k. Distribution of the Contract Documents.
 - l. Submittal procedures.
 - m. Preparation of record documents.
 - n. Use of the premises and existing building.
 - o. Work restrictions.
 - p. Working hours.
 - q. Owner's occupancy requirements.
 - r. Responsibility for temporary facilities and controls.
 - s. Procedures for moisture and mold control.
 - t. Procedures for disruptions and shutdowns.
 - u. Parking availability.
 - v. Office, work, and storage areas.
 - w. Equipment deliveries and priorities.
 - x. First aid.
 - y. Security.
 - z. Progress cleaning.
 - 4. Minutes: Architect will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer, representatives of affected trades including other Prime Contractors, and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
 - a. Where Architect is indicated to be in attendance, or Contractor requests the Architect to attend the Preinstallation Conference, schedule conference for same date as bi-weekly Progress Meetings.
 - b. The Owner's Representative shall be an attendee at all Preinstallation Conferences.
2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility requirements.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written instructions.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
4. Reporting: Contractor shall distribute minutes of the meeting to each party present, the Architect, and to other parties requiring information.
5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Progress Meetings: Architect will conduct progress meetings at biweekly intervals at the project site.

1. Attendees: Owner, Architect and each Prime Contractor's Project Manager shall be in attendance. Architect may require Contractor's superintendent, subcontractors, suppliers, or other entities concerned with current progress or involved in planning, coordination, or performance of future activities to be represented. All participants at the meeting shall be familiar with Project and shall be prepared and authorized to conclude matters relating to the Work.

2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Safety and Security: Review and identify issues associated with safety and security.
 - b. Contract/Administrative Documents: Review the progress of submission of administrative requirements and the expiration of insurance requirements.
 - c. Shop Drawings and Materials: Review the status of submittals and the anticipated delivery of materials for the project.
 - d. Changes/Potential Changes: Review issues that may require revisions to the project and status of change requests.
 - e. RFI's: Review status of current RFI's.
 - f. Project Schedule: Review the overall schedule for the project.
 - g. Contractor's Progress of the Work: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time. Review schedule for next period.
- 1) Each Contractor shall provide a written report on the form provided by the Architect.
- h. General Discussion: Review present and future needs of each entity present, including the following:
 - 1) Coordination requirements.
 - 2) Access.
 - 3) Site utilization.
 - 4) Temporary facilities and controls.
 - 5) Progress cleaning.
 - 6) Quality and work standards.
 - 7) Status of correction of deficient items.
 - 8) Field observations.
 - 9) Work hours.
 - 10) Other project issues.
3. Minutes: Architect will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction schedule monthly to reflect revisions made to the schedule have been made or recognized. Issue revised schedule.

E. Initial Coordination Meeting: No later than twenty-one (21) days after Notice to Proceed is issued, General Contractor shall arrange and conduct a meeting with all Contractors for sequencing and coordinating the Work and shall negotiate reasonable adjustments to schedules.

1. General Contractor shall prepare a combined Contractors' construction schedule for the entire Project. Base schedule on the Milestone Schedule provided in Division 01 Section "Summary" and shall secure time commitments for performing critical construction activities from all Contractors. Schedule shall show activities of each Contract on a separate sheet. General Contractor shall prepare a simplified summary sheet indicating combined construction activities of all Contracts and shall submit schedules for approval and distribute copies of approved schedules to all Contractors.

F. Project Coordination Meetings: The General Contractor shall conduct Project coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings, coordination drawing meetings, and preinstallation conferences.

1. Attendees: In addition to representatives of Owner, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Change Orders.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

G. Project Closeout Conference: Architect will schedule and conduct a project closeout conference, at a time convenient to Owner and Architect.

1. Conduct the conference to review requirements and responsibilities related to Project closeout.
2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of record documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Submittal of written warranties.

- d. Requirements for preparing operations and maintenance data.
- e. Requirements for delivery of material samples, attic stock, and spare parts.
- f. Requirements for demonstration and training.
- g. Preparation of Contractor's punch list.
- h. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
- i. Submittal procedures.
- j. Coordination of separate contracts.
- k. Owner's partial occupancy requirements.
- l. Installation of Owner's furniture, fixtures, and equipment.
- m. Responsibility for removing temporary facilities and controls.

4. Minutes: Architect will record and distribute meeting minutes.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00

SECTION 01 32 00 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:

1. Startup construction schedule.
2. Contractor's construction schedule.
3. Construction schedule updating reports.
4. Weekly construction reports.
5. Material location reports.
6. Site condition reports.
7. Special reports.

B. Related Requirements:

1. Division 01 Section "Multiple Contract Summary" for preparing a combined Contractor's construction schedule.
2. Division 01 Section "Submittal Procedures" for submitting schedules and reports.
3. Division 01 Section "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 DEFINITIONS

A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.

1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
2. Predecessor Activity: An activity that precedes another activity in the network.
3. Successor Activity: An activity that follows another activity in the network.

B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.

C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

D. Event: The starting or ending point of an activity.

E. Float: The measure of leeway in starting and completing an activity.

1. Float time belongs to Owner.
2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

F. Fragnet: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.

G. Major Area: A story of construction, a separate building, or a similar significant construction element.

H. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.

I. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

1.4 INFORMATIONAL SUBMITTALS

- A. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
- B. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, cost and resource loading, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
 1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
 2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
 3. Total Float Report: List of all activities sorted in ascending order of total float.
- C. Construction Schedule Updating Reports: Submit monthly.
- D. Weekly Construction Reports: Submit at progress meetings.
- E. Site Condition Reports: Submit at time of discovery of differing conditions.
- F. Special Reports: Submit at time of unusual event.

1.5 QUALITY ASSURANCE

- A. Prescheduling Conference: Conduct conference at Project site within 15 days from Notice to Proceed to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to the preliminary construction schedule and Contractor's construction schedule, including, but not limited to, the following:
 1. Review software limitations and content and format for reports.
 2. Verify availability of qualified personnel needed to develop and update schedule.
 3. Discuss constraints, including phasing, work stages, area separations, interim milestones, and partial Owner occupancy.
 4. Review schedule for work of Owner's separate contracts.
 5. Review submittal requirements and procedures.

6. Review time required for review of submittals and resubmittals.
7. Review requirements for tests and inspections by independent testing and inspecting agencies.
8. Review time required for Project closeout and Owner startup procedures, including commissioning activities.
9. Review and finalize list of construction activities to be included in schedule.
10. Review procedures for updating schedule.

B. Scheduling Conferences: Conduct conferences at the Project site weekly after preconstruction conference. All Prime Contractors shall be in attendance to discuss the following:

1. Progress of completion of Schedule.
2. Issues that require Contractors to review progress of the work.

1.6 COORDINATION

A. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.

1. Secure time commitments for performing critical elements of the Work from entities involved.
2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.
3. Activities not in compliance with the schedule.

1.7 RESPONSIBILITY FOR COMPLETION

A. Each Contractor shall furnish sufficient forces, plant and equipment, and shall work such hours including night shift and overtime operations, as necessary to ensure the prosecution of the work in accordance with the most current update of the Project Schedule. If a Contractor falls behind in meeting the schedule, the Contractor shall take steps as may be necessary to improve their progress, including increasing the manpower hours of work, the number of shifts, overtime operations and/or the amount of construction plant and equipment without additional cost to the Owner.

1. All additional expenses incurred by the Owner due to work not performing in accordance to the Project Schedule will be deducted from the amount due to the responsible Contractor. The provisions of this section shall not be construed as prohibiting work on Saturdays, Sundays, or holidays if the Contractor so elects and is approved by the Owner.

B. Failure of a Contractor to comply with the requirements of this section shall be a basis for determination by the Owner that the Contractor is not prosecuting the work with such diligence as shall ensure completion within the time stipulated. Upon such determination, the Owner may terminate the Contractor's right to proceed with the work or any separable part thereof, in accordance with the provisions of the General Conditions, or may take such other actions as may be deemed appropriate.

C. It shall be the responsibility of all Contractors to maintain their progress so as not to delay the progress of the project or the progress of other Contractors. If a Contractor delays the progress of the project or the progress of other Contractors, it shall be the responsibility of Contractor causing the delay to increase manpower, the number of shifts, days of work, and/or to the extent permitted by law, to institute or increase overtime operations all without additional cost to the Owner to regain the time lost and to maintain the overall schedule. Each Contractor is required by virtue of this Contract to cooperate in every way with all other Contractors in order to maintain the schedule completion date. No additional compensation will be considered for such cooperation. Remedy for delay caused by another contractor shall be the responsibility of the contractor causing the delay and not the Owner.

D. If the Contractor is delayed at any time in its progress of the Work by one of the delays for which an extension of time is permitted and gives the Architect written notice specifically describing the delay within 48 hours of its commencement, the date for the Substantial Completion of the Work will be extended by Change Order for such reasonable time as the Architect may determine. The failure to give such notice will constitute an irrevocable waiver of the Contractor's right to seek an extension for such delay. The only delays for which the Contractor will be entitled to an extension of the time for completion will be delays caused by the Architect or the Owner, physical damage to the Project over which the Contractor has no control, labor disputes beyond the control of the Contractor by new governmental regulations or requirements and adverse weather conditions not reasonably anticipated. (The Contractor shall accommodate in its Bid the following number of days to be impacted by adverse weather: March – seven (7) days, April – eight (8) days, May – eight (8) days, June – seven (7) days, July – four (4) days, August – five (5) days, September – four (4) days, October – four (4) days, November – five (5) days). Extensions of time will only be granted pursuant to the procedures for Change Orders set forth in the General Conditions.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

A. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Substantial Completion.

1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.

B. Activities: Treat each story or separate area as a separate numbered activity for each main element of the Work. Comply with the following:

1. Activity Duration: Define activities so no activity is longer than 10 days, unless specifically allowed by Architect.
2. Procurement Activities: Include procurement process activities for the following long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
3. Submittal Review Time: Include review and resubmittal times indicated in Division 01 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
4. Startup and Testing Time: For each Phase, include no fewer than 3 days for equipment startup and no fewer than 5 days for testing, balancing, and commissioning.
5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and final completion.
7. Code Inspections: Include no fewer than 5 calendar days per phase for code inspections.

C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.

1. Phasing: Arrange list of activities on schedule by phase.
2. Work under More Than One Contract: Include a separate activity for each contract.
3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.

4. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
5. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
6. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.
 - b. Limitations of continued occupancies.
 - c. Uninterruptible services.
 - d. Partial occupancy before Substantial Completion.
 - e. Use of premises restrictions.
 - f. Provisions for future construction.
 - g. Seasonal variations.
 - h. Environmental control.
7. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Review of existing conditions.
 - b. Subcontract awards.
 - c. Submittals.
 - d. Purchases.
 - e. Mockups.
 - f. Fabrication.
 - g. Sample testing.
 - h. Deliveries.
 - i. Installation.
 - j. Tests and inspections.
 - k. Adjusting.
 - l. Curing.
 - m. Startup and placement into final use and operation.
8. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - a. Structural completion.
 - b. Temporary enclosure and space conditioning.
 - c. Permanent space enclosure.
 - d. Completion of mechanical installation.
 - e. Completion of electrical installation.
 - f. Substantial Completion.

D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion.

- E. Float: Notwithstanding represent by submission of a Bid the discussion and definition of float elsewhere in this Section, Contractors that it is likely that some unforeseen condition(s) may be encountered at the site due to the conditions, age of the building, and the fact that this Project is a renovation. Therefore, Contractors shall develop and organize the Contractors' Construction Schedule by including (within the Contract Duration to Substantial Completion) twenty (20) calendar days of Owner "float" for such concealed or unknown conditions. By way of one example, a thirty-five (35) day delay due to the encountering and necessary removal of historical artifacts will result in a fifteen (15) day extension of the Construction Schedule
- F. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished. No additional costs will be accepted for preparation and updating any recovery schedule.
- G. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.

2.2 STARTUP CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit startup, horizontal, bar-chart-type construction schedule within 10 days of date established for the Notice to Proceed.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format.
- B. Startup Network Diagram: Submit diagram within 14 days of date established for the Notice to Proceed. Outline significant construction activities for the first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.
- C. CPM Schedule: Prepare Contractor's construction schedule using a time-scaled CPM network analysis diagram for the Work.
 1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 60 days after date established for the Notice to Proceed.
 - a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates, regardless of Architect's approval of the schedule.
 2. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
 3. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to coordinate with the Contract Time.
- D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a skeleton network to identify probable critical paths.

1. **Multiple Prime Contracts:** All Prime Contractors shall be engaged in the scheduling effort and shall provide adequate scheduling activities, durations, updates, and support to the General Contractor to create and update the schedule as required.
 - a. General Contractor shall provide a preliminary schedule outline to all Prime Contractors indicating the following dates for each phase and defined building unit:
 - 1) Start date.
 - 2) Contract required milestones.
 - 3) Completion of foundations and footings.
 - 4) Completion of concrete slabs.
 - 5) Completion of weather-tight envelope (temporary enclosure at windows are acceptable).
 - 6) Start of finish installations.
 - 7) Above-ceiling inspection.
 - 8) Other activities determined by General Contractor.
 - 9) Substantial Completion date.
 - b. Prime Contractors shall provide to the General Contractor their construction activities with start dates and durations based upon dates indicated in the General Contractor's preliminary schedule.
 - c. General Contractor shall incorporate Prime Contractors' activities and durations into CPM schedule in accordance with procedures in this section and submit a preliminary schedule for review by all Prime Contractors. Prime Contractors shall provide feedback within seven days.
 - d. Upon completion of CPM schedule, all Prime Contractors shall sign off on accepted schedule.
2. **Activities:** Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
 - a. Preparation and processing of submittals.
 - b. Mobilization and demobilization.
 - c. Purchase of materials.
 - d. Delivery.
 - e. Fabrication.
 - f. Utility interruptions.
 - g. Installation.
 - h. Work by Owner that may affect or be affected by Contractor's activities.
 - i. Testing and commissioning.
 - j. Punch list and final completion.
 - k. Activities occurring following final completion.
3. **Critical Path Activities:** Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
4. **Processing:** Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
5. **Format:** Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
 - a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.

E. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.

F. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:

1. Contractor or subcontractor and the Work or activity.
2. Description of activity.
3. Main events of activity.
4. Immediate preceding and succeeding activities.
5. Early and late start dates.
6. Early and late finish dates.
7. Activity duration in workdays.
8. Total float or slack time.
9. Average size of workforce.

G. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:

1. Identification of activities that have changed.
2. Changes in early and late start dates.
3. Changes in early and late finish dates.
4. Changes in activity durations in workdays.
5. Changes in the critical path.
6. Changes in total float or slack time.
7. Changes in the Contract Time.

2.4 REPORTS

A. Weekly Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:

1. List of subcontractors at Project site.
2. List of separate contractors at Project site.
3. Approximate count of personnel at Project site.
4. Equipment at Project site.
5. Material deliveries.
6. High and low temperatures and general weather conditions, including presence of rain or snow.
7. Accidents.
8. Meetings and significant decisions.
9. Unusual events (see special reports).
10. Stoppages, delays, shortages, and losses.
11. Meter readings and similar recordings.
12. Emergency procedures.
13. Orders and requests of authorities having jurisdiction.
14. Change Orders received and implemented.
15. Construction Change Directives received and implemented.
16. Services connected and disconnected.
17. Equipment or system tests and startups.
18. Partial completions and occupancies.
19. Substantial Completions authorized.

B. Contractors shall provide daily reports on a weekly basis to Owner's Representative.

C. Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:

1. Material stored prior to previous report and remaining in storage.
2. Material stored prior to previous report and since removed from storage and installed.
3. Material stored following previous report and remaining in storage.

D. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.5 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At no less than monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 3. As the Work progresses, indicate final completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 1. Post copies in Project meeting rooms and temporary field offices.
 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.
 3. The Contractor shall immediately report, in writing, any problems anticipated by projections shown in any distributed schedule.

END OF SECTION 01 32 00

**SUBMITTAL COVER SHEET
MAIN OFFICE RENOVATIONS
BERKS COUNTY INTERMEDIATE UNIT**

Date: _____ Submittal # _____

Architect: AEM Architects, Inc.
3700 Perkiomen Avenue
Reading, PA 19606-2795

cc: Sub-Contractor:

**Use separate cover sheet for each specification section and attach to each copy of submittal.*

****Paragraph:** List **Part II** section where the submitted material is referenced (Example 2.3 A 1).

***Submittal Types (as required in the specifications): Product Data, Shop Drawing, Schedule, Delegated Design, Coordination Drawing, Sample, Color Selector, Test/Inspection Report, Qualification Data, Certification, Test Report, Administrative or Other.

When an Acceptable Manufacturer's product is provided in lieu of the Basis of Design product or when the work indicated in the submittal deviates from the work indicated on the Contract Documents, the **Contractor is required** to provide a Statement of Deviations itemizing all deviations contained in the submittal.

Submitted product(s) conforms to all Project Requirements: Yes / No (select one)

If No, provide an itemized list of deviations from the Contract Documents

Remarks:

We certify we have thoroughly reviewed the attached submittals for compliance with the Contract Requirements and we have identified all deviations from the Contract Documents contained within the attached submittals. **We understand that submittals provided that contain unidentified deviations from the Contract Documents or are not in compliance with the submittal requirements and are returned for resubmittal may be subject to back-charge for Architect's costs to re-review the submittal.**

Project Manager

SAMPLE SUBMITTAL SCHEDULE
XYZ CONTRACTOR
CONTRACT
MAIN OFFICE RENOVATIONS
DATE

Specification Section	Required Submittals	Supplier/ Installer	Manufacturer	Scheduled Date to Architect	Scheduled Date for Approval
081416 "Flush Wood Doors"	Product Data Shop Drawings Samples	ABC Company XYZ Contractor	GHI Doors	xx/ xx /xxxx	xx/ xx /xxxx
101400 "Signage"	Product Data Shop Drawings Wiring Diagrams Samples Design Criteria	XYZ Contractor	JKL Signs	xx/ xx /xxxx	xx/ xx /xxxx
126100 "Fixed Audience Seating"	Product Data Shop Drawings Samples Product Certificates Qualification Data	MNO Seating	MNO Seating	xx/ xx /xxxx	xx/ xx /xxxx
220530 "Meters & Gauges"	None				
221130 "Pumps"	Product Data	PQR Supply	STV Pump	xx/ xx /xxxx	xx/ xx /xxxx

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

B. Related Requirements:

1. Division 01 Section "Payment Procedures" for submitting Applications for Payment and the schedule of values.
2. Division 01 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
3. Division 01 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.
4. Division 01 Section "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
5. Division 01 Section "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

C. Stipulations: Contractor recognizes and agrees to the following:

1. Contractor is responsible for accuracy of submittals.
2. Submittals do not dictate means and methods.
3. Submittals shall be submitted in a timely fashion as to not impact the procurement of materials to perform the Work.
4. Architect's approval of a submittal does not relieve the Contractor of any responsibilities indicated in the Contract Documents.

1.3 DEFINITIONS

A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."

B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

C. Product Data: Manufacturer's standard published data indicating size, shape, material, specifications, options, and other standard information about products and materials.

- D. Shop Drawings: Information specifically prepared indicating size, shape, materials, attachment to adjacent construction, and other project specific information about products and materials.
- E. Basis of Design: Specific product or manufacturer upon which the work of the project shall be based as the minimum standard of quality. Where Basis of Design is indicated in Part 2-Products Sections, products submitted by the Contractor from acceptable manufacturers shall meet or exceed the Basis of Design products specific attributes, as published by the manufacturer whether or not specific attributes of the basis of design product are indicated in the Specification Section.
- F. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in order by specification section in form attached to this Section. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 - a. Initial Submittal: Submit within 14 days from Notice to Proceed. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 - b. Final Submittal: Submit within 30 days from Notice to Proceed.
 - 1) Submit revised submittal schedule to reflect changes in current status and timing for submittals.
 - 2. Format: Arrange the following information in a tabular format:
 - a. Specification Section number and title.
 - b. Submittals required by section:
 - 1) Shop Drawings.
 - 2) Product Data.
 - 3) Certifications.
 - 4) Samples.
 - 5) Warranty (for review only if required in specifications).
 - 6) Other required submittals listed in specification section.
 - 7) None (if no submittal is required).
 - c. Manufacturer.
 - d. Installer.
 - e. Description of the Work covered.
 - f. Scheduled date for first submittal.
 - g. Scheduled date for Architect's final release or approval.
 - 1) Allow for review time noted in Agreement.
 - h. Special Instructions.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: Electronic digital data files of the Contract Drawings will be available from Architect for Contractor's use in preparing submittals. Refer to requirements in the General Conditions of the Contract.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay or otherwise have a negative impact upon scheduling, Owner activities or conducting of Owner operations.
 - 2. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 3. Submit all items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
 - b. Should Architect be unsatisfied with Contractor's submission practices, Architect may require the Contractor to only transmit submittals when all required submittals are included (including Informational Submittals). Contractor's failure to comply with this requirement may cause the submittal to be returned unreviewed.
- 5. Electronically transmit all submittals to the Architect. In addition, electronically transmit the following submittals to the Architect's Consultants as follows:
 - a. Sitework submittals shall be electronically transmitted to the Civil Engineer.
 - b. Food Service submittals shall be electronically transmitted to the Food Service Consultant.
 - c. Structural submittals shall be electronically transmitted to the Structural Engineer.
 - d. MEP submittals shall be electronically transmitted to the MEP Engineer HVAC submittals shall be electronically transmitted to the Commissioning Agent.

C. Contractor Review: Prior to submission to the Architect or Engineer, Contractor, with its own project management staff, shall thoroughly review submittals for compliance with project requirements and shall provide submittals that match the specified material requirements. Contractor shall identify all deviations from Contract Documents and attach a Statement of Deviations to all submittals where deviations are occur.

- 1. Contractor may request a "preliminary" review of submittals where guidance may be required from the Architect. Contractor shall submit one copy of "preliminary" submittal for Architect's review. Contractor recognizes "preliminary" review by Architect does not guarantee approval of final submission. "Preliminary" review of submittals does not relieve Contractor of responsibilities for providing a thorough submittal review. Architect reserves the right to reject the request for a "preliminary" submittal review.
- 2. Unless specifically noted as a "preliminary" submittal review, all submittals received by Architect are considered to be thoroughly reviewed and final submissions by the Contractor.
- 3. Contractor is responsible for all costs associated with Architect's review of submittals that show evidence of not being thoroughly reviewed by the Contractor or are not provided in compliance with requirements.

D. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Submittal Review: Allow 15 days for review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
2. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for review of each submittal.

E. Submittals: Label and identify each submittal as follows.

1. Indicate name of firm or entity that prepared each submittal on label or title block.
2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
3. Include the following information for processing and recording action taken:
 - a. Project and Owner name.
 - b. Contract No. _____ - _____.
 - c. Date.
 - d. Name and address of Architect.
 - e. Name and address of Contractor.
 - f. Name and address of subcontractor.
 - g. Name and address of supplier.
 - h. Name and address of manufacturer.
 - i. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
 - j. Number and title of appropriate Specification Section.
 - k. Drawing number and detail references, as appropriate.
 - l. Location(s) where product is to be installed, as appropriate.
 - m. Other necessary identification.
4. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a cover sheet that shall be included with each copy of the submittal. Architect will discard submittals received from sources other than Contractor.
 - a. Transmittal Form for Submittals: Use Submittal Cover Sheet included in this Section and provide the following information:
 - 1) Project name.
 - 2) Date.
 - 3) Destination (To:).
 - 4) Source (From:).
 - 5) Name and address of Architect.
 - 6) Name of Contractor.
 - 7) Name of firm or entity that prepared submittal.
 - 8) Names of subcontractor, manufacturer, and supplier.
 - 9) Category (action, informational, etc.) and type (product data, shop drawing, etc.) of submittal.
 - 10) Submittal purpose and description.

- 11) Specification Section number and title.
- 12) Specification paragraph number or drawing designation and generic name for each of multiple items.
- 13) Drawing number and detail references, as appropriate.
- 14) Indication of full or partial submittal.
- 15) Transmittal number.
- 16) Submittal and transmittal distribution record.
- 17) Remarks.
- 18) Statement certifying submittal has been thoroughly reviewed and is in compliance with the requirements except as noted on Statement of Deviations.
- 19) Signature of transmitter.

b. Statement of Deviations: On an attached separate sheet, prepared on Contractor's letterhead, record deviations from requirements in the Contract Documents, including minor variations and limitations. Include same information throughout submittal where deviation occurs.

F. Options: Identify and highlight options requiring selection by Architect.

G. Resubmittals: Make resubmittals in same form and number of copies as previous submittal.

1. Note date and content of previous submittal.
2. Note date and content of revision in label or title block and clearly indicate extent of revision.
3. Resubmit submittals until they are marked with an approval notation (Approved or Approved as Noted) from Architect's action stamp.

H. Record Submittals: Provide revised, clean submittals for record when requested by the Architect and as required by Division 01 Section "Building Systems Commissioning Procedures" for the Commissioning Consultant.

I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, Prime Contractors, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

J. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

1. Submit electronic submittals via email as PDF electronic files. PDF electronic file shall include Contractor's Transmittal, Statement of Deviations and the Submittal.
2. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - a. Provide a notarized statement on original paper copy certificates and certifications where indicated.

B. Product Data: Submit product data for review and approval. Collect information into a single, well organized submittal for each element of construction and type of product or equipment.

1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
2. Mark each copy of each submittal to show which products and options are applicable. Strike items that are not applicable.
3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Manufacturer's templates.
 - e. Standard color charts.
 - f. Statement of compliance with specified referenced standards.
 - g. Statement of compliance with Basis of Design requirements where an acceptable manufacturer is provided in lieu of a specified Basis of Design.
 - h. Testing by recognized testing agency.
 - i. Application of testing agency labels and seals.
 - j. Notation of coordination requirements and dimensions verified by field measurements.
 - k. Availability and delivery time information.
4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
5. Submit Product Data before or concurrent with Samples.
6. Submit Product Data in the following format:
 - a. PDF Electronic File.

C. Shop Drawings: Submit shop drawings for review and approval. Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. Manufacturer's standard information without specific reference to the project is considered product data and does not satisfy shop drawing requirements.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Schedules.
 - d. Compliance with specified standards.
 - e. Notation of coordination requirements.
 - f. Notation of dimensions established by field measurement.
 - g. Relationship and attachment to adjoining construction clearly indicated.
 - h. Seal and signature of professional engineer for all submittals requiring Delegated Design.
2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.

3. Submit Shop Drawings in the following format:

- a. PDF Electronic File:

D. Samples: Submit Samples for review and selection of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed. Remove or identify samples not applicable in standard sample submittals.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.

2. Identification: Attach label on unexposed side of Samples that includes the following:

- a. Generic description of Sample.
- b. Product name and name of manufacturer.
- c. Sample source.
- d. Number and title of applicable Specification Section.
- e. Specification paragraph number and generic name of each item.

3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.

- a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
- b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

4. Submit samples as follows:

- a. Provide physical samples and color selection documents to the Architect as noted below. Contractor shall also provide a PDF electronic file of color selection documents to the Architect.

5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.

- a. Number of Samples: Submit two full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will transmit options selected through the Project Color Schedule.

6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

- a. Number of Samples: Submit two sets of Samples.

- 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.

2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

7. Selection: Architect will provide Contractor with documentation of the selections of kind, color, pattern, and/or texture selected. Selections will not be documented until all samples are submitted.

E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:

1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
2. Manufacturer and product name, and model number if applicable.
3. Number and name of room or space.
4. Location within room or space.

F. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."

G. Application for Payment and Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."

H. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Division 01 Section "Quality Requirements."

I. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 01 Section "Closeout Procedures."

J. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

K. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

L. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

M. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

N. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

O. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

P. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

- Q. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- R. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- S. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.
- T. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- U. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- V. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- W. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit with each copy of the submittal, copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S RESPONSIBILITIES

A. Action and Informational Submittal Review: Review each submittal thoroughly and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Contractor shall not submit submittals for review that have not been thoroughly reviewed by the Contractor's project management staff.

1. Begin receiving and compiling submittals immediately upon receipt of the Notice to Proceed.
2. Thoroughly review all submittals for compliance with drawings and specification requirements as follows:
 - a. Reject submittals not in conformance with project requirements.
 - b. Confirm all required submittals are provided, complete and collated in an orderly fashion.
 - c. Confirm PDF electronic files are an appropriate resolution for clarity so Architect can perform review.
 - d. Coordinate submittals with work of other subcontractors and Prime Contractors.
 - e. Check all dimensions.
 - 1) Note corrections and field dimensions.
 - 2) Identify conflicts.
 - f. Review and confirm quantities.
 - g. Highlight deviations from the Contract Documents or the "Basis of Design" product and prepare a Statement of Deviations to accompany submittal.
 - h. Sign cover sheet certifying submittal has been thoroughly reviewed and is in compliance with requirements. Signature shall also confirm Contractor's acceptance of costs for review of submittals determined by the Architect to not be in compliance with the Project Requirements.
 - i. Mark submittal with approval stamp.
3. Do not fabricate products or begin work until approved submittals are received from Architect and until all submittals for other Work that affects the accuracy of the submittal are approved.
 - a. No payment will be made for work in place without approved submittals.
4. Coordinate submittals into logical groupings to facilitate interrelation of the several items:
 - a. Finishes that involve Architect selection of colors, textures or patterns.
 - b. Associated items that require correlation for efficient function or for installation.
5. No extension of time or approval of substitute product will be granted for Contractor's failure to review or transmit submittals properly or in a timely manner. Contractor shall confirm Architect's receipt of emailed PDF electronic files.
 - a. All costs for acceleration to complete work per the project schedule due to this issue will be borne by the offending Contractor.

B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

- C. Coordination: Coordinate all deviations from the Contract Documents or "Basis of Design" products with Prime Contractors upon receipt of approved submittals.
- D. Unidentified Deviations: It is the Contractor's responsibility to include a list of deviations from the Contract Documents with each submittal for the Architect's evaluation. Where Contractor has not indicated deviations on submittals and in place work is affected, Contractor shall modify or replace work as required to meet project requirements, at no additional cost to the Owner. Costs realized by other Prime Contractors or the Architect due to an unidentified deviation, shall be borne by the offending Contractor.
- E. Project Closeout and Maintenance Material Submittal Review: See requirements in Division 01 Section "Closeout Procedures."
- F. Delinquent Submittals: If the completion of Submittal Milestone Date has elapsed, and the submittals are not complete, the Architect may require the Contractor to compile a Delinquent Submittal Log that includes the following:
 - 1. Itemization of all submittals that have not been returned by the Architect marked "Approved" or "Approved as Noted."
 - 2. Anticipated date for each delinquent submittal to be submitted.
 - 3. Documentation of specific correspondence between supplier and Contractor confirming the anticipated processing and review of the submittal by the Contractor prior to submission to the Architect.
 - 4. Update the log with accurate information weekly. Correspond with each supplier weekly until the submittal is sent to the Architect for review.

3.2 ARCHITECT'S ACTION

- A. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action, as follows:
 - 1. Final Unrestricted Release: Where submittals are marked "APPROVED", that part of the work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
 - 2. Final-But-Restricted Release: When submittals are marked "APPROVED AS NOTED", that part of the work covered by the submittal may proceed provided it complies with both the Architect's notations or corrections on the submittal and requirements of the Contract Documents final acceptance will depend on that compliance.
 - 3. Returned for Resubmittal: When submittal is marked "NOT APPROVED", or "REVISE AND RESUBMIT", do not proceed with that part of the work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the Architect's notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
 - a. Do not permit submittals marked "NOT APPROVED" or "REVISE AND RESUBMIT" to be used at the project site, or elsewhere construction is in progress. Work that proceeds without action on shop drawings indicating "APPROVED" or "APPROVED AS NOTED" shall be deemed to be non-compliant.
 - 4. Other Action: Where a submittal is primarily for information or record purposes, for special processing or other Contractor activity, the submittal will be returned, marked "ACTION NOT REQUIRED".

- B. Informational Submittals: Architect will review each submittal and will return one copy of the submittal marked "ACTION NOT REQUIRED", or will return it marked "REVISE AND RESUBMIT" if it does not comply with requirements.
- C. If electronic PDF files are not clear enough for Architect's to perform review, Contractor shall provide paper submittals for review at no additional cost.
- D. Partial submittals prepared for a portion of the Work will be reviewed when approval for the use of partial submittals has received prior approval from Architect.
- E. Incomplete submittals or submittals not in accordance with requirements are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review. Contractor shall be liable for Architect's costs associated with non-responsive submittals.
- F. Architect reserves the right to be compensated by the Contractor for additional time expended reviewing submittals returned as "REVISE AND RESUBMIT" or "NOT APPROVED".
- G. Submittals not required by the Contract Documents may be returned by the Architect without action.
- H. When paper submittals are provided, Architect will return reviewed submittal as a PDF electronic file via email.
- I. Upon receipt of all color samples, Architect will create and issue a Color Schedule for the project. Contractor shall allow eight weeks after final color sample submission for distribution of Color Schedule. Contractor shall coordinate submission of color samples in a manner that does not impact the time required for the Architect to create and issue the Color Schedule.
- J. If Architect requires the Contractor to create a Delinquent Submittal Log and the Contractor fails to provide a Delinquent Submittal Log in accordance with the requirements or update the log weekly, the Architect may contact the offending suppliers regarding submission of outstanding submittals. Contractor shall be liable for Architect's costs for time spent to contact the Contractor's suppliers.

END OF SECTION 01 33 00

SECTION 01 40 00 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for quality assurance and quality control.

B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.

1. Specific quality-assurance and quality-control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, Commissioning Authority, or authorities having jurisdiction are not limited by provisions of this Section.
4. Specific test and inspection requirements are not specified in this Section.

C. Related Requirements:

1. Division 01 Section "Construction Progress Documentation" for developing a schedule of required tests and inspections.
2. Division 01 Section "Cutting and Patching" for repair and restoration of construction disturbed by testing and inspecting activities.
3. Division 01 Section "Project Management and Coordination" for Preinstallation Conferences.
4. Individual Specification Sections for mockup and testing requirements.

1.3 DEFINITIONS

A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.

B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect.

- C. Mockups: Full-size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under Sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.
- D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria.
- E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.
- G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
 - 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

1.4 CONFLICTING REQUIREMENTS

- A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.
- C. For products or workmanship specified by association, trade or Federal standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.

1.5 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data: For Contractor's quality-control personnel.
- C. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- D. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Entity responsible for performing tests and inspections.
 - 3. Description of test and inspection.
 - 4. Identification of applicable standards.
 - 5. Identification of test and inspection methods.
 - 6. Number of tests and inspections required.
 - 7. Time schedule or time span for tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.
- E. Quality Control Reports: Provide quality control reports from a qualified testing agency for each specification section where the Contractor is responsible to engage a testing agency for field quality control.

1.6 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 30 days of Notice to Proceed, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
 - 1. Project quality-control manager may also serve as Project superintendent.
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Preinstallation Conferences: In quality control plan, include a comprehensive list of preinstallation conferences required.
- E. Mockups: In quality control plan, include a comprehensive list of mockups required.
- F. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
 - 1. Contractor-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections.

2. Special inspections required by authorities having jurisdiction and indicated on the "Statement of Special Inspections."
- G. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- H. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.7 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 1. Date of issue.
 2. Project title and number.
 3. Name, address, and telephone number of testing agency.
 4. Dates and locations of samples and tests or inspections.
 5. Names of individuals making tests and inspections.
 6. Description of the Work and test and inspection method.
 7. Identification of product and Specification Section.
 8. Complete test or inspection data.
 9. Test and inspection results and an interpretation of test results.
 10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 12. Name and signature of laboratory inspector.
 13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
 1. Name, address, and telephone number of technical representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
 1. Name, address, and telephone number of factory-authorized service representative making report.
 2. Statement that equipment complies with requirements.

3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
4. Statement whether conditions, products, and installation will affect warranty.
5. Other required items indicated in individual Specification Sections.

D. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.8 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
 1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
 2. Interference with local trade union jurisdictional settlements and similar conventions is not intended. Resolution of these issues shall be the responsibility of the Contractor.
 3. These assignments are requirements over which the Contractor has no choice or option. The responsibility for fulfilling Contract requirements remain that of the Contractor.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329, E 548 and D 3740; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities and authorized to operate in the jurisdiction the project is located.
 1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.

- H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
 - 1. Contractor responsibilities include the following:
 - a. Schedule testing activities to not adversely affect the project schedule.
 - b. Provide test specimens representative of proposed products and construction.
 - c. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - d. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
 - e. Build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.
 - f. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
 - g. When testing is complete, remove test specimens, assemblies, mockups, and laboratory mockups; do not reuse products on Project.
 - 2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect and Commissioning Authority, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
 - 1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
 - 2. Notify Architect in writing seven days in advance of dates and times when mockups will be constructed. Failure to provide Architect advanced, adequate notice for review shall not be cause for delay.
 - 3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at Project.
 - 4. Demonstrate the proposed range of aesthetic effects and workmanship.
 - 5. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
 - a. Allow seven days for initial review and each re-review of each mockup.
 - 6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 - 7. Demolish and remove mockups when directed unless otherwise indicated.
- L. Integrated Exterior Mockups: Construct integrated exterior mockup according to approved Shop Drawings. Coordinate installation of exterior envelope materials and products for which mockups are required in individual Specification Sections, along with supporting materials.

M. Laboratory Mockups: Comply with requirements of preconstruction testing and those specified in individual Specification Sections.

1.9 QUALITY CONTROL

A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.

1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
3. Personnel employed by the Owner may inspect the work in progress but shall have no authority to direct the Contractor or request changes in the work except through the Architect.

B. Contractor Responsibilities: All required tests and inspections are Contractor's responsibility except testing, balancing, and commissioning to be provided by Owner's Commissioning Authority. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.

1. Provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 01 Section "Submittal Procedures."

D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.

E. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.

F. Testing Agency Responsibilities: Cooperate with Architect, Commissioning Authority and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.

1. Notify Architect, Commissioning Authority, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.

2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
6. Do not perform any duties of Contractor.

G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:

1. Access to the Work.
2. Incidental labor and facilities necessary to facilitate tests and inspections.
3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
4. Facilities for storage and field curing of test samples.
5. Delivery of samples to testing agencies.
6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
7. Security and protection for samples and for testing and inspecting equipment at Project site.

H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

1. Schedule times for tests, inspections, obtaining samples, and similar activities.

I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Document as a component of Contractor's quality-control plan. Coordinate and submit concurrently with Contractor's construction schedule. Update as the Work progresses.

1. Distribution: Distribute schedule to Owner, Architect, Commissioning Authority, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.10 SPECIAL TESTS AND INSPECTIONS

A. Special Tests and Inspections: Conducted by a qualified testing agency as required by authorities having jurisdiction, as indicated in individual Specification Sections and as identified in Construction Permits issued by the Code Officials, and as follows:

1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviews the completeness and adequacy of those procedures to perform the Work.
2. Notifying Architect, Commissioning Authority, and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect and Commissioning Authority with copy to Contractor and to authorities having jurisdiction.
4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.

5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
6. Retesting and reinspecting corrected work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
 1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Architect.
 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's and Commissioning Authority's, reference during normal working hours.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Division 01 Section "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 40 00

SECTION 01 42 00 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.

C. Coordinate: The term "coordinate" means "to cooperate with related trades to furnish and install all connections between the trades in correct sequence size and location to create a complete system ready for intended use."

D. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."

E. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."

F. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.

G. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

H. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.

I. "Provide": Furnish and install, complete and ready for the intended use.

J. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."
- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
 - 1. AABC - Associated Air Balance Council; www.aabc.com.
 - 2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
 - 3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
 - 4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
 - 5. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org
 - 6. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
 - 7. AGA - American Gas Association; www.agae.org.
 - 8. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
 - 9. AI - Asphalt Institute; www.asphaltinstitute.org.
 - 10. AIA - American Institute of Architects (The); www.aia.org.
 - 11. AISC - American Institute of Steel Construction; www.aisc.org.
 - 12. AISI - American Iron and Steel Institute; www.steel.org.
 - 13. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
 - 14. ANSI - American National Standards Institute; www.ansi.org.
 - 15. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
 - 16. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
 - 17. ARI - American Refrigeration Institute; (See AHRI).
 - 18. ASCE - American Society of Civil Engineers; www.asce.org.
 - 19. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
 - 20. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
 - 21. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
 - 22. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
 - 23. ASTM - ASTM International; www.astm.org.
 - 24. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
 - 25. AWI - Architectural Woodwork Institute; www.awinnet.org.
 - 26. AWS - American Welding Society; www.aws.org.
 - 27. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
 - 28. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
 - 29. CEA - Consumer Electronics Association; www.ce.org.
 - 30. CGA - Compressed Gas Association; www.cganet.com.
 - 31. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.

32. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
33. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
34. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
35. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
36. CSA - CSA International; (Formerly: IAS - International Approval Services); www.csainternational.org.
37. CSI - Construction Specifications Institute (The); www.csinet.org.
38. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
39. DHI - Door and Hardware Institute; www.dhi.org.
40. ECA - Electronic Components Association; (See ECIA).
41. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
42. ECIA - Electronic Components Industry Association; www.eciaonline.org.
43. EIA - Electronic Industries Alliance; (See TIA).
44. EIMA - EIFS Industry Members Association; www.eima.com.
45. ETL - Intertek (See Intertek); www.intertek.com.
46. GA - Gypsum Association; www.gypsum.org.
47. GANA - Glass Association of North America; www.glasswebsite.com.
48. HI - Hydraulic Institute; www.pumps.org.
49. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
50. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
51. HPVA - Hardwood Plywood & Veneer Association; www.hpva.org.
52. IAS - International Accreditation Service; www.iasonline.org.
53. IAS - International Approval Services; (See CSA).
54. ICC - International Code Council; www.iccsafe.org.
55. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
56. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
57. IEC - International Electrotechnical Commission; www.iec.ch.
58. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
59. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
60. IESNA - Illuminating Engineering Society of North America; (See IES).
61. IEST - Institute of Environmental Sciences and Technology; wwwiest.org.
62. IGMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
63. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
64. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
65. ISO - International Organization for Standardization; www.iso.org.
66. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
67. ITU - International Telecommunication Union; www.itu.int/home.
68. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
69. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
70. MPI - Master Painters Institute; www.paintinfo.com.
71. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
72. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
73. NADCA - National Air Duct Cleaners Association; www.nadca.com.
74. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
75. NCMA - National Concrete Masonry Association; www.ncma.org.
76. NEBB - National Environmental Balancing Bureau; www.nebb.org.
77. NECA - National Electrical Contractors Association; www.necanet.org.
78. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
79. NEMA - National Electrical Manufacturers Association; www.nema.org.
80. NETA - InterNational Electrical Testing Association; www.netaworld.org.
81. NFPA - National Fire Protection Association; www.nfpa.org.

82. NFPA - NFPA International; (See NFPA).
83. NFRC - National Fenestration Rating Council; www.nfrc.org.
84. NHLA - National Hardwood Lumber Association; www.nhlal.com.
85. NLGA - National Lumber Grades Authority; www.nlga.org.
86. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
87. NRCA - National Roofing Contractors Association; www.nrca.net.
88. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
89. NSF - NSF International; www.nsf.org.
90. NSPE - National Society of Professional Engineers; www.nspe.org.
91. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
92. PDI - Plumbing & Drainage Institute; www.pdionline.org.
93. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
94. RFCI - Resilient Floor Covering Institute; www.rfci.com.
95. SAE - SAE International; www.sae.org.
96. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
97. SDI - Steel Deck Institute; www.sdi.org.
98. SDI - Steel Door Institute; www.steeldoor.org.
99. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
100. SIA - Security Industry Association; www.siaonline.org.
101. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
102. SPIB - Southern Pine Inspection Bureau; www.spib.org.
103. SPRI - Single Ply Roofing Industry; www.spri.org.
104. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
105. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
106. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
107. TMS - The Masonry Society; www.masonrysociety.org.
108. TPI - Turfgrass Producers International; www.turfgrasssod.org.
109. UL - Underwriters Laboratories Inc.; <http://www.ul.com>.
110. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
111. WCMA - Window Covering Manufacturers Association; www.wcmamet.org.
112. WDMA - Window & Door Manufacturers Association; www.wdma.com.
113. WI - Woodwork Institute; www.wicnet.org.

C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.

1. ICC - International Code Council; www.iccsafe.org.
2. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.

D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.

1. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
2. DOE - Department of Energy; www.energy.gov.
3. EPA - Environmental Protection Agency; www.epa.gov.
4. OSHA - Occupational Safety & Health Administration; www.osha.gov.

E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. USAB - United States Access Board; www.access-board.gov.
2. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. UCC – PA Department of Labor & Industry, Uniform Construction Code; www.dli.pa.gov.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 42 00

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.

- B. Related Requirements:

1. Division 01 Section "Summary" for work restrictions and limitations on utility interruptions.
2. Division 01 Section "Submittal Procedures" for procedures for submitting copies of implementation and termination schedule and utility reports.
3. Division 01 Section "Execution" for progress cleaning requirements.
4. Division 01 Section "Erosion and Sediment Control" for basic erosion control measures and requirements.
5. Divisions 02 through 49 Sections for temporary heat, ventilation, and humidity requirements for products in those Sections.
6. Division 26 Section "Basic Electrical Requirements" for additional requirements related to temporary electric and telephone service.
7. Division 31 Section "Dewatering" for disposal of ground water at Project site.
8. Division 32 Section "Asphalt Paving" for construction and maintenance of asphalt pavement for temporary roads and paved areas.

1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, testing agencies, and authorities having jurisdiction.
- B. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- C. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
 - 1. Individual Contractors are responsible for metering and use charges for electricity used at job and storage trailers.

1.4 INFORMATIONAL SUBMITTALS

- A. Site Plan: General Contractor shall prepare and show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel. Plan must coordinate with site plans and phasing and be approved by the Owner prior to implementation. Site staging plan shall be submitted for Owner review within five (5) days minimum prior to the Pre-construction Conference.
- B. Dust- and HVAC-Control Plan: General Contractor, in coordination with HVAC Contractor, shall submit drawing(s) and narrative that indicates the dust-control measures proposed for use in areas adjacent to occupied portions of site, including proposed equipment locations, and proposed time frame for their operation. Identify further options if proposed measures are later determined to be inadequate. Including the following:
 - 1. Waste handling procedures.
 - 2. Dust-control measures.
 - 3. Should dust mitigation efforts be required by the Berks County Dept. of Health and testing is required, the Contractor shall be responsible for the cost of said mitigation, testing, future inspections or any imposed fees or fines.

1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the DOJ's "2010 ADA Standards for Accessible Design" and ICC A117.1.

1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.
- B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire prevention measures. Do not overload facilities, or permit them to interfere with progress. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist on the Site.
 - 1. Temporary Utilities: Do not permit freezing of pipes, flooding or the contamination of water sources.
 - 2. Temporary Construction and Support Facilities: Maintain temporary facilities in a manner to prevent discomfort to users. Take necessary fire prevention measures. Maintain temporary facilities in a sanitary manner so as to avoid health problems.
 - 3. Security and Protection: Maintain site security and protection facilities in a safe, lawful, publicly acceptable manner. Take measures necessary to prevent site erosion.
 - 4. Take measures necessary to prevent site erosion.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Portable Chain-Link Fencing: Minimum 2-inch, 0.148-inch- thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top and bottom rails. Provide concrete or galvanized-steel bases for supporting posts.
- B. Trespassing Signage: Metal or plastic sign, minimum size 7"x10" indicating "DANGER CONSTRUCTION SITE NO TRESPASSING" or similar message acceptable to the Architect.
- C. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10-mil minimum thickness, with flame-spread rating of 15 or less per ASTM E 84 and passing NFPA 701 Test Method 2.
- D. Dust-Control Adhesive-Surface Walk-off Mats: Provide mats minimum 36 by 60 inches.
- E. Insulation: Unfaced mineral-fiber blanket, manufactured from glass, slag wool, or rock wool; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively.

2.2 TEMPORARY FACILITIES

- A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading. These are limited to one per Contractor. Subcontractors shall be provided use of the Field Office provided by its respective Prime Contractor.
- B. Owner's Representative Field Office: Provide a new or reconditioned trailer, minimum size 11'-9" x 60'-0" to accommodate needs of Owner's Representative, Architect, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Furnish and equip offices as follows:
 - 1. Metal stairs at each door, with boot cleaner.
 - 2. Central HVAC unit with sufficient heating to maintain minimum 70°F interior temperature during winter and sufficient air conditioning to maintain 75°F interior temperature during summer.
 - 3. Metal window guards at each window and steel bars at each door with door bars locked by padlock and removable for entry.
 - 4. Weekly cleaning and janitorial service for the trailer.
 - 5. Complete office furnishings, including two (2) desks, two (2) executive desk chairs, two (2) side tables, one (1) conference table to seat 20, twenty (20) chairs, two (2) fire-proof, locking 4-drawer legal size file cabinet, two (2) plan racks.
 - 6. Operating toilet within the trailer utilizing either holding tank or waterless toilet with full maintenance service providing continuous operation without odors within the trailer.
 - 7. Regular bottled water service with water cooler.
 - 8. Electricity. Provide service to supply power for a copier, computer system (monitor, hard drive and external devices), telephone system, and the like.
 - 9. Internet Service: Broadband modem, router, and ISP, equipped with hardware firewall, providing minimum 20-Mbps upload and 200-Mbps download speeds at each computer.
 - 10. Internet Security: Integrated software, providing software firewall, virus, spyware, phishing, and spam protection in a combined application.
 - 11. Provide snow removal from the office trailer to the job site.
 - 12. Provide maintained stone path from the office trailer to the job site.
 - 13. Provide (1) inspected fire extinguisher.

C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.

1. Store combustible materials apart from building.

2.3 EQUIPMENT

A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.

1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.

2. Heating Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.

C. Heating, Cooling, Ventilating, and Dehumidifying Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.

D. Air-Filtration Units: Primary and secondary HEPA-filter-equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Temporary facilities and controls shall be installed in such a manner that they do not interfere with the construction.

1. Where interference with construction is unavoidable, coordinate installation and removal with all affected Contractors and restore or complete new construction.

B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

C. Temporary facilities and controls shall be available for use 24 hours a day, 7 days a week for the duration of the installation.

D. Maintain temporary facilities and controls in working, operating condition at all times.

1. Repair or replace temporary facilities and controls that are not in working order immediately.

E. Remove temporary facilities and controls no sooner than permanent systems are functional or are ready to be utilized if allowed by the project requirements.

3.2 TEMPORARY UTILITY INSTALLATION

A. General: Install temporary service or connect to existing service.

1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully. If sewers are not available or cannot be used, provide drainage ditches, dry wells, stabilization ponds, and similar facilities. If neither sewers nor drainage facilities can be lawfully used for discharge of effluent, provide containers to remove and dispose of effluent off the site in a lawful manner.
 1. Filter out excessive amounts of soil, construction debris chemicals, oils, and similar contaminants that might clog sewers or pollute waterways before discharge.
 2. Connect temporary sewers to the municipal system as directed by authorities having jurisdiction.
 3. Maintain temporary sewers and drainage facilities in a clean, sanitary condition. Following heavy use, restore normal conditions promptly.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.
 1. Provide one yard hydrant with threaded connection for 3/4 inch hoses. If temporary water service is used during freezing weather, suitable freeze-proof yard hydrants shall be provided.
 2. Maintain hose connections and outlet valves in leak-proof condition.
 3. Where installations below an outlet might be damaged by spillage or leakage, provide a drip pan of suitable size to minimize the possibility of water damage. Drain accumulated water promptly from pans.
- D. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
 1. Provide one yard hydrant with threaded connection for 3/4 inch hoses. If temporary water service is used during freezing weather, suitable freeze-proof yard hydrants shall be provided.
 2. Maintain hose connections and outlet valves in leak-proof condition.
 3. Where installations below an outlet might be damaged by spillage or leakage, provide a drip pan of suitable size to minimize the possibility of water damage. Drain accumulated water promptly from pans.
- E. Sanitary Facilities: Provide temporary toilets, wash facilities, eye wash stations, sanitization stations, hand soap and sanitizer, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
 1. Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Provide covered waste containers for used material.
- F. Temporary Heat: Provide temporary heat when building or defined building unit(s) is generally enclosed by walls (exclusive of windows, doors, other openings, and veneers) and roof and the outside temperature is forecasted to, or falls below, 40°F at any time during the day or night.
 1. Maintain minimum temperature of 55°F within enclosed area.
 2. Provide temporary enclosures in openings and at incomplete construction to maximum temporary heat effectiveness.
 3. Provide temporary heating required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity.
 4. Select equipment that will not have a harmful effect on completed installations or elements being installed.

5. Review temporary heat with authorities having jurisdiction and comply with local, state and federal laws.

G. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.

1. Prior to commencing work, isolate the HVAC system in area where work is to be performed according to coordination drawings.
 - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
 - b. Maintain negative air pressure within work area using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.
3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.

H. Temporary Cooling, Ventilation, and Humidity Control: Provide temporary cooling and ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate cooling and ventilation requirements to produce ambient condition required and minimize energy consumption.

1. Provide dehumidification systems when required to reduce substrate moisture levels to level required to allow installation or application of finishes.
2. Refer to requirements of other Sections for finishes, casework and equipment to condition space for installation.

I. Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner. Larger construction feeds (including feed to trailers) shall be connected to the main switchboard. Contractor shall provide temporary breaker, sized sufficiently, for the feed. At the completion of construction, the breaker shall be removed, and appropriate plugs installed.

1. Capacity shall be sufficient for the proper performance of the work, but in no case shall it be sized at less than two (2) watts per square foot of building area plus 100KW for construction trailer hookup.
2. Provide temporary feed to construction trailers. Refer to Site utilization drawings for location. Provide appropriately sized triplex cable, run overhead, from building to construction trailers. Include temporary weather head and temporary poles as required to span paved area. Line shall be high enough to accommodate OTR trucks (minimum height 14' clear), and span sufficiently to allow for truck maneuvering. Provide distribution to five (5) trailers, including four (4) Prime Contractors and one (1) Owner's Representative.
3. System characteristics shall be 120/208, 3 phase, 4W, or 120/240 single-phase 3W.
4. Service, switches, panels, distribution, feeders, branch circuit, etc., shall be as approved for temporary systems and uses anticipated.
5. Receptacles shall be provided throughout the project located so that any portion of the building can be reached with a 50 foot extension cord. Receptacles shall be rated 20 amps, 125 volt, protected with a 20 amp circuit breaker, and GFI protection. There shall be no more than four (4) receptacles per circuit. Lighting and receptacles shall not be on the same circuit.
6. Grounding shall be as required. Establish an assured ground system and maintain all records at the job site.

7. The Electrical Contractor shall be responsible to maintain and test all temporary power, lighting and emergency lighting in the existing facility during the renovations for each ongoing phase.
8. Voltage Differences: Provide identification warning signs at power outlets other than 110-120 volt power. Provide polarized outlets for plug-in type outlets, to prevent insertion of 110-120 volt plugs into higher voltage outlets.
9. Electrical Outlets: Provide properly configured NEMA polarized outlets to prevent insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button and pilot light, for connection of power tools and equipment, and GFI breakers.

J. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.

1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.

K. Telephone Service: Provide temporary cellular service in common-use facilities for use by all construction personnel.

1. Post a list of the following important telephone numbers:
 - a. Police and fire departments.
 - b. Ambulance service.
 - c. Contractor's home office.
 - d. Contractor's emergency after-hours telephone number.
 - e. Architect's office.
 - f. Engineers' offices.
 - g. Owner's office.
 - h. Prime Contractors and principal subcontractors' field and home offices.

3.3 SUPPORT FACILITIES INSTALLATION

A. General: Comply with the following:

1. Provide construction for temporary offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.
2. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.

B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas within construction limits indicated on Drawings.

1. Provide dust-control treatment that is nonpolluting and nontracking to prevent mud and dirt "wash on" to public roads. Reapply treatment as required to minimize dust. Mud and dirt tracked or washed onto public roads shall be removed immediately.

C. Traffic Controls: Comply with requirements of authorities having jurisdiction.

1. Protect existing site improvements to remain including curbs, pavement, and utilities.
2. Maintain access for fire-fighting equipment and access to fire hydrants.

- D. Parking: Provide temporary parking areas for construction personnel.
- E. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
 - 1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
 - 2. Remove snow and ice to maintain access to staging areas, parking areas, the building, and as required to minimize accumulations.
- F. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
 - 1. Identification Signs: Provide Project identification signs as indicated on Drawings.
 - 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
 - a. Provide temporary, directional signs for construction personnel and visitors.
 - 3. Maintain and touchup signs so they are legible at all times.
 - 4. All signage other than directional, information and project identification must be approved by the Owner prior to installation.
 - 5. Signs installed and not approved will be removed by the appropriate Contractor at no cost to the Owner.
- G. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Division 01 Section "Execution."
 - 1. Collect waste from the site daily.
 - 2. Comply with requirements of NFPA 241 for removal of combustible waste material and debris.
 - 3. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise about 80°F.
 - 4. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly.
 - 5. Dispose of material in a lawful manner.
 - 6. Dumpsters shall be placed in locations directed by the Owner or Architect.
- H. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
 - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- I. Existing Elevator Use: Use of Owner's existing elevators will be permitted, provided elevators are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore elevators to condition existing before initial use, including replacing worn cables, guide shoes, and similar items of limited life.
 - 1. Do not load elevators beyond their rated weight capacity.
 - 2. General Contractor shall provide and maintain protective coverings, barriers, devices, signs, or other procedures to protect elevator car and entrance doors and frame. If, despite such protection, elevators become damaged, General Contractor shall engage elevator Installer to restore damaged work so no evidence remains of correction work. Return items that cannot be refinished in field to the shop, make required repairs and refinish entire unit, or provide new units as required.

J. Existing Stair Usage: Limited use of Owner's existing stairs will be permitted, provided stairs are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore stairs to condition existing before initial use.

1. General Contractor shall provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If stairs become damaged, General Contractor shall restore damaged areas so no evidence remains of correction work.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.

B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.

1. Comply with work restrictions specified in Division 01 Section "Summary."

C. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to erosion- and sedimentation-control Drawings and the authorities having jurisdiction.

1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant- protection zones.
2. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
3. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
4. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

D. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains. Use pumps, drains and other approved methods for continuous removal of all water including rainwater and spring or ground water, to keep foundations, excavations, slabs, and the site free of water.

E. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.

F. Grass and Weed Control: Grass cutting and weed control on the project site shall occur in accordance with local regulations during construction.

G. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using environmentally safe materials.

H. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.

1. Extent of Fence: As indicated on Drawings. At minimum, all exterior work and staging areas, trailers, or laydown shall be fully secured by fence enclosure.
2. Maintain security by limiting number of keys and restricting distribution to authorized personnel.
3. Enclose the project site to accommodate construction operations to include areas of storage, staging and parking. Install in a manner that will prevent general public, dogs, and other animals from easily entering site except by entrance gates
4. Verify location of fence with Architect, Owner and Owner's Representative prior to installation
5. Provide gates in sizes and at locations necessary to accommodate delivery vehicles
6. Install adequately functioning and lockable gates for personnel and material delivery as needed.
7. Construction/site enclosure fence shall be relocated and modified as needed for construction activities and phasing progress.

I. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each work day.

J. Trespassing Signage: Install trespassing signage at the following locations:

1. On each side of each swinging leaf of the construction entrance gates at the temporary construction fence so the signage is visible when gates are in the open and closed position.
2. On the temporary construction fence spaced approximately 50'-0" on center. Signs shall be located on all temporary fence that is within 200'-0" of roads, sidewalks, parking lots, or other public spaces.
3. On doors and at openings where renovated areas are adjacent to occupied areas.
4. As required by OSHA and other safety standards.
5. Other locations where work conditions warrant "No Trespassing" signage as indicated by Owner, Owner's Representative, or Architect.

K. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

1. Provide barricades around construction area.

L. Temporary Egress: Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.

M. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.

1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.

N. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.

1. Construct dustproof partitions with gypsum wallboard with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.
2. Construct Dust Curtains with two layers of 6-mil polyethylene sheet on each side. Cover floor with two layers of 6-mil polyethylene sheet, extending sheets 18 inches up the sidewalls. Overlap and tape full length of joints. Cover floor with fire-retardant-treated plywood.
 - a. Construct vestibule and airlock at each entrance through temporary partition with not less than 48 inches between doors. Maintain water-dampened foot mats or adhesive walk-off mats in vestibule.

3. Where fire-resistance-rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
4. Insulate partitions to control noise transmission to occupied areas.
5. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
6. Protect air-handling equipment and systems.
7. Provide walk-off mats at each entrance through temporary partition.

O. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.

1. Prohibit smoking on construction site.
2. Store combustible materials in containers in fire-safe locations.
3. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
4. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

3.5 MOISTURE AND MOLD CONTROL

A. Contractor's Moisture-Protection Plan: Avoid trapping water in finished work. Document visible signs of mold that may appear during construction.

B. Exposed Construction Phase: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect as follows:

1. Protect porous materials from water damage.
2. Protect stored and installed material from flowing or standing water.
3. Keep porous and organic materials from coming into prolonged contact with concrete.
4. Remove standing water from decks.
5. Keep deck openings covered or dammed.

C. Partially Enclosed Construction Phase: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:

1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
2. Keep interior spaces reasonably clean and protected from water damage.
3. Periodically collect and remove waste containing cellulose or other organic matter.
4. Discard or replace water-damaged material.
5. Do not install material that is wet.
6. Discard, replace, or clean stored or installed material that begins to grow mold.
7. Perform work in a sequence that allows any wet materials adequate time to dry before enclosing the material in drywall or other interior finishes.

D. Controlled Construction Phase of Construction: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:

1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
2. Use temporary dehumidification equipment to control humidity.

3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
 - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective.
 - b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
 - c. Remove materials that cannot be completely restored to their manufactured moisture level within 48 hours.

3.6 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
 2. Failure to Provide Temporary Facilities: If any Contractor fails to carry out their responsibilities in providing temporary facilities and services as specified herein, the Owner shall have the right to take action deemed necessary for protection and conduct of the work. Owner shall deduct cost for this action from the amount due the Contractor at fault by use of a change order.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 1. Materials and facilities that constitute temporary facilities are property of Contractor.
 2. Remove temporary paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
 3. At Substantial Completion of each Phase repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Division 01 Section "Closeout Procedures."

3.7 SCHEDULE OF TEMPORARY FACILITIES AND CONTROLS

- A. General Contractor Responsibilities:
 1. Owner's Representative field office.

2. Telephone service for one common phone.
3. Portable chain link fencing.
4. Temporary partitions, dust control, walk-off mats and isolation of work areas.
5. Fire extinguishers and temporary fire protection.
6. Temporary site stormwater sewer.
7. Temporary sanitary facilities, wash facilities and drinking water.
8. Temporary heat, ventilation and humidity control.
9. Temporary opening enclosures.
10. Temporary walkways and parking areas.
11. Temporary traffic controls.
12. Dewatering of all site excavations.
13. Snow removal of all construction areas and access to them.
14. Project signs.
15. Protection of existing trees and plants.
16. Temporary erosion and sediment control.
17. Grass and weed control within all work areas.
18. Pest control.
19. Temporary egress.
20. Temporary enclosures.
21. Bulletin boards for posting wage rates and regulations.
22. Engineering and layout for building working point and building layout.
23. Temporary barricades, fencing, warning lights and no trespassing signage.
24. Environmental protection.
25. Temporary railings.
26. Security and protection of new and vertical openings.
27. Site security.
28. Protection of existing elevator(s).
29. Protection of existing stairs(s).

B. Plumbing Contractor Responsibilities:

1. Installation and maintenance of temporary water service to site.
2. Building stormwater control.

C. HVAC Contractor Responsibilities:

1. Disconnect and protect all HVAC supply and returns in all work areas.
2. Installation, maintenance, and removal of filter media (MERV-13-rated filters) on all air systems (supply and returns) in all work areas.
3. Temporary ventilation, heating, cooling, and humidity control including protection of existing and new HVAC systems throughout all phases of the Work.

D. Electrical Contractor Responsibilities:

1. Installation, maintenance of temporary power service to staging area, including temporary panels and outlets of sufficient quantity to support progress of the work.
2. Installation of power to Contractors' staging area for Contractors to connect power for trailers.
3. Generator and fuel to provide power to Owner's field office until power to staging area is established.
4. Installation and maintenance of temporary lighting to the building and the site.
5. Maintenance of power, emergency power, lighting, and emergency lighting systems to remain until replacement or as applicable.
6. Temporary maintenance of existing fire alarm system.
7. Temporary maintenance of existing security system.
8. Temporary maintenance of existing access control system.

9. Temporary maintenance of existing data system.
10. Temporary maintenance of existing CCTV system.

E. Temporary facilities and controls to be provided by each Prime Contractor that requires the following:

1. Field offices, trailers, fabrication sheds, and storage units.
2. Utility bills for its own cellular phone service.
3. Fire extinguishers in all work areas, including fire watch, as required by its own work.
4. Temporary heat, ventilation and humidity control in excess of requirements in this Section.
5. Ladders.
6. Snow removal not otherwise specified.
7. Waste disposal facilities.
8. Lifts and hoists.
9. Mockups.
10. Safety.
11. Inspection fees.
12. Printing.
13. Engineering and layout after General Contractor establishes working point and layout.
14. Welding equipment, supplies and power.
15. Power in excess of requirements in this Section.
16. **Daily** cleaning of all work areas (interior and exterior), including broom cleaning and removal of all debris.
17. Moisture and mold control as indicated in this Section.

END OF SECTION 01 50 00

SECTION 01 57 13 - EROSION AND SEDIMENT CONTROL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes but is not limited to the following:
 1. Installation and maintenance of permanent and temporary soil erosion and sedimentation control measures.
 2. Removal of temporary soil erosion and sedimentation control measures when no longer required.
- B. This work consists of procedures and measures to effectively reduce or prevent soil erosion, sedimentation, and other pollutants from entering streams, lakes, public roads, and adjacent public and private property during the entire construction period. The provisions contained herein shall be applied to all areas of the work, shall comply with the rules and regulations of the Department of Environmental Protection and Berks County Conservation District (BCCD), and shall assure economical, effective, and continuous erosion control throughout the construction and post-construction period.
- C. The measures and procedures referred to include, but are not limited to, the use of inlet protection, temporary compost filter soxx, tree protection fence, stone filter barrier, erosion control mats, mulches, grasses, etc. as shown on the Drawings, indicated herein, and/or directed by the Architect, as required.
- D. The Contractor shall incorporate all erosion and sedimentation control features into the project at the earliest practicable time and in strict conformance with construction sequencing indicated in the Drawings.
- E. The cost of additional erosion control measures and fines imposed by governing authorities as a result of the Contractor's failure to comply with regulations governing Erosion and Sedimentation Control shall be the responsibility of the Contractor.

1.3 QUALITY ASSURANCE:

- A. Where indicated, materials and workmanship shall conform to the latest requirements of The Commonwealth of Pennsylvania Department of Transportation Specifications, Publication 408, latest edition, and these requirements shall form a part of these specifications as if physically attached hereto. Reference to these specifications is hereinafter noted as PDT-408.
- B. The Contractor shall be responsible for completing and submitting all paperwork, permits, etc., in conjunction with soil and erosion control procedures enforced by DEP and BCCD.
- C. The Contractor shall become thoroughly acquainted with and comply with all other terms and conditions specified in the Pennsylvania Underground Utility Protection Act, as amended from time to time. Furthermore, the Contractor shall complete the site excavation in full compliance with all applicable standards, codes, laws, ordinances, regulations and/or requirements of any applicable state, federal or governmental agency.

1.4 PROJECT CONDITIONS

- A. Prior to performing excavation and grading, install the erosion and sediment controls as indicated on the Erosion and Sedimentation Control Drawings as indicated herein and as required by local and state agencies.
- B. Maintain erosion and sediment control measures during the construction period to include periodic removal of sediment and repairs as may be required and as further indicated on the Drawings.
- C. Upon completion of the project, remove control measures not otherwise indicated to remain (subsequent to approval by the County Conservation District), clean up the area, regrade if required, and seed, mulch and stabilize disturbed areas.

PART 2 – PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EROSION AND SEDIMENTATION CONTROL MEASURES

- A. Provide erosion control methods in accordance with requirements of authorities having jurisdiction and as described in these specifications and as indicated in Drawing notes and applicable construction details.

3.2 TEMPORARY AND PERMANENT MEASURES

- A. The permanent storm water facilities consist of drainage swales and storm water pipe systems to convey the runoff to the existing detention basins, where it is temporarily stored.
- B. As construction progress permits, areas completed before others shall be stabilized by paving or seeding and mulching. A temporary cover crop or mulch shall be applied to reduce exposure of an area which may otherwise be detained in an exposed condition longer than twenty (20) days. During the non-germinating periods a mulch must be applied.
- C. After final site stabilization has been achieved, the Contractor shall remove temporary erosion and sedimentation controls and dispose of offsite immediately. Stabilize areas disturbed during removal of controls.
- D. Jute Erosion Control Mats or sod shall be installed in areas of concentrated runoff flow as deemed necessary to control scouring and at locations shown on the Drawings. Erosion control matting shall be installed at the time of both temporary and permanent seedings.
- E. Temporary compost filter soxx, stone filters and stone filter outlets shall serve as temporary erosion and sedimentation control measures to trap sediment and reduce velocity of runoff until disturbed areas are stabilized with new grass/ground cover. Compost filter soxx shall be installed and inspected for sturdiness after each storm event. Silt shall be removed upon reaching depth accumulations of 1/2 the above ground height of the compost filter soxx. Adhere to manufacturers' recommendations for replacing compost filter soxx due to weathering.
- F. The formation of concentrated flows on the drainage slope above a compost filter soxx installation is not permitted. If concentrated flows do occur, stone filter outlets shall be provided at regular intervals not to exceed 100 feet.

- G. Compost filter soxx shall not be placed in any area of concentrated flows such as ditches, swales, channels, etc. Compost filter soxx shall not be used in any areas where rock or rocky soils prevent the full and uniform anchoring of the fence toe. Compost filter soxx shall not be placed across the entrance to pipes or culverts and shall not be wrapped around the principle spillway structures of sediment traps or basins.
- H. Temporary stone filters shall be removed and replaced with approved erosion control matting in swales at time of seeding, as shown on the Erosion and Sedimentation Control Drawings.
- I. As shown on the Drawings, stormwater inlets and other drainage structures shall have temporary filtering devices installed as early as possible to serve during the construction period. Temporary inlet protection shall not be installed for inlet piping systems discharging to a temporary sediment trap.
- J. Sediment to be removed once accumulations reach the cleanout stake to be provided (See E&S Plan). Sediment to be disposed of in accordance with BCCD/PA DEP requirements.

3.3 EARTHMOVING ACTIVITY

- A. The main areas of site work include swales, drives, parking areas, and lawn areas. Re-grading of the site shall be performed to the extent necessary to meet required grades. All disturbed areas shall be carefully managed for runoff control. Existing vegetation shall remain undisturbed in areas outside the area of construction. Contractor to field delineate/stake limit of earth disturbance as shown on plans prior to construction.
- B. Topsoil shall be stripped and stockpiled where concentrated runoff flows can be diverted away from the stockpile within the tract boundaries. Topsoil storage piles shall be completely seeded and encircled with temporary compost filter soxx.

3.4 MAINTENANCE

- A. Maintenance of all storm water and erosion and sedimentation control facilities shall be performed in accordance with the requirements outlined in the approved E&SPC Plan and shall commence immediately after construction begins. Accumulated sediment deposits shall be regularly removed after each storm event in order to maintain proper performance.
- B. The Contractor shall conduct regular inspections of the drainage swales, slopes, and generally the entire construction area in order to detect erosion problems which shall be corrected and eliminated before they develop into unmanageable problems.
- C. It shall be the Contractor's responsibility during construction to prevent soil pollution from contaminating, neighboring property, public streets and streams. Soil dropped from construction equipment and sedimentation shall be immediately removed from roads, public and private property and streams.
- D. Seeded areas shall be repaired, reseeded, and mulched as soon as possible after being damaged.
- E. Public Road Protection
 - 1. The Contractor shall be responsible to implement proper and adequate temporary soil erosion controls to prevent mud and dirt "wash on".
 - 2. The Contractor may provide and maintain, during the construction period, a temporary water and hose facility at the site entrance for use of all contractors for washing their respective construction vehicles prior to exiting onto public roads. Cost to install, maintain and remove shall be the responsibility of the Contractor. Should Contractor utilize a tire wash instead of a stabilized construction entrance, they will be required to adhere to the PA DEP Erosion Control Manual.

THIS PAGE WAS INTENTIONALLY LEFT BLANK

END OF SECTION 01 57 13

SECTION 01 60 00 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.

B. Related Requirements:

1. Division 01 Section "Alternates" for products selected under an alternate.
2. Division 01 Section "Substitution Procedures" for requests for substitutions.
3. Division 01 Section "References" for applicable industry standards for products specified.

1.3 DEFINITIONS

A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.

1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
2. New Products: Items that have not previously been incorporated into another project or facility. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products unless otherwise indicated.

B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.

1. Products of listed acceptable manufacturers shall meet or exceed the Basis-of-Design manufacturer's published data.
2. In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.

3. Any costs to incorporate acceptable manufacturer's product into the work to meet the intent of the Basis-of-Design product shall be the responsibility of the Contractor providing the product.
- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from a listed manufacturer that does meet the requirements of the specifications and submit in accordance with submittal requirements, highlighting the information that differs from the specified product.
- D. Alternate Bid Series Product Specification: An alternate bid series allows the Owner to select products from listed manufacturers as designated in the individual specification sections and Division 01 Section "Alternates." Products provided by the listed Alternate Bid manufacturers shall meet the minimum requirements of the specification section. Where a Basis-of-Design product is named in the specifications, the Alternate Bid manufacturer shall provide products that meet or exceed the published data of the Basis-of-Design product and the requirements of the specification section.
 1. All costs to modify the listed Alternate Bid product to meet the Basis-of-Design product requirements or to modify other work (including the work of other Prime Contractors) shall be included in the Alternate Bid price.

1.4 INFORMATIONAL SUBMITTALS

- A. Hazardous Material Certificates: Provide certification that the listed hazardous materials are not contained in each product provided by the Contractor or where products do contain one or more of the listed hazardous materials, provide certification that the amounts of listed hazardous materials are in compliance with EPA and OSHA standards as follows:
 1. Certification requirements for the Prime Contractors: Provide certificate indicating no products contain the listed hazardous material or itemize products that contain one or more of the listed hazardous materials, signed on corporate letterhead by an Officer of the Company, Project Manager and Site Superintendent. Provide copies of subcontractors' certificates for all products.
 2. Certification Requirements for Subcontractors: Provide to the Prime Contractor, certificate confirming products do not contain one or more of the listed hazardous materials or provide certificate itemizing products that contain one or more of the listed hazardous materials and certification that materials are in compliance with EPA and OSHA standards, signed on corporate letterhead by an authorized representative of the company.
 3. Hazardous Materials:
 - a. Asbestos.
 - b. Polychlorinated biphenyl (PCB).
 - c. Lead.
 - d. Formaldehyde.

1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
 1. Resolution of Compatibility Disputes between Multiple Contractors:

- a. Contractors are responsible for providing products and construction methods compatible with products and construction methods of other contractors.
- b. If a dispute arises between the multiple contractors over concurrently selectable but incompatible products, Architect will determine which products will be used.

B. Identification of Products: Except for required labels and operating data, do not attach or imprint manufacturer or product names or trademarks on exposed surfaces of products or equipment that will be exposed to view in occupied spaces or on the exterior.

1. Labels: Locate required product labels and stamps on a concealed surface, or, where required for observation following installation, on a visually accessible surface that is inconspicuous.
2. Equipment Nameplates: Provide a permanent nameplate on each item of service- or power-operated equipment. Locate on a visually accessible but inconspicuous surface. Include information essential for operation, including the following:
 - a. Name of product and manufacturer.
 - b. Model and serial number.
 - c. Capacity.
 - d. Speed.
 - e. Ratings.
3. See individual identification Sections in Divisions 21, 22, 23, and 26 for additional equipment identification requirements.

1.6 COORDINATION

A. Modify or adjust affected work as necessary to integrate work of approved comparable products and approved substitutions.

1.7 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

B. Delivery and Handling:

1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products on delivery to determine compliance with the Contract Documents and that products are undamaged and properly protected.

C. Storage:

1. Provide a secure location and enclosure at Project site for storage of materials and equipment.
2. Store products to allow for inspection and measurement of quantity or counting of units.
3. Store materials in a manner that will not endanger Project structure.

4. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation and with adequate protection from wind.
5. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
7. Protect stored products from damage and liquids from freezing.
8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.8 PRODUCT WARRANTIES

- A. Warranties specified in other Sections are to be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.
 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and issued in the name of Owner or endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of Owner or endorsed by manufacturer to Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights, and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.
 1. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.
 2. Correction of Work: Contractor shall schedule correction of warranty work in a timely manner upon notification of warranty issues.
 3. Related Damages and Losses: When correcting warranted work that has failed, remove and replace other work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted work.
 4. Replacement Cost: Upon determination that work covered by a warranty has failed, replace or rebuild the work to an acceptable condition complying with requirements of Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective work regardless of whether the Owner has benefited from use of the work through a portion of its anticipated useful service life.

5. Extension of Warranty: When work or a product covered by a warranty has failed on more than one occasion and has been corrected by replacement or rebuilding, the warranty shall be extended to be equal to the original warranty terms and duration starting from the date of the latest correction to the work.
- D. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in Specifications establish salient characteristics of products.
 6. Or Equal: For products specified by name and accompanied by the term "or equal," "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
 - a. Submit additional documentation required by Architect in order to establish equivalency of proposed products. Unless otherwise indicated, evaluation of "or equal" product status is by Architect, whose determination is final.
- B. Product Selection Procedures:
 1. Sole Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a. Sole product may be indicated by the phrase "Subject to compliance with requirements, provide the following."
 2. Sole Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a. Sole manufacturer/source may be indicated by the phrase "Subject to compliance with requirements, provide products by the following."
 3. Limited List of Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.

- a. Limited list of products may be indicated by the phrase "Subject to compliance with requirements, provide one of the following."
- 4. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed or an unnamed product that complies with requirements.
 - a. Non-limited list of products is indicated by the phrase "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of an unnamed product is not considered a substitution, if the product complies with requirements.
- 5. Limited List of Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
 - a. Limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, provide products by one of the following."
- 6. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed or a product by an unnamed manufacturer that complies with requirements.
 - a. Non-limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of products of an unnamed manufacturer is not considered a substitution, if the product complies with requirements.
- 7. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications may additionally indicate sizes, profiles, dimensions, and other characteristics that are based on the product named.
- 8. Performance Specification: Where Specifications require compliance with performance requirements or standards, provide products that comply with these requirements, and are recommended by the manufacturer for the application indicated. General overall performance of a product is implied where the product is specified for a specific application.
 - a. Manufacturer's recommendations may be contained in published product literature, or by the manufacturer's certification of performance.

C. Visual Matching Specification: Where Specifications require "match Architect's sample" or "match existing conditions," provide a product or system that complies with requirements and matches Architect's sample or the existing condition. Architect's decision will be final on whether a proposed product or system matches.

1. If no product or system available within specified category matches and complies with other specified requirements, comply with requirements in Division 01 Section "Substitution Procedures" for proposal of product.

D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or a similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 60 00

SECTION 01 73 00 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:

1. Construction layout.
2. Field engineering and surveying.
3. Installation of the Work.
4. Coordination of Owner-installed products.
5. Progress cleaning.
6. Starting and adjusting.
7. Protection of installed construction.
8. Correction of the Work.

B. Related Requirements:

1. Division 01 Section "Summary" for limits on use of Project site.
Division 01 Section "Submittal Procedures" for submitting surveys.
2. Division 01 Section "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.
3. Division 01 Section "Cutting and Patching" for cutting and patching requirements.
4. Division 01 Section "Project Management and Coordination".
5. Division 02 Section "Selective Demolition" for demolition and removal of selected portions of the building.

1.3 INFORMATIONAL SUBMITTALS

A. Qualification Data: For land surveyor and/or professional engineer.

B. Certificates: Submit certificate signed by land surveyor and/or professional engineer certifying that location and elevation of improvements comply with requirements.

C. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

1.4 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.
- B. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
 1. Before commencing construction, General Contractor shall verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities, and as follows:
 - a. Locate power, data and other underground services using ground penetrating radar. Identify underground services using exaggerated ground markings. Provide results of this survey identifying locations of services to all Contractors, the Architect and Owner.
 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
 3. Confirm grades, lines, levels, locations, and dimensions indicated.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 1. Description of the Work.
 2. List of detrimental conditions, including substrates.
 3. List of unacceptable installation tolerances.
 4. Recommended corrections.

- D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.
- E. Recheck measurements and dimensions of the work prior to starting each installation. Before ordering materials, fabricating, or commencing any work, the Contractor shall verify all measurements at the project, as their work requires. No additional costs will be accepted for differences between actual measurements and dimensions shown. Discrepancies shall be referred to the Architect for review before proceeding with the work.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility and affected parties that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
 - 1. The Contractor shall verify all measurements of the building and shall be responsible for the correctness of same. No extra charge or compensation will be allowed on account of differences between actual dimensions and the measurements indicated on the drawings; any difference which may be found shall be submitted to the Architect for consideration before proceeding with the work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Division 01 Section "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.
- B. General: Engage a land surveyor or professional engineer to lay out the Work using accepted surveying practices.
 - 1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 - 2. Establish limits on use of Project site.
 - 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 - 4. Inform installers of lines and levels to which they must comply.
 - 5. Check the location, level and plumb, of every major element as the Work progresses.
 - 6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
 - 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

8. Exercise care in laying out work to keep within lot and property lines. Do not encroach on rights or property of public or surrounding property owners.
9. Locate and layout building or facilities according to the drawings with respect to their location on property and elevation in relation to grade. Field-establish and maintain grades, lines, levels, and locations required for the work. Contractor shall be responsible for accuracy of same.

C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.

D. Building Lines and Levels: Locate and lay out control lines for column grids, including those required for mechanical and electrical work.

E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

- A. Identification: Verify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
 1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
 1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.
 4. As work progresses, establish benchmarks at each level. Provide exact levels at each floor.

3.5 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 1. Make vertical work plumb and make horizontal work level.
 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
 4. Maintain minimum headroom clearance of 96 inches unless noted otherwise.
 5. Layout exact location of partitions and other critical construction as a guide for other Contractors.

- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated. When Contract Documents include more stringent requirements, Contract Documents shall govern.
- C. Install products at the time and under temperature, humidity, exposure, forecasted weather, and project completion, conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
 - 1. Mounting Heights: Where mounting heights are not indicated, and not clarified on submittals, or are different submittals than the Documents, request mounting heights from Architect. Work installed without appropriate direction will be removed and reinstalled at Contractor's expense. Review mounting heights with Authority having jurisdiction prior to installation.
 - 2. Allow for building movement, including thermal expansion and contraction.
 - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not hazardous.
- K. Contact Between Metals: In any part of the work where incompatible metals are installed or placed in direct contact with each other, they shall be separated by a suitable tape, asphalt, impregnated fabric, or other approved or directed method to prevent electrolytic action.

3.6 OWNER-INSTALLED PRODUCTS

- A. Site Access: Provide access to Project site for Owner and Contractors.
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel.

1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
2. Preinstallation Conferences: Include Owner's construction personnel at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.7 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly with subtrades. Dispose of materials lawfully.
 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 1. Remove and clean up liquid spills promptly.
 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Division 01 Section "Temporary Facilities and Controls".
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period including, but not limited to, the following:
 - 1. Excessive static or dynamic loading.
 - 2. Excessive internal or external pressures.
 - 3. Excessively high or low temperatures.
 - 4. Thermal shock.
 - 5. Excessively high or low humidity.
 - 6. Pollution and air contamination.
 - 7. Water or ice.
 - 8. Chemicals and solvents.
 - 9. Light.
 - 10. Radiation.
 - 11. Puncture.
 - 12. Abrasion.
 - 13. Heavy traffic.
 - 14. Soiling, staining, and corrosion.
 - 15. Bacteria.
 - 16. Rodent and insect infestation.
 - 17. Combustion.
 - 18. Electrical current.
 - 19. High-speed operation.
 - 20. Improper lubrication.
 - 21. Unusual wear or other misuse.
 - 22. Contact between incompatible materials.
 - 23. Destructive testing.
 - 24. Misalignment.
 - 25. Excessive weathering.
 - 26. Unprotected storage.
 - 27. Improper shipping or handling.
 - 28. Theft or vandalism.

3.8 STARTING AND ADJUSTING

- A. Coordinate startup and adjusting of equipment and operating components with requirements in Division 01 Section "General Commissioning Requirements."
- B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- E. Manufacturer's Field Service: Comply with qualification requirements in Division 01 Section "Quality Requirements."

3.9 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.
- C. Coordinate temporary enclosure (closing-in) of work with required inspections and tests, to avoid necessity of uncovering work for that purpose.
- D. Adjust and clean, lubricate, and protect newly installed work to ensure it will remain without damage or deterioration during the remainder of construction period.
- E. Where the performance of subsequent work could possibly result in damage to the completed unit or element, provide protective covering or other provisions to minimize possible damage. Repeat cleaning and protection operations during remainder of construction period, wherever work might otherwise be damaged by sustained soiling or exposure.

3.10 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 01 Section "Cutting and Patching."
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01 73 00

SECTION 01 73 29 – CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes general administrative and procedural requirements governing execution of cutting and patching.

B. Related Requirements:

1. Division 01 Section "Execution" for layout, examination and coordination requirements.
2. Division 02 Section "Selective Demolition" for demolition and removal of selected portions of the building.
3. Division 07 Section "Penetration Firestopping" for patching penetrations in fire-rated construction.
4. Individual Specification Sections for specific requirements relating to cutting and patching.

1.3 DEFINITIONS

A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.

B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.4 INFORMATIONAL SUBMITTALS

A. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:

1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
3. Products: List products to be used for patching and firms or entities that will perform patching work.
4. Dates: Indicate when cutting and patching will be performed.
5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.

a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.

6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.

1.5 QUALITY ASSURANCE

A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.

- a. Foundation construction.
- b. Bearing and retaining walls.
- c. Structural concrete.
- d. Structural steel.
- e. Lintels.
- f. Structural decking.
- g. Stair systems.
- h. Miscellaneous structural metals.
- i. Equipment supports.
- j. Piping, ductwork, vessels, and equipment.

2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that result in increased maintenance or decreased operational life or safety. Operational elements include, but are not limited to, the following:

- a. Primary operational systems and equipment.
- b. Fire separation assemblies.
- c. Mechanical systems piping and ducts.
- d. Control systems.
- e. Communication systems.
- f. Fire-detection and -alarm systems.
- g. Conveying systems.
- h. Electrical wiring systems.
- i. Operating systems of special construction.

3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include, but are not limited to, the following:

- a. Water, moisture, or vapor barriers.
- b. Membranes and flashings.
- c. Window and entrance framing construction.
- d. Sprayed fire-resistive material.
- e. Equipment supports.
- f. Piping, ductwork, vessels, and equipment.
- g. Noise- and vibration-control elements and systems.

4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
 - a. Retain the original installer or fabricator for cutting and patching; if it is not possible to engage the original installer or fabricator, engage another recognized, experienced and specialized firm.

1.6 PREINSTALLATION MEETINGS

- A. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.
 2. Use materials whose installed performance is equal to or greater than the in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: Refer to Division 01 Section "Execution" for survey requirements.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

3.2 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
2. Cutting and patching operations include, but are not limited to, the following; unless specifically noted otherwise:
 - a. Trenching floor slabs in existing building.
 - b. Cutting openings in existing walls, ceilings or surfaces for new work.
 - c. Clearance required to installation of new work.
 - d. Access required to install new thermal and moisture protection products.
 - e. Access path to move new equipment to installation location.
 - f. Installation of blocking or other miscellaneous support materials in existing construction.
 - g. Coordination of work to review existing conditions, uncover work for access or inspection, to obtain samples for testing, or to allow alterations for other similar purposes.
 - h. Installation of conduits, pipes, ducts, and wiring in existing surfaces and shafts.
 - i. Restoration and reinstallation of non-complying work shall be installed per Specification Sections that governs the work in accordance with cutting and patching requirements.
 - j. Work not installed in accordance with the Project schedule shall be installed per requirements of individual Specification Sections and in accordance with cutting and patching requirements.

B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

C. Temporary Support: Provide temporary support of work to be cut.

D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Division 01 Section "Summary."

F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.

G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Trenches: Unless otherwise indicated, fill trenches with structural fill compacted in accordance with project requirements. Install 1/2 inch dowels at 24 inches o.c. and install concrete in accordance with requirements in Division 03 Section "Cast-in-Place Concrete."
3. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
4. Floors and Walls: Where walls or partitions that are removed extend from one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
5. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
6. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
7. Restore work with new products in accordance with requirements of Contract Documents.
8. Fit work tightly to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
9. At penetrations of fire-rated wall, ceiling or floor construction, completely seal voids with fire-resistant materials as required to achieve fire-rating indicated.
10. Where fire protection materials are damaged or removed, reapply fire protection materials to achieve a rating equivalent to existing construction or as noted.
11. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.

I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

END OF SECTION 01 73 29

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Substantial Completion procedures.
2. Final completion procedures.
3. Warranties and bonds.
4. Final cleaning.
5. Repair of the Work.
6. Follow up terminal inspection.

B. Related Requirements:

1. Division 01 Section "Execution" for progress cleaning of Project site.
2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
3. Division 01 Section "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
4. Division 01 Section "Demonstration and Training" for requirements for instructing Owner's personnel.
5. Individual Specification Sections for specific closeout and cleaning requirements for work in those sections.

1.3 ACTION SUBMITTALS

A. Product Data: For cleaning agents.

B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.

1. Incorporate Architect's punch list into list of incomplete items.

- a. Provide weekly written updates on progress and anticipated completion of incomplete items.

C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.

- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest control inspection.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 5 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner Representative's signature for receipt of submittals.
 - 5. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 3. Complete startup and testing of systems and equipment.
 - 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 - 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Division 01 Section "Demonstration and Training."
 - 6. Advise Owner of changeover in heat and other utilities.

7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
9. Complete final cleaning requirements, including touchup painting.
10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 5 days prior to date the work will be completed and ready for final inspection and tests. Include with written request for inspection, a copy of the Contractor's List of Incomplete Items. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when all of the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for final completion.

1.7 FINAL COMPLETION PROCEDURES

A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:

1. Submit a draft copy of final Application for Payment according to Division 01 Section "Payment Procedures."
2. Certified List of Incomplete Items: After Contractor has personally reviewed each incomplete item on site and has confirmed all incomplete items are complete, submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance. Architect will perform only one review of the punch list. All additional reviews will be at the Contractors expense.
3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected. Architect reserves the right to backcharge the Contractor for their cost of each reinspection.

1.8 LIST OF INCOMPLETE ITEMS (PUNCHLIST)

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor and Contract No.
 - e. Page number.
4. Submit list of incomplete items in the following format:
 - a. PDF electronic format.

1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper. Provide two copies.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.
- E. Except for items put into use with Owner's permission, date of beginning of any warranty shall be the Date of Substantial Completion, unless noted otherwise.
- F. Verify that documents are in proper form, contain full information, and are notarized where required.
 1. Architect reserves the right to backcharge the Contractor to re-review warranties not submitted properly.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Perform final cleaning after completion of each Phase of the Project and at Project Substantial Completion. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion (any Phase) of Project:

- a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
- b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
- c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
- d. Remove tools, construction equipment, machinery, and surplus material from Project site.
- e. Remove snow and ice to provide safe access to building.
- f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
- g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- h. Sweep concrete floors broom clean in unoccupied spaces.
- i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
- j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
- k. Remove labels that are not permanent.
- l. The Plumbing, HVAC and Electrical Contractors shall wipe surfaces of mechanical and electrical equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- m. The Plumbing Contractor shall clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- n. The HVAC Contractor shall replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
- o. The HVAC Contractor shall clean ducts, blowers, and coils if units were operated during construction or that display contamination with particulate matter on inspection.

- 1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report on completion of cleaning.
- p. The Electrical Contractor shall clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
- q. Leave Project clean and ready for occupancy.

C. Pest Control: Comply with pest control requirements in Division 01 Section "Temporary Facilities and Controls." Prepare written report.

D. Construction Waste Disposal: Comply with waste disposal requirements in Division 01 Section "Temporary Facilities and Controls."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

3.3 FOLLOW UP TERMINAL INSPECTION

- A. Two months prior to expiration of the one-year guarantee period, the Contractor shall arrange to make an inspection of the work in the company of the Architect and the Owner. The Architect and the Owner shall be given not less than 14 days' notice prior to the anticipated date of terminal inspection.
- B. Where any portion of the work has proven to be defective and requires replacement, repair or adjustment, the Contractor shall immediately provide materials and labor necessary to remedy such defective work and shall execute such work without delay until completed to the satisfaction of the Architect and the Owner, even though the date of completion of the corrective work may extend beyond the expiration date of the guarantee period.
- C. The Contractor shall not be responsible for correction of work which has been damaged because of demonstrable and unequivocal neglect or abuse by the Owner, nor the replacement of parts necessitated by reasonable wear that is clearly demonstrable to the Architect.

THIS PAGE WAS INTENTIONALLY LEFT BLANK

END OF SECTION 01 77 00

SECTION 01 78 23 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:

1. Operation and maintenance documentation directory.
2. Operation manuals for systems, subsystems, and equipment.
3. Product maintenance manuals.
4. Systems and equipment maintenance manuals.

B. Related Requirements:

1. Division 01 Section "Multiple Contract Summary" for coordinating operation and maintenance manuals covering the Work of multiple contracts.
2. Division 01 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
3. Division 01 Section "General Commissioning Requirements" for verification and compilation of data into operation and maintenance manuals.

1.3 DEFINITIONS

A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.

B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.

1. Architect and Commissioning Authority will comment on whether content of operations and maintenance submittals are acceptable.
2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

B. Format: Submit operations and maintenance manuals in the following format:

1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit in electronic format acceptable to Architect.

- a. Name each indexed document file in composite electronic index with applicable item name.
Include a complete electronically linked operation and maintenance directory.
- b. Enable inserted reviewer comments on draft submittals.

2. One paper copy. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves.

- C. Initial Manual Submittal: Submit draft copy of each manual at least 15 days before commencing demonstration and training. Architect and Commissioning Authority will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion.
 1. Final manuals submitted without incorporating Architect's comments from initial submittal, or do not incorporate the requirements of the individual Specification Sections, will be returned to the Contractor. Architect reserves the right to backcharge Contractor for costs to re-review the revised submission.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information. Include a section in the directory for each of the following:
 1. List of documents.
 2. List of systems.
 3. List of equipment.
 4. Table of contents.
- B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
- D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 REQUIREMENTS FOR OPERATION AND MAINTENANCE MANUALS

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:

1. Title page.
2. Table of contents.
3. Manual contents.

B. Title Page: Include the following information:

1. Subject matter included in manual.
2. Name and address of Project.
3. Name and address of Owner.
4. Date of submittal.
5. Name and contact information for Contractor.
6. Name and contact information for Architect.
7. Name and contact information for Commissioning Authority.
8. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
9. Cross-reference to related systems in other operation and maintenance manuals.

C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.

D. Manual Contents: Organize into sets of manageable size. Arrange contents by sequence of specification sections by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.

E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.

1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
2. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

F. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.

1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.

2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.3 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
 1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
 1. Product name and model number. Use designations for products indicated on Contract Documents.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include the following, as applicable:
 1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.

8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.4 PRODUCT MAINTENANCE MANUALS

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Product Information: Include the following, as applicable:
 1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 1. Include procedures to follow and required notifications for warranty claims.

2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.

- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
 - 1. Standard maintenance instructions and bulletins.
 - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 - 3. Identification and nomenclature of parts and components.
 - 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide.
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - 5. Aligning, adjusting, and checking instructions.
 - 6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
 - 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 - 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.

- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
 - 1. Do not use original project record documents as part of operation and maintenance manuals.
 - 2. Comply with requirements of newly prepared record Drawings in Division 01 Section "Project Record Documents."
- F. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01 78 23

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for project record documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.
4. Miscellaneous record submittals.

B. Related Requirements:

1. Division 01 Section "Multiple Contract Summary" for coordinating project record documents covering the Work of multiple contracts.
2. Division 01 Section "Execution" for final property survey.
3. Division 01 Section "Closeout Procedures" for general closeout procedures.
4. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
5. Individual Specification Sections for additional demonstration and training requirements.

1.3 CLOSEOUT SUBMITTALS

A. Record Drawings: Comply with the following:

1. Number of Copies: Submit copies of record Drawings as follows:

- a. Submit one paper-copy set(s) of marked-up record prints.
- b. Submit PDF electronic files of scanned record prints.
- c. Print each drawing, whether or not changes and additional information were recorded.

B. Record Specifications: Submit one paper copy and annotated PDF electronic files of Project's Specifications, including addenda and contract modifications.

C. Record Product Data: Submit one paper copy and annotated PDF electronic files and directories of each submittal.

1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.

1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations below first floor.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.
3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
5. Mark important additional information that was either shown schematically or omitted from original Drawings.
6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

B. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
2. Format: Annotated PDF electronic file.
3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
4. Identification: As follows:

- a. Project name.
- b. Date.
- c. Designation "PROJECT RECORD DRAWINGS."
- d. Name of Architect.
- e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
 5. Note related Change Orders, record Product Data, and record Drawings where applicable.
- B. Format: Submit record Specifications as paper copy and scanned PDF electronic file(s) of marked-up paper copy of Specifications.

2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as paper copy and scanned PDF electronic file(s) of marked-up paper copy of Product Data.
 1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Format: Submit miscellaneous record submittals paper copy and scanned PDF electronic file(s) of marked-up miscellaneous record submittals.
 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project. Contractor shall review progress of as-built drawings with the Architect at regular intervals during the project.
- B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

END OF SECTION 01 78 39

SECTION 01 79 00 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:

1. Demonstration of operation of systems, subsystems, and equipment.
2. Training in operation and maintenance of systems, subsystems, and equipment.

B. Related Sections include the following:

1. Individual Specification Sections for additional demonstration and training requirements.

C. Measurement of Instruction Time: Where a prescribed training time is required, length of instruction time will be measured by actual time spent performing demonstration and training in required location and does not include time spent assembling educational materials, setting up, or cleaning up.

1.3 INFORMATIONAL SUBMITTALS

A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.

1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.

B. Attendance Record: For each training module, submit list of participants and length of instruction time.

1.4 TESTING AND DEMONSTRATION OF EQUIPMENT

A. After permanent heating, plumbing or electrical systems and equipment have been installed, it shall be the responsibility of the Contractor installing such systems and equipment to operate it for a satisfactory period of time as required by Architect for proper testing and instruction of operating personnel. Fuel, electricity, and water, required for proper testing of permanent equipment and for the period of instructing personnel, shall be supplied by the Contractor performing the test or instruction.

1.5 QUALITY ASSURANCE

- A. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Division 01 Section "Quality Requirements," experienced in operation and maintenance procedures and training.
- B. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:
 - 1. Inspect and discuss locations and other facilities required for instruction.
 - 2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
 - 3. Review required content of instruction.
 - 4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.6 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections and including, but not limited to, motorized equipment, plumbing systems, HVAC systems and controls, and electrical systems and controls.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
 - 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.

2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project record documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.

- f. Procedures for routine maintenance.
- g. Instruction on use of special tools.

8. Repairs: Include the following:

- a. Diagnosis instructions.
- b. Repair instructions.
- c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
- d. Instructions for identifying parts and components.
- e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Division 01 Section "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Owner will furnish Contractor with names and positions of participants.
- B. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 - 1. Schedule training with Owner, through Owner's Representative, with at least seven days' advance notice.
- C. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- D. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

END OF SECTION 01 79 00

SECTION 01 91 13 – BUILDING SYSTEMS COMMISSIONING REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections apply to this Section.
- B. Section 01 33 00 "Submittal Procedures" for simultaneous submission of submittals to the Commissioning Agent.
- C. Applicable Division 22 and Division 23 sections identify the requirements for Plumbing and HVAC Systems relating to the installation of mechanical equipment and systems, particularly with respect to equipment systems start-up, testing and performance demonstration / observation. Division 22 and Division 23 Contractors shall coordinate with the work of the Division 26 Contractor.
- D. Applicable Division 26 sections specifying the requirements for materials and installation of electrical equipment and systems, particularly with respect to equipment and systems start-up, testing and performance demonstration / observation. The Division 26 Contractor shall coordinate their work with the work of the Division 22 and Division 23 Contractors.

1.2 SUMMARY

- A. All HVAC, Building Automation Systems, Electrical Systems and Plumbing Systems Commissioning Services for this project have been contracted directly by Berks County Intermediate Unit under a separate professional services contract.
- B. The purpose of this specification section is to provide for a completed HVAC System which has been fully commissioned without omissions or overlaps between the installing prime contractors and the NEBB Certified Commissioning Agency. Installing prime contractors, and their sub-contractors are those who perform the installation and start-up of the HVAC Equipment and Systems Building Automation Equipment and Systems, Electrical Equipment and Systems and Plumbing Equipment and Systems in preparation for the work to be performed by the Commissioning Agency which is described herein.
- C. Building Systems Commissioning is the responsibility of the NEBB Certified Building Systems Commissioning Administrator. All contractors for this project including the HVAC Contractor (HC), and their Building Automation System Sub-Contractor (BAS), Electrical Contractor (EC) and Plumbing Contractor (PC) are responsible to provide all required support for equipment and systems start-up and testing as detailed herein and are to complete all portions of their work in a satisfactory manner and make all systems fully operational for the work to be performed by the NEBB Certified Building Systems Commissioning Administrator.
- D. The NEBB Certified Building Systems Commissioning Administrator will verify and document the following:
 1. Field Installation Verification (FIV) – This includes verification that all components, equipment and systems have been installed in accordance with the project documents (plans, specifications and approved submittal data).

2. Operational Performance Tests (OPT) – Operational Performance Tests will be conducted to verify and document proper start-up and calibration of all components, equipment and systems.
3. Functional Performance Tests (FPT) – Functional Performance Tests will be conducted to verify and document the interoperability of all components, equipment and systems.

1.3 DEFINITIONS

- A. Acceptance Phase Commissioning – Commissioning Tasks which are performed after the construction has been completed and all Site Observations and Pre-Functional Checklists have been completed and accepted. Commissioning activities that are performed during this phase include Functional Performance Testing (FPT) and Owner Training.
- B. Accuracy – The capability of an instrument to indicate the true value of a measured quantity.
- C. Basis of Design (BOD) – The design professional's Basis of Design includes both Design Criteria and Design Narrative. These two documents will record all concepts and calculations, decisions and product selections that have been utilized to meet the Owner's Project Requirements (OPR) and meet all applicable codes and standards.
- D. Calibrate – The act of comparing an instrument of unknown accuracy with a standard of known accuracy to detect, correlate, report or eliminate by adjustment any variation in the accuracy of the tested instrument.
- E. Commissioning Authority (CA) – The NEBB Certified Building Systems Commissioning Professional who administers the Commissioning Plan by managing the members of the Commissioning Team.
- F. Commissioning Plan – A document prepared by the Commissioning Agent that details the scope of work and defines responsibilities and the documentation requirements of the Commissioning Process.
- G. Commissioning Process – A quality focused process for enhancing the delivery of the project. The process includes verifying and documenting that the building and all of its components, equipment and systems have been planned, designed, installed, tested and can be operated in accordance with the Owner's Project Requirement.
- H. Commissioning Report – The final document that presents the results of the commissioning process for the project. The report will include a summary, copy of the fully executed commissioning plan, commissioning issues log, project correspondence and copies of all completed Pre-Functional Checklists.
- I. Commissioning Team – Individual team members who work in a coordinated effort and are responsible for implementing the commissioning process.
- J. Construction Phase Commissioning (CPC) – All commissioning activities completed during the construction process, after the successful completion of the design phase and prior to the start of the Acceptance Phase Commissioning.
- K. Deferred System Test – Includes any test that cannot be performed during the Acceptance Phase due to ambient conditions or any other condition which prevents the testing from being completed during the normal acceptance testing period.
- L. Deficiency – A condition that adversely affects the operability, maintainability or functionality of any component, equipment or system or that does not conform to the project documents or industry accepted standard practice.

- M. Functionality – A design component or construction process which allows a component or system to be installed or operated in a way which will produce the required outcome for the Owner's Project Requirements.
- N. Functional Performance Test (FPT) – Functional Performance Tests are performed to prove the functionality of a component or system. Functional Performance Testing is conducted after all Pre-Functional Tests have been performed and accepted.
- O. Installation Verification – Observations and inspections that are performed to verify that a component, equipment or system have been installed in accordance with the contract documents, approved submittal data and industry accepted standards.
- P. Issues Log – A formal record of deficiencies and their resolution that have been discovered by the Commissioning Team during the process of implementing the Commissioning Plan.
- Q. NEBB Certified BSC Firm – A firm that has met and maintains all the requirements of the National Environmental Balancing Bureau for firm certification in Building Systems Commissioning and is currently certified by NEBB. A NEBB Certified Firm must employ at least one NEBB Certified BSC Professional in a full-time management position.
- R. NEBB Certified BSC Professional – A full-time employee of the NEBB Certified BSC Firm in a management position who has successfully passed the Certified Professional level examinations and maintains the Certified Professional re-qualifications requirements of NEBB.
- S. Precision – Precision is the ability of an instrument to produce repeatable readings of the same quantity under the same conditions. The precision of an instrument refers to its ability to produce a tightly grouped set of values around the mean value of the measured quantity.
- T. Pre-Functional Test (PFT) – Inspection and testing that is performed by the installing contractors before functional testing. This includes installation verification and component and systems start-up testing.
- U. Site Observation Reports (S0) – Written reports of onsite inspections and observations by the CA. These reports are used to document installation issues which will require correction or further analysis by the Engineer.
- V. Static Tests – These tests are conducted to verify a specified static condition, such as hydrostatic testing of piping or leakage testing of duct systems.
- W. Start-Up Tests – These tests are conducted to verify that components and systems are ready for automated operation in accordance with the manufacturer's requirements.
- X. Systems Manual – A comprehensive document that includes all information required by the owner's staff to properly operate the systems.
- Y. Test Procedure – A detailed written procedure that defines methods and expectations for tests conducted on components, equipment and systems.
- Z. Verification – A process that documents components, equipment or systems are confirmed to be in compliance with the Owner's Project Requirements.
- AA. Warranty Phase Commissioning – Any commissioning activity that is performed after the project has been completed and accepted by the owner. Warranty Phase Commissioning includes follow-up verification on system performance, assistance to the owner in identifying warranty related issues and enforcement of warranty provisions included in the construction contract.

1.4 DUTIES OF THE PLUMBING CONTRACTOR

- A. Review the Commissioning Plan, project communications and test results and submit comments to the Commissioning Agent.
- B. Incorporate Commissioning Activities into the overall construction schedule.
- C. Complete all Commissioning Pre-Functional Checklists and return them to the Commissioning Agent for review and approval prior to the scheduled date for equipment or systems start-up.
- D. Address issues identified during construction that may affect the commissioning process or final system performance.
- E. Engage equipment manufacturers or vendors to participate in the troubleshooting of equipment and systems if it becomes necessary.
- F. The Plumbing Contractor shall address and respond to any deficiencies identified by the Commissioning Agent as noted in the Commissioning Issues Log. All deficiencies shall be corrected within five (5) business days, and notification of the corrective action shall be made in writing to the Commissioning Agent.

1.5 DUTIES OF THE HVAC CONTRACTOR

- A. Review the Commissioning Plan, project communications and test results and submit comments to the Commissioning Agent.
- B. Incorporate Commissioning Activities into the overall construction schedule.
- C. Complete all Commissioning Pre-Functional Checklists and return them to the Commissioning Agent for review and approval prior to the scheduled date for equipment or systems start-up.
- D. The HVAC Contractor shall provide the Commissioning Agent with copies of start-up reports for ALL HVAC equipment and systems.
- E. Address issues identified during construction that may affect the commissioning process or final system performance.
- F. Engage equipment manufacturers or vendors to participate in the troubleshooting of equipment and systems if it becomes necessary.
- G. The HVAC Contractor shall address and respond to any deficiencies identified by the Commissioning Agent as noted in the Commissioning Issues Log. All deficiencies shall be corrected within five (5) business days, and notification of the corrective action shall be made in writing to the Commissioning Agent.

1.6 DUTIES OF THE ELECTRICAL CONTRACTOR

- A. Review the Commissioning Plan, project communications and test results and submit comments to the Commissioning Agent.
- B. Incorporate Commissioning Activities into the overall construction schedule.

- C. Complete all Commissioning Pre-Functional Checklists and return them to the Commissioning Agent for review and approval prior to the scheduled date for equipment or systems start-up.
- D. Address issues identified during construction that may affect the commissioning process or final system performance.
- E. Engage equipment manufacturers or vendors to participate in the troubleshooting of equipment and systems if it becomes necessary.
- F. The Electrical Contractor shall address and respond to any deficiencies identified by the Commissioning Agent as noted in the Commissioning Issues Log. All deficiencies shall be corrected within five (5) business days, and notification of the corrective action shall be made in writing to the Commissioning Agent.

1.7 DUTIES OF THE BUILDING AUTOMATION SYSTEMS SUB-CONTRACTOR

- A. The Building Automation Systems Sub-Contractor will perform all work on this project as a Sub-Contractor to the HVAC Contractor (HC).
- B. Review the Commissioning Plan, project communications and test results and submit comments to the Commissioning Agent.
- C. Incorporate Commissioning Activities into the overall construction schedule.
- D. Complete all Commissioning Pre-Functional Checklists and return them to the Commissioning Agent for review and approval prior to the scheduled date for equipment or systems start-up. This includes field testing and field calibration for all temperature, pressure, relative humidity, carbon monoxide and carbon dioxide sensors in the system. Field calibration should be performed utilizing NIST traceable test equipment with calibration standards equal to the equipment utilized by the Commissioning Agent, and have been factory calibrated within twelve (12) months. Provide copies of current calibration certificates for all test equipment.
- E. Address issues identified during construction that may affect the commissioning process or final system performance.
- F. Engage equipment manufacturers or vendors to participate in the troubleshooting of equipment and systems if it becomes necessary.
- G. The Building Automation Systems Sub-Contractor shall address and respond to any deficiencies identified by the Commissioning Agent as noted in the Commissioning Issues Log. All deficiencies shall be corrected within five (5) business days, and notification of the corrective action shall be made in writing to the Commissioning Agent.
- H. Provide the Commissioning Agent, the controls system complete point listing that includes a summary of all points, including a full point description, point naming, address, type of device and units for each controlled device, including those points mapped from third party equipment or controlled devices, calculated or virtual points.

- I. Ensure that the Building Automation System graphics are submitted for review and approval by the Engineer, and that these graphics are fully operational prior to the scheduled start of Functional Performance Testing.
- J. Provide the Commissioning Agent with "As Built" controls system wiring diagrams and narrative sequences of operation for use in preparing the final Functional Performance Tests.
- K. Provide Building Automation System trends at specified intervals as requested by the Commissioning Agent during the Commissioning Process.
- L. Provide access to the Building Automation System, including IP address, unique username and password and all software, devices, and cables necessary to review system graphics prior to the start of Functional Performance Testing.
- M. Provide access to the Building Automation System, including IP address, unique username and password and all software, devices and cables necessary to facilitate completion of the Functional Performance Testing.
- N. The Building Automation System Contractor shall provide remote access to the system for designated members of the Commissioning Agents staff.
- O. The Building Automation System contractor shall include forty (40) hours of on-site commissioning support for the Project.
- P. Provide documentation that specified training for Building Automation Systems has been completed.

1.8 DUTIES OF THE COMMISSIONING AUTHORITY

- A. Design Phase Activities
 1. The Commissioning Authority shall verify that all required Commissioning Activities have been incorporated into the project schedule.
 2. The Commissioning Authority shall assist the design professionals in the preparation of the Commissioning Specifications for the project to be included in the contract documents.
 3. The Commissioning Authority shall review the contract documents to verify that contractual obligations related to the Construction Phase and Acceptance Phase commissioning activities have been clearly defined in the applicable specification sections.
 4. The Commissioning Authority shall verify that the scope of work for commissioning activities has been clearly defined in the applicable specification sections. So that contractors and vendors can quantify all commissioning activities and the associated costs.
 5. The Commissioning Authority will develop project specific Pre-Functional Checklists, based on the Contract Drawings and approved submittal data for this project. The Pre-Functional Checklists and will be completed by the installing prime contractors, HVAC Contractor (HC), Electrical Contractor (EC) and Building Automation System Contractor (BAS) to verify installation and start-up of all components, equipment and systems.
- B. Bid Phase
 1. The Commissioning Authority will attend and participate in the Pre-Bid meeting to fully explain the commissioning requirements for all trades as contained in the Contract Documents.

C. Concurrent Work: Owner will award separate contract(s) for the construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract. The extent of each prime contract is indicated in the Contract Documents. Except where no other more specific description is contained in the Contract Documents, general names and terminology on the Drawings and in Specification Sections determine which prime contract includes a specific element of work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

3.1 COMMISSIONING PROCESS

A. Commissioning Schedule – The Commissioning Team will create a Commissioning Schedule for the Project.

B. Pre-Construction Phase – The Commissioning Authority will coordinate and conduct a Commissioning Kick-Off Meeting. This meeting will be conducted to provide detailed information on the completion and submission of the component, equipment and systems Pre-Functional Checklists and to develop a systematic plan for the start-up and turnover of the equipment and systems for the start of Acceptance Phase Commissioning Activities. Members of the Commissioning Team who will actively participate in the Construction Phase Commissioning Activities include the Owner or their designated representative, Project Architect, Project Engineer, HVAC Contractor, their Building Automation Systems Sub-contractor, Electrical Contractor (EC), Plumbing Contractor (PC), TAB Contractor and the Commissioning Authority, including the NEBB Certified Building Systems Commissioning Professional.

C. Electronic copies of the Pre-Functional Checklists will be distributed to all members of the Commissioning Team at the Commissioning Kick-Off Meeting. Prime Contractors including the HVAC Contractor (HC) and their Building Automation Systems Sub-Contractor, the Electrical Contractor (EC) and the Plumbing Contractor (PC) will return completed copies of all Pre-Functional Checklists in the same electronic format in which they are provided by the Commissioning Authority.

D. Construction Phase Commissioning Activities - All members of the Construction Phase Commissioning Team should carefully examine this and all cross-referenced specification sections for their individual roles and responsibilities related to commissioning activities for this Project.

1. The Commissioning Authority is responsible to verify all Construction Phase and Acceptance Phase Commissioning Activities are fully incorporated into the overall construction schedule
2. Submittal and Shop Drawing Review and Approval – The HVAC Contractor (HC) and their Building Automation Systems Sub-Contractor (BAS) shall each forward one electronic copy of all related component, equipment and systems submittal data including drawings and sequence of operations to the Commissioning Authority for their review simultaneous to the submission of these documents to the Design Professionals. The Commissioning Authority shall be responsible to review all applicable submittal data and shop drawings to verify that data contained in the documents is in compliance with any applicable specification section. The Commissioning Authority shall issue a written review for each submittal and shop drawing noting any deficiencies or recommendations as a result of the review. The Design Professional(s) retain the right of Final Approval for all submittals and shop drawings.

3. The HVAC Contractor (HC) and their Building Automation Systems Sub- Contractor (BAS) are each responsible to provide the Commissioning Authority with a Final Clean Set of submittals which clearly indicates that any comments made by the Design Professional(s) have been incorporated into the Final Submittal Data. If a submittal is returned "Approved as Noted", the Final Clean Set of Submittal Data MUST include how noted items have been modified to be in compliance with the applicable specification section.
4. Upon receipt of the approved Final Set of HVAC related submittals and shop drawings, the HVAC Contractor (HC) and their Building Automation System Sub-Contractor (BAS) shall submit one (1) electronic copy of the approved submittals and shop drawings including all applicable installation, operation and maintenance manuals and any applicable warranty certificates to the Commissioning Authority. The Commissioning Authority will review the Operations and Maintenance Manuals for all HVAC related components, equipment and systems.
5. Site Installation Inspections – The Commissioning Authority shall make routine inspections during the Construction Phase of the project. Inspections will be scheduled as required by the progress of the work. Inspections will be conducted to verify that the installation of the components, equipment and systems are in compliance with the Contract Documents and to identify and document any quality issues that may lead to functional performance issues. After completing each inspection, the Commissioning Authority will provide a written inspection report to all member of the Commissioning Team. Any issues that are identified will become part of the Commissioning Issues Log, until it has been resolved, reviewed and accepted by the Commissioning Authority.
6. Pre-Functional Checklists – The Commissioning Authority will develop and distribute copies of project specific Pre-Functional Checklists for all applicable HVAC Systems components, equipment and systems and Plumbing Systems components, equipment and systems, to members of the Commissioning Team. The Pre-Functional Checklists shall be used by the installing HVAC Contractor (HC) and their Building Automation Systems Sub-Contractor (BAS), Electrical Contractor and Plumbing Contractor to verify and document installation and start-up of components, equipment and systems. All work required to be performed by the installing contractors as listed in the Pre-Functional Checklists shall not be considered to be complete until documentation of the work performed has been submitted to and approved by the Commissioning Authority. No Acceptance Phase Commissioning (Functional Performance Testing) will begin on any equipment or system until the Pre-Functional Checklists have been fully completed reviewed and accepted by the Commissioning Authority.
7. Work to be performed prior to Commissioning – Work performed during this phase of the Commissioning Process shall include but not be limited to the following:
 - a. Complete the installation of all components, equipment and systems including all piping, duct, insulation, wiring and controls per the contract documents including any sub-systems to ensure that they are complete systems and fully functional.
 - b. Set-up and calibration of all Building Automation Systems control devices including adjustments to control valves and damper actuators.
 - c. Set-up and programming of Building Automation Systems for accurate response to meet the specified sequence of operation.
 - d. Make any final adjustments to vibration isolators and seismic restraints (if / as applicable).
 - e. Verify the operation of any Life Safety Devices including manual and automatic Fire / Smoke Dampers (if / as applicable).
 - f. Provide start-up of all equipment and systems. Provide factory start-up of equipment and systems as specified. This includes motor rotational checks, any applicable cleaning, filling or purging of systems and verification of the operation of control sequences.

8. Commissioning Issues Log and Deficiency Resolution – The Commissioning Authority will report on any deficiencies to the Owner and Architect discovered from the Pre-Functional Checklists. A Commissioning Issues Log will be maintained and distributed to the appropriate Commissioning Team Members for resolution. The Commissioning Authority will work with the other members of the Commissioning Team to ensure that any reported deficiencies are completely understood as well as any responses or corrective actions that are required for resolution of a stated deficiency. It will be the Owner's responsibility to manage the Commissioning Issues Log for resolution of any outstanding issues or noted deficiencies. The Commissioning Authority will assist the Owner as required to verify completion of any items noted in the Commissioning Issues Log. After corrective actions have been taken, any test necessary to verify conformance with the Contract Documents will be conducted by the Commissioning Authority.
 - a. Deficiencies of incomplete work identified by the Commissioning Authority shall be corrected by the responsible installing contractor and verification performed by the Commissioning Authority for compliance with the Contract Documents prior to the start of Acceptance Phase Commissioning.

E. Acceptance Phase Commissioning

1. During Acceptance Phase Commissioning the building systems have been completed and made fully functional. The Commissioning Authority is responsible to perform Functional Performance Tests to verify and document that all components, equipment, systems and sub-systems operate under all specified sequence of operations. During this time the Commissioning Authority will also be responsible to coordinate any specified or required Owner Training.
2. Acceptance Phase Commissioning Activities include the following:
 - a. Functional Performance Testing – The Commissioning Authority shall operate all HVAC components, equipment, systems and controls through their entire sequence of operations as outlined in the Commissioning Plan. All testing performed during the Acceptance Phase Commissioning shall be performed directly by the Commissioning Authority and shall include the following:
 - 1) Verification of the location and accessibility of all access panels for components or equipment.
 - 2) Verification of the location, installation and calibration for all components of the Building Automation System.
 - 3) Verification of the operation of all components of the Building Automation System on a stand-alone basis. This includes valve and damper actuators.
 - 4) Verification of the physical response of all components of the Building Automation System to setpoint adjustments or other changes.
 - 5) Verification of the operation of any new installed Fire / Smoke Dampers (if / as applicable).
 - 6) Verification of the operation of all HVAC equipment and systems in every specified mode of operation and every control sequence.
 - 7) Verify the operation of all HVAC equipment and systems in "Normal Occupied Mode, "Unoccupied Mode", and under any Emergency Conditions.
 - 8) Review and provide comments on the Final Certified TAB Report.
3. Deferred Testing – Deferred Testing includes any Functional Performance Test that could not be completed due to seasonal requirements. All Deferred Testing shall be conducted during the Warranty Phase Commissioning and shall be clearly identified by the Commissioning Authority.

4. Commissioning Issues Log and Deficiency Resolution – The Commissioning Authority will report on any deficiencies discovered during Functional Performance Testing. A Commissioning Issues Log will be maintained and distributed to the appropriate Commissioning Team Members for resolution. The Commissioning Authority will work with the other members of the Commissioning Team to ensure that any reported deficiencies are completely understood, as well as any responses or corrective actions that are required for resolution of the stated deficiency. The Commissioning Authority will assist the Owner as required to verify the completion of any items noted in the Commissioning Issues Log. After corrective actions have been taken, any test necessary to verify conformance with the Contract Documents will be conducted by the Commissioning Authority. If issues remain unresolved at the end of the project, an explanation and clarification of all unresolved issues must be included in the final commissioning report.
 - a. Deficiencies or incomplete work identified by the Commissioning Authority shall be corrected by the responsible installing contractor and verification performed by the Commissioning Authority for compliance with the Contract Documents prior to the start of Warranty Phase Commissioning.
5. The following equipment and systems will be tested by the Commissioning Authority to verify that the systems are fully operational and function as described in the individual project specification sections, including integration into the Building Automation System.
 - a. HVAC Contractor (HC)
 - 1) Shut Off VAV Boxes.
 - 2) Series Fan Powered VAV Boxes.
 - 3) Exhaust Fans.
 - 4) Ductless Air Conditioners.
 - 5) Air Cooled Condensing Units.
 - 6) Kitchen Ventilation Systems.
 - 7) Computer Room Air Conditioner.
 - b. Plumbing Contractor (PC)
 - 1) Domestic Hot Water Recirculation Pumps.
 - 2) Domestic Hot Water Digital Mixing Valve.
 - c. Electrical Contractor (EC)
 - 1) Lighting Control System (Interior).
6. Owner Training – The Owner and / or their designated personnel shall receive thorough training in the operation and maintenance for all components, equipment and systems for the project. The Commissioning Authority will be available to help coordinate and assist in the scheduling of training activities. The following activities should be included as part of Owner Training.
 - a. The Commissioning Authority should review all training agendas.
 - b. The Design Professionals should provide and review information with the Owner and their designated staff on relevant design approaches that have been incorporated into the project, especially those that are directly related to the operation and maintenance of the facility.
 - c. The installing prime contractors and sub-contractors should train the Owner and their designated staff on construction materials and techniques that were included in the project, especially those that are directly related to the operation and maintenance of the facility.

d. Equipment Vendors shall train the Owner and their designated staff in the proper start-up and shut down procedures for all components, equipment and systems. Training sessions shall include normal operations features and requirements for routine maintenance. Training sessions should be specific in nature and incorporate the exact components, equipment and systems that have been installed for this Project.

F. Final Commissioning Report – The Commissioning Authority will assemble documentation from all phases of the Commissioning Process into a Final Commissioning Report. The Final Commissioning Report shall incorporate final record documents for each component, equipment and system as applicable. The Final Commissioning Report shall include the following items:

1. Title Page.
2. Certification Page.
3. Summary.
4. Completed Pre-Functional Checklists and Start-Up Reports.
5. Completed Functional Performance Tests.
6. Commissioning Issues Log.
7. Site Observation Reports.
8. Instrument Calibration / Certification Data.
9. Any applicable project correspondence.

3.2 WARRANTY PHASE COMMISSIONING

A. Warranty Phase Commissioning is an effort to ensure that any outstanding warranty issues are resolved and that any deferred testing is performed and accepted, and any outstanding Construction Phase issues are resolved. Any questions, issues or concerns from the Owner's Operations and Maintenance Staff should also be investigated and resolved.

B. Warranty Phase Commissioning Activities

1. Deferred Testing – Any Acceptance Phase testing that was deferred shall be performed by the Commissioning Authority during the Warranty Phase.
2. Construction Phase Commissioning Follow-Up – The Commissioning Authority will work with the Owner to coordinate warranty related issues and any follow-up work to be performed by installing contractors. The Commissioning Authority will be available to the Owner to verify resolution of any warranty issues including additional Functional Performance Testing, if required.
3. Additional Testing – The Commissioning Authority will be available to the Owner's Operations and Maintenance Staff to assist with specific questions related to the operation and maintenance of components, equipment or systems and to identify any additional training that is required. Additional, more detailed training sessions may be required for more complex systems such as Building Automation Systems or systems that were not in operation at the time of substantial completion.

END OF SECTION 01 91 13